





**RECRUITMENT TO THE POST OF TECHNICAL ASSISTANT**

**PROSPECTUS**

The candidates should read the prospectus carefully before filling in the application and they should satisfy themselves that they fulfill the eligibility conditions prescribed in the notification / prospectus