

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

No.A-34012/14/2010/DP&AR (Exam)

Puducherry, dated : 02-12-2011

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives/Residents of Union Territory of Puducherry for the Common Open Written Competitive Examination for Recruitment to the following categories of posts:

Post Code	Name of the post, Scale of Pay/ Pay Band	Number of vacancies (approximately) (subject to revision)	Cadre Controlling Department
01	Lower Division Clerk Rs.5200-20200, Grade Pay:Rs.1900/-	400	Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry.
02	Store Keeper Grade-III Rs.5200-20200, Grade Pay:Rs.1900/-	115	Directorate of Accounts & Treasuries, Puducherry.
03	Junior Clerk Rs.5200-20200, Grade Pay:Rs.1900/-	28	Judicial Department, Puducherry.
04	Typist Rs.5200-20200, Grade Pay:Rs.1900/-	24	Judicial Department, Puducherry.

- Note:** 1. The vacancies notified are existing as well as anticipated. However, Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.
2. The provision of reservation (vertical and horizontal) will be according to the guidelines issued by the Government of India / Government of Puducherry.
3. There will be a separate notification shortly issued for filling Meritorious Sports Person (MSP) quota.



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EDUCATIONAL QUALIFICATIONS FOR ELIGIBILITY:

Code: 01 LOWER DIVISION CLERK

Educational and other Qualification:

- (a) A pass in HSc.,(12th Class or equivalent from a recognized Board or University)
- (b) A pass in Typewriting Lower Grade Examination in English or Tamil or Malayalam or Telugu conducted by Government / Board of Technical Education.

Code: 02 STORE KEEPER GR.III

Educational Qualification:

A pass in Higher Secondary School Leaving Certificate (10+2) or equivalent from a recognized Board / University.

(OR)

Any Diploma course of duration of two years or more after 10th Standard recognized by Board or equivalent from a recognized Board / University.

Code: 03 JUNIOR CLERK

Educational Qualification:

A pass in Higher Secondary Examination.

Code: 04 TYPIST

Educational and other Qualification:

- (a) A pass in Higher Secondary Course (12th Class) or equivalent from a recognized Board or University.
- (b) A pass in Typewriting Lower Grade in English and Tamil or Malayalam or Telugu conducted by the Board of Technical Education.

AGE LIMIT:

Between **18** and **32** years of age as on **13-01-2012** which is the last date of receipt of on-line applications. Age limit is relaxable for OBC, MBC, BT, BCM, EBC, SC, Ex-Servicemen, Physically Handicapped, Widows / Divorced Women / Women judicially separated applicants and In-service officials as detailed below:-

Category	Relaxation of Upper Age Limit
OBC / MBC / BT/ BCM/ EBC	3 years
SC	5 years
Ex-Servicemen	Length of service in Armed Forces of Indian Union plus 3 years
Physically Handicapped	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for OBC/MBC/BT/BCM/EBC)
Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married.	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for OBC/MBC/BT/BCM/EBC)
In-service officials	Relaxable for Government servants including Multi-tasking Staff (House-Keeping/Security/General) upto 40 years in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made.

Note: Abbreviations:

Gen-General, **OBC**-Other Backward Class, **MBC**-Most Backward Class, **BT**-Backward Tribe, **BCM**-Backward Class Muslims, **EBC**-Extreme Backward Classes (Meenavar Community), **SC**-Scheduled Caste, **XSM**-Ex-Serviceman, **PH**-Physically Handicapped.

NATIVITY / RESIDENCE:

Those who are the native of Union Territory of Puducherry and Residents by continuous residence in the U.T. for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts. The applicants on selection should furnish the fresh Nativity Certificate/Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar. The Certificate should have been issued within one year from the date of notification of results of the recruitment test.

COMMUNITY CERTIFICATE:

The selected applicants should submit fresh Caste Certificate for OBC/MBC/BT/BCM/EBC/SC obtained in the prescribed form from an Officer of Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar. The certificate should have been issued within one year from the date of notification of results of the recruitment test.

MODE OF RECRUITMENT:

The vacancies in the above said posts will be filled up through a Common Open Written Competitive Examination. The Question paper will be of 10th Class standard of objective type consisting of single part in forenoon session with duration of 2 hours having 100 questions carrying one mark each question from Mathematics, General Science, General English, History, Geography and Current Events. **Negative mark of 0.25 will be awarded for every wrong answer and multiple answers will be treated as a wrong answer.** Candidates are, therefore, **advised to keep this in mind while answering the questions.**

The Question paper will be in bi-lingual i.e., in English and in any one of the regional languages namely, Tamil or Telugu or Malayalam. Therefore, the candidates should **indicate the choice of the language, in which they prefer to write the examination, in the on-line application.**

Answering is in the form of shading the correct answer by using Ball point pen only and the applicants are permitted to take the carbon copy of their answer sheet along with their question booklet.

