

No.A-34012/4/2013/DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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Puducherry, dated: 12-12-2013.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Conduct of Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk - Notified.

- Ref: (1) G.O.Ms.No.7/2011-DPAR, dated 31-01-2011 of Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No.5, dated 1-2-2011 of Government of Puducherry.
- (2) G.O. Ms. No.83/DP&AR (Exam), dated 06-12-2013 of the Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry

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It is proposed to fill up the vacant posts of Upper Division Clerk by conducting a Limited Departmental Competitive Examination as provided in the Recruitment Rules under reference cited, as per the details given below:

Number of vacancies to be filled:-

Total No. of vacancies	Reservation		
	UR	SC	PH
48	40	7	1

2. Eligibility for appearing in the Examination:

Lower Division Clerks who have completed **4 years** of continuous regular service in the post **as on 01.12.2013** and who have passed the following tests namely:-

- Accounts Test for Subordinate Officers;
- Common General Departmental Test for Ministerial Staff; and
- Typewriting Test. (If exempted from passing the Typewriting Test, copy of the exemption order shall be enclosed.)

The decision of the Government as to the eligibility or otherwise of a candidate to the examination shall be final.

3. Procedure for submission of application:

A candidate seeking admission to the examination must submit his/her application in the prescribed form (ANNEXURE), duly filled in his/her own handwriting, along with necessary documents through the Head of Department/Office concerned, well before the last date. The Head of Department/Office concerned shall certify the particulars of the official as required in Part-II of the application and forward the same to the Under Secretary to Government, Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, **on or before 20.12.2013**. Applications which are incomplete or not properly filled in and **applications received in this Department after the due date will summarily be rejected.**

4. Candidates seeking admission to the examination, except those belonging to Scheduled Castes/Ex-servicemen/Physically Handicapped, must pay a **fee of Rs. 10/-** (Rupees Ten only) by way of Indian Postal Order obtained not earlier than the date of this Notification and drawn in favour of '**The Under Secretary to Government, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry**' (by designation only), **payable at Puducherry**. The application not accompanied by Indian Postal Order for the prescribed fee will summarily be rejected.


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...2/-

5. **Last date of receipt of application:**

The last date for receipt of application in this office is **20-12-2013**.

6. **Syllabus and date of examination:**

The syllabus of the examination is as given in the G.O. Ms. No.83/DP&AR(Exam), dated 06-12-2013. The date of examination will be intimated later.

Candidates should clearly understand that this is a Competitive Examination and not a qualifying examination. Success in the examination confers no right for selection unless Government is satisfied after such an enquiry as may be considered necessary, that the candidate is eligible and suitable in all respects for selection.

7. **Location of Centres:**

The location of examination center will be decided by Government as per requirement. The actual date, time and venue of the examination will be intimated separately, in due course.

8. A candidate, who after applying for admission to the examination or after appearing for it, resigns his post in this administration or otherwise quits the service or severs his connection with it or whose services are terminated by this Department or who is appointed to an ex-cadre post or to another service on 'transfer' and does not have a lien in the post of L.D.C. in this Administration, will not be eligible for appointment, based on the results of this examination.

9. The Heads of Departments/Offices are therefore requested to kindly circulate this communication to all concerned including those who are on deputation/transfer and forward, after scrutiny, the applications of officials who are willing and eligible to take part in the examination, so as to reach this Department **on or before 20.12.2013**. It is the responsibility of the Heads of Departments/Offices to ensure that the contents of this I.D. Note/Memorandum are brought to the notice of all concerned working under their control. The applications submitted by the officials after the expiry of the due date need not be referred to this Department.

10. In case the official is transferred to other department / any outlying region after the submission of application, the Department / Office to where he / she has been transferred should be intimated to this Department immediately.

11. This I. D. Note / Memorandum and the syllabus of the examination has been hosted in this Department's official website <http://dpar.puducherry.gov.in> for reference.

12. The earlier Notification of I.D. Note/ Memorandum No.A-34012/14/2009-DP&AR(Exam), dated 10.06.2009 and 22.04.2010 for conduct of Limited Departmental Competitive Examination for the post of Upper Division Clerk stands cancelled.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

1. All Secretariat Departments.
2. All Heads of Departments / Offices (except Judicial Department).
3. The District Collector, Karaikal.
4. The Regional Administrator, Mahe / Yanam.

