

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**  
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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
<b>01</b>	<b>Lower Division Clerk</b> Rs.5200-20200, Grade Pay:Rs.1900/-	400	Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry.
<b>02</b>	<b>Store Keeper Grade-III</b> Rs.5200-20200, Grade Pay:Rs.1900/-	115	Directorate of Accounts & Treasuries, Puducherry.
<b>03</b>	<b>Junior Clerk</b> Rs.5200-20200, Grade Pay:Rs.1900/-	28	Judicial Department, Puducherry.
<b>04</b>	<b>Typist</b> 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.,(12<sup>th</sup> 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 10<sup>th</sup> 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 (12<sup>th</sup> 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:-

<b>Category</b>	<b>Relaxation of Upper Age Limit</b>
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 10<sup>th</sup> 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.