Note: Merit list will be drawn based on the marks obtained by the applicants in the Common Open Written Competitive Examination. Allotment of posts will be done as per the eligibility, rank in the merit list, option indicated in the application and as per the rule of reservation.

HOW TO APPLY?

Applicants fulfilling the eligibility criteria as mentioned above may apply online from the website <https://recruitment.puducherry.gov.in> from **14-12-2011 to 13-01-2012** and also submit the application generated on online to this Department **on or before 5.45 p.m. on 23-01-2012.**

Note: Applicants applying for more than one post should register **only one online application form by indicating their order of choice for the posts for which they are applying.**



LAST DATE OF RECEIPT OF ONLINE APPLICATION:

The applicants should apply online in the official website <https://recruitment.puducherry.gov.in> on or before **13-01-2012** and send the online generated application to the below mentioned address **on or before 5.45 p.m. on 23-01-2012**. Applicants working in the Government Departments/Offices should also forward the online generated application through their respective Head of Departments / Offices within the due date **i.e. on or before 5.45 p.m. on 23-01-2012** to the below mentioned address: -

**The Under Secretary to Government,
Department of Personnel and Administrative Reforms (Personnel Wing),
Chief Secretariat,
Puducherry - 605 001.**

DATE AND VENUE OF EXAMINATION:

The Common Open written Competitive Examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union Territory of Puducherry. The Date and Venue of the examination will be intimated in due course.

GENERAL INSTRUCTIONS:

Applicants should read the following instructions carefully before applying :

1. Mode of applying for the Common Open Written Competitive Examination for Recruitment to the post(s) of LDC, Store Keeper Grade-III, Junior Clerk and Typist is through online only.
2. Avoid multiple applications, which may lead to cancellation of candidature.
3. Applicants are instructed to upload their scanned passport size photograph, while applying for the post through online application.
4. Separate photograph of the applicant is not required to be sent along with the online generated application.
5. Applicant's choice for the posts applied in the online application is final and cannot be altered later.
6. Applicant should note the **computer generated unique number** and should quote the same in all further correspondences to know his/her status of the application and also to get his/her hall ticket through online.
7. Applicants are advised to have a copy of the application generated online for their reference.

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8. Online generated applications received after the due date i.e. **23-01-2012 (5.45 p.m.)** will be summarily rejected.
9. Only after verification of the duly signed online generated application received from the applicants within the due date and time, Hall Tickets will be generated for issue.
10. Copy of all notifications will be published in this Department's website <http://dpar.puducherry.gov.in> and also in leading regional news dailies. Applicants are advised to watch the above website and news dailies regularly for information.
11. No original certificates required to be sent along with the online generated application.
12. All original certificates required to be produced only at the time of verification of certificates after the notification of results of the recruitment test.
13. A separate press note will be issued in leading regional news dailies regarding the issue of hall tickets through online to all the eligible applicants. The applicants can take the print-outs of their Hall Ticket in the website <https://recruitment.puducherry.gov.in> by using the unique number generated while applying for the posts through online.
14. The applicants are advised to check the website to know the reasons for the rejection of their applications.
15. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
16. The admission to the examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification / residence / caste and any other special category claimed by the individual and also verification of character and antecedents and physical fitness.
17. Since the notified four categories of posts are under three different cadre controlling authorities, the selected applicants after joining the post will be governed by that cadre only, **change of cadre will not be entertained in future under any circumstances** which should carefully be noted by the applicants before they opt to apply to the respective cadre post.
18. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application / Hall Ticket etc. through online only.
19. Change of Address, 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 letters.

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20. No request for change of Examination Centre will be entertained.
21. No T.A. / D.A. will be paid for attending the Common Open Written Competitive Examination.
22. The answer key will be published in the official website of the DPAR(PW) viz., <http://dpar.puducherry.gov.in> and also in <https://recruitment.puducherry.gov.in> after completion of Examination process.
23. The applicants working in Government Departments/Offices (in-service applicants) should forward the online generated application to this Department through their respective Head of Departments/Offices within the prescribed date and time.
24.

HELP LINE :

For any clarification, if needed, in filling online application, please contact the following Help Line Number on **all working days** between **9.30 a.m.** and **5.00 p.m. :-**

Telephone : 0413 - 2233215



(GIDDI MRUTHYUNJAYA DURGA RAO)
UNDER SECRETARY TO GOVT. (PERSONNEL)