ANNEXURE

**APPLICATION FOR THE LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION FOR THE POST OF UPPER DIVISION CLERK**

PART - I

Important instructions:-

- i) No column should be left blank.
- ii) Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

(TO BE FILLED IN BY THE CANDIDATE'S OWN HAND WRITING)

1. Name of the candidate :
(in **BLOCK LETTERS**)
2. i) Designation :
ii) Present Official Address (in full) :

iii) Candidate's PRAN / GPF Number :
iv) Candidate's Mobile Number :
v) Candidate's E-mail Id :
vi) In case the official is on deputation :
the name of the Department/Office
from which deputed
3. Date of Birth :
4. Educational Qualification :
5. Religion :
6. i) Whether the candidate belongs to :
Scheduled Castes/ Physically
Handicapped (Answer **YES** or **No**)
ii) If **Yes**, specify S.C./P.H. :
[Attested copies of the certificate
viz. fresh Community Certificate/
Medical Certificate issued by
Competent Authority(Medical Board)
should be enclosed]
7. Whether the candidate belongs to :
Ex-servicemen category
(Answer **YES** or **No**)
8. Fee paid, vide Indian Postal Order Number, Date and Amount :

Sl. No.	Indian Postal Order No.	Date of Issue	Amount

: 2 :

9. Give in Chronological order complete details of the Service rendered by the Candidate in this Administration in different grades right from the date of his/her initial appointment :-

Sl. No.	Name of the Dept./Office	Post held and scale of pay	State whether the post held permanently/ on probation/ temporarily	Period of Service with date	
				From	To

10. Details of passing of the Departmental tests :-

- | <u>Name of Test</u> | <u>No.& date of declaration of result</u> |
|---|---|
| i) Accounts Test for Subordinate Officers:- | |
| Part-I | : |
| Part-II | : |
| ii) Common General Departmental Test for Ministerial staff | : |
| iii) Whether passed Departmental Test in Typewriting (or) Typewriting lower grade examination in English or Tamil or Malayalam or Telugu conducted by Govt./ Board of Technical Education (Answer YES or NO) | : |
| a) If YES , furnish the month and year of passing | : |
| b) If NO , copy of the exemption order from passing the Typewriting Test, shall be enclosed. | : |
| 11. Date from which the candidate is continuously employed as Lower Division Clerk in the Administration of Puducherry | : |
| 12. a) Whether the candidate is a permanent or regularly appointed temporary Lower Division Clerk in the Administration of Puducherry? (Answer YES or NO) | : |
| b) If YES , indicate:- | |
| i) Date of confirmation in the post of Lower Division Clerk (or) | : |
| ii) Date of regular appointment as Lower Division Clerk (if the candidate is still temporary) | : |

...3/-

: 3 :

13. a) Whether the candidate is holding an Ex-cadre post? (Answer **YES** or **NO**) :

b) If **YES**, indicate whether :-

i) the candidate is holding ex-cadre post on deputation basis? :

ii) the candidate continues to hold lien on the post of L.D.C. in the Administration of Puducherry ?

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that all statements made in this application are true, complete and correct.

PLACE:

DATE :

SIGNATURE OF THE CANDIDATE

PART-II

To be filled in by the Head of Department/Office
(Strike out portions not applicable)

Certified that :-

- i) The information furnished by Thiru/Tmt./Selvi _____
_____ (Name of the candidate)
_____ (Designation) in the application
has been verified with reference to his/her service records and found correct.
- ii) He/She is a regularly appointed temporary/permanent L.D.C in the Puducherry Administration with effect from and continues to be so employed. (Delete which is not applicable)
- iii) He/She is on deputation to ex-cadre post held by him/her.
- iv) He/She is appointed against a `Transfer Post' and continues to have lien on the post mentioned in sub-para (ii) above.
- v) No disciplinary proceedings initiated / pending or proposed to be contemplated against the official.
- vi) There are no circumstances rendering him/her unsuitable for promotion to the post of Upper Division Clerk in the Puducherry Administration.

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE :

PLACE: NAME AND DESIGNATION
DATE : WITH SEAL :

- Note :- (i) Application from deputation staff should be routed through their parent department only.
(ii) Last date for receipt of filled in application : **20.12.2013**