

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**

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No.A-34012/6/2015/DP&AR (Exam)

Puducherry, dated: 12-01-2016.

**NOTIFICATION**

Applications are invited from the eligible Indian Citizens who are Native / Resident of the Union Territory of Puducherry for the Competitive Examination to be held for Direct Recruitment to the post of Stenographer Gr.II (Group 'C' Non-Gazetted, Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below:

Name of the post with Pay Band and Grade Pay	Number of Vacancies	Reservation									
		Vertical							Horizontal		
		UR	MBC	SC	OBC	EBC	BCM	BT	XSM	PwD	MSP
<b>Stenographer Gr.II</b> Pay Band-1 ₹ 5200-20200 + Grade Pay ₹ 2400/-	41 (*)	21	7	6	4	1	1	1	4	1	1

(\*) Including anticipated vacancies.

**Abbreviations:**

**UR**-Un-Reserved, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**- Backward Class Muslims, **BT**-Backward Tribes, **XSM**-Ex-Servicemen, **PwD**-Persons with Disabilities, **MSP**-Meritorious Sports Persons.

Note: - The Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirements and also to cancel the recruitment process. No interim enquiries will be entertained.

**I. QUALIFICATIONS FOR ELIGIBILITY:**

Educational Qualification	Technical Qualification
A pass in H.S.C. (12 <sup>th</sup> class) or equivalent from a recognized Board or University	(i) A pass in Stenography in English in Lower Grade; (ii) A pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade; and (iii) A pass in Typewriting in English in Higher Grade.

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## II. AGE LIMIT:

Between 18 and 32 years of age as on **05-02-2016** which is the last date of receipt of applications. Age limit is relaxable in respect of MBC, SC, OBC, EBC, BCM, BT, Ex-Servicemen, Persons with Disabilities, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married and Meritorious Sports Persons, as detailed below:-

Category	Relaxation of Upper Age Limit
<b>MBC/OBC/EBC/BCM/BT</b>	3 years (32 + 3 years)
<b>SC</b>	5 years (32 + 5 years)
<b>Ex-Servicemen(XSM)</b> (For details of Reservation and Concession to XSM refer Part-IV of General Instructions to candidates)	After deducting the military service plus 3 years from the actual age (in respect of reserved applicant, over and above the admissible relaxation of 5 years for Scheduled Castes and 3 years for MBC / OBC / BCM / EBC / BT).
<b>Persons with Disabilities (PwD)</b> (For Physical requirements & categories of disabilities suitable for this job, refer Part-III of General Instructions to candidates.)	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT).
<b>Meritorious Sports Persons (MSP)</b> (For method of selection refer Part-II of General Instruction to candidates)	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/ BCM/ BT). Applicable only for candidates applying under MSP quota. <u>There will not be any competitive examination for the selection of candidates under MSP quota.</u>
<b>Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married.</b>	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT)

## III. NATIVITY / RESIDENCE:

Those who are native of Union Territory of Puducherry by continuous residence in the U.T. for the last 5 years immediately preceding the closure date of notification only are eligible to apply for the post. The applicants should enclose the self attested copy of the Nativity/Residence Certificate obtained within a period of one year preceding the closure date of Notification, containing the continuous residence of five years, issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

  
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**IV. COMMUNITY CERTIFICATE:**

The applicants belonging to MBC/SC/OBC/EBC/BCM/BT categories should enclose self attested copy of the Community Certificate obtained within a period of one year preceding the closure date of Notification, in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar, along with the application. Applicants applying under SC quota should furnish Community Certificate issued under **"The Constitution (Puducherry) Scheduled Castes Order, 1964"** and in respect of "Puthirai Vannan" **"The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002"**.

**V. WIDOWS /DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS AND WHO ARE NOT RE-MARRIED.**

The applicants who apply under this category, should necessarily enclose a Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not re-married in addition to the Court order issued in this regard.

**VI. PERSONS WITH DISABILITY (PwD):**

The applicants who apply against the horizontal reservation provided for Persons with Disability (PwD), should necessarily enclose the self attested copy of the Medical Certificate issued by District Medical Board, Government of Puducherry. This Certificate should have been issued within three years from the closing date for receipt of application for this recruitment. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in the **Part-III** of General Instructions to candidates.

**VII. MERITORIOUS SPORTS PERSONS (MSP):**

The selection of candidates for the vacancies reserved under Meritorious Sports Person quota will be made on the basis of their achievements in the sports as per the instructions in **Part-II** of General Instructions to the candidates. There will not be any competitive examination for the selection of candidates under MSP quota. However, they may participate in the direct recruitment competitive Examination along with other candidates, provided if they are within the age limit under the category to which they belong to and they will not be considered for the vacancies reserved for MSP but for the other reserved vacancies as the case may be.

  
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The candidate applying against MSP quota have to send their filled in application along with self attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as **"APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF STENOGRAPHER GR.II UNDER MSP QUOTA CATEGORY"** addressed to **"The Under Secretary to Govt. (DP&AR-Exam), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry – 605 001"** within the due date and time of **5.45 p.m. on 05-02-2016**. Belated applications will not be entertained.

**VIII.** The applicants who are working in the Government Departments / Offices and who are within the age limit may apply as open candidates and should intimate the fact of submission of application to the post of Stenographer Gr.II to their Head of Departments / Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Stenographer Gr.II in the written examination.

**IX. METHOD OF RECRUITMENT:-**

(1) The vacancies in the above said post will be filled up through a Competitive Examination consists of following tests:-

(i) **Part A:** Stenography Test of Dictation in English at a speed of 80 words per minute for 10 minutes for maximum marks of 100. The candidates will be required to transcribe the dictated passage in 50 minutes through computer.

**Part B:** Typewriting test for maximum marks of 50 in the regional language opted viz., Tamil or Malayalam or Telugu at a speed of 30 words per minute for 10 minutes in computer. The candidates are required to submit their option for the regional language in which they are willing to appear for the typewriting test in computer.

**Note:** The computer will be arranged by this Department.

(2) Merit list will be prepared based on the marks obtained by the applicants both in Part A and Part B for a total of 150. Candidates are required to appear for both Part A and Part B of the tests.

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**X. DATE AND VENUE OF EXAMINATION:**

The Competitive Examination will be tentatively scheduled in the last week of February 2016 in **Puducherry region only**. **The exact time and venue of the examination will be intimated in due course** in this Department's website "<http://dpar.puducherry.gov.in>" and also in leading Newspapers.

**XI. HOW TO APPLY AND LAST DATE FOR APPLICATION:**

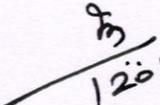
Candidates fulfilling the eligibility criteria as mentioned above shall download the application form along with the Notification from the website <http://dpar.puducherry.gov.in> and submit their duly filled in application along with self attested copies of the relevant certificates to **"The Under Secretary to Govt. (DP&AR-Exam), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry-605001"** on or before **05.45 p.m. on 05/02/2016** superscribing on the cover as **"APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GR.II"**.

**GENERAL INSTRUCTIONS TO THE CANDIDATES**

**PART-I**

**Applicants should read the following instructions carefully before applying:**

1. The application should be filled in neatly and legibly in BLOCK LETTERS without any overwriting / erasures using a ball pen.
2. The passport size photograph of the candidate should be affixed in the application and in admission card and the photo affixed in the admission card should be got attested by a Gazetted Officer.
3. No original certificate should be sent along with the application and only self attested copies should be enclosed with the application. All original certificates are required to be produced only at the time of Certificate Verification after the notification of results of the competitive examination.
4. The candidates will be provisionally admitted for appearing in the Competitive Examination based on the particulars given in their application and the self attested certificate enclosed. The final selection will be based on the production of original certificates after results are published.
5. Applications received after the due date will be summarily rejected. Similarly incomplete applications will also be rejected.

  
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6. Selection will be strictly on the basis of the marks obtained in the competitive examination.
7. The decision of the Government as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
8. Success in the examination confers no right to appointment. The appointment is subject to verification of character, antecedents and physical fitness.
9. No correspondence will be entertained with regard to the recruitment process.
10. Change of communication address and Mobile number of the applicant, if any, after submission of application should be intimated to the Department or otherwise the Department will not be responsible for any delay / non-delivery of communications.
11. No Travelling Allowance / Daily Allowance will be paid for attending this Competitive Examination.
12. **Help Line:**  
For any clarification, if needed, please contact the Help Line Number **0413-2233228** on all working days between **9.30. a.m. and 5.00 p.m.**

**PART-II**

**Criteria for selection of candidates against Meritorious Sports Person quota:-**

1. The selection will be made only in the order of preference based on the performance, winning of medals / securing of places upto 3<sup>rd</sup> place as provided in the Office Memorandum No.14034/1/95 - Estt.(D), dated 4-5-1995 of the Ministry of Personnel, Public Grievances and Pension (DoP&T), Government of India, New Delhi and the amendments made from time to time as extracted below :-

- (a) First preference to those candidates who have represented the country in an international competition with the clearance of the Department of Youth Affairs and Sports.
- (b) Next preference may be given to those who have represented a State / Union Territory in the Senior or Junior level National Championships organized by the National Sports Federations recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.
- (c) Next preference may be given to those, who have represented a University in an Inter-University Competition conducted by Association of Indian Universities / Inter-University Sports Board and have won medals or positions upto 3<sup>rd</sup> place in finals.

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- (d) Next preference may be given to those who have represented the State Schools in the National Sports / Games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3<sup>rd</sup> place.
- (e) Next preference may be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- (f) Next preference may be given to those who represented a State / Union Territory / University / State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

2. The candidates who are applying under Meritorious Sports Person Quota should submit their dully filled in application along with the required certificates in the relevant forms (as prescribed in Appendix-3) duly obtained from an authority (as indicated in Appendix-2) as mentioned in the Office Memorandum dated 04-05-1995 of the DoP&T referred above; Copy of the above Office Memorandum along with Appendix-2 and Appendix-3 are available in this Department's Official Website <http://dpar.puducherry.gov.in> for reference.

**PART-III**

**(Annexure-II to G.I., Min. of Social Justice and Empowerment, Notification No.16-70/2004-DD.III, dated 15<sup>th</sup> March 2007)**

1. Physical requirement for the post of Stenographer Gr.II:

Sl. No.	Code	Physical Requirement
1.	S	Sitting
2.	ST	Standing
3.	W	Walking
4.	L	Lifting
5.	MF	Manipulation by Fingers
6.	SE	Seeing
7.	RW	Reading & Writing
8.	H	Hearing
9.	C	Communication

2. Categories of Disabled suitable for the post of Stenographer Gr.II:

Sl. No.	Code	Category of Disability
1.	OA	One Arm
2.	OL	One Leg
3.	BL	Both Legs
4.	OAL	One Arm & One Leg
5.	B	Blind
6.	LV	Low Vision

**PART-IV**

**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training,  
New Delhi, Office Memorandum No. 36034/21/87-Estt.(SCT),  
dated 7<sup>th</sup> November, 1989**

Sub: Second time benefit to ex-servicemen for reservation in Groups 'C' and 'D' posts/services not allowed

In this Department's O.M. No.36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that the second time benefit of ex-servicemen will not be admissible to those ex-servicemen who have already availed of the benefit of Ex-servicemen on their first re-employment in civilian posts. On the request made by Directorate General of Resettlement, Ministry of Defense, that the decision contained in the above OM dated 02.05.1985, should not be made applicable to those Ex-servicemen who have been re-employed or are re-employed by the Private Companies/Autonomous Bodies/Public Sector Undertakings and Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by the Employer concerned, the matter has been reconsidered by this Department and it has been decided that the provisions contained in this Department's OM No. 36034/27/84-Estt.(SCT) dated 02.05.1985, shall not apply to those ex-servicemen who have been re-employed or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/ Government Offices on casual/contract/Temporary *ad hoc* basis and who can be removed from such service at any time by their employer concerned.

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**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training,  
New Delhi, Office Memorandum No.36034/6/90-Estt. (SCT),  
dated 2<sup>nd</sup> April 1992**

Sub: Benefit of age concession to Ex-servicemen who have already joined Govt. service for applying for employment in a higher grade/cadre under the Central Govt. group C & D.

The undersigned is directed to refer to this Department's O.M.No.36034/27/84-Estt. (SCT), dated 2-5-1985 wherein it has been clarified that on an ex-servicemen joining civil appointment he is deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees, in accordance with the existing instructions in this regard. Representations have been received requesting the Govt. to reconsider the above decision. The matter has also been raised by the Staff Side of the National Council (JCM) suggesting that at least the benefit of age relaxation should be allowed to those ex-servicemen candidates who have joined a civil post under the Govt. of India and who wish to improve their career prospects.

2. The matter has been examined in this Department in consultation with Ministry of Defence and the Department of Public Enterprises and it has now been decided that such of those ex-servicemen candidates who have already secured employment under the Central Govt. in Group C and D will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Govt. However, such candidates will not be eligible for the benefits of reservation for ex-servicemen in Central Govt. jobs.

The above decision is in modification of Provision of this Department's O.M. No.36034/27/84-Estt.(SCT), dated 2-5-1985.

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Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training,  
New Delhi, Office Memorandum No.36034/1/2014-Estt.(Res.)  
dated 14<sup>th</sup> August, 2014

Sub: Benefit of reservation to Ex-servicemen, who applies for various examinations/ vacancies before joining civil posts/services in the Government job on civil side.

In terms of this Department's Notification No. 39016/10/79-Estt(C) dated 15th December, 1979 as amended from time to time and which was last amended vide Notification No. 36034/1/2006-Estt (Res), dated 4<sup>th</sup> October, 2012, the benefit of reservation to ex-servicemen is available at ten percent of the vacancies in Group C posts and twenty percent of the vacancies in Group D posts in all the Central Civil Services and posts. Benefit of reservation is also extended at ten percent of the vacancies in the posts upto of the level of Assistant Commandant in all para-military forces to be filled by direct recruitment.

2. Vide this Department's O.M. No. 36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that once an ex-serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government would cease. It was also decided that on his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course. Vide this Department's O.M. No. 36034/21/87-Estt.(SCT) dated 07.11.1989, it was clarified that the instructions of 02.05.1985 shall not apply to those ex-servicemen who have been re-employed or are re-employed by private companies/ autonomous bodies/ public sector undertakings/ government offices on casual/ contract/temporary *ad-hoc* basis and who can be removed from such service at any time by their employer concerned.

3. An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he/she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex-servicemen for subsequent employment. It has been brought to the notice of this Department that the aforesaid instructions are affecting the chances of ex-servicemen in the case of direct recruitment for subsequent suitable employment.

4. The matter has, therefore, been considered in consultation with Department of Ex-servicemen, Ministry of Defence. It has now been decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

5. The above Orders shall take effect from the date of issue of this Office Memorandum.

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(M. KANNAN)  
UNDER SECRETARY TO GOVT.  
(DP&AR-Exam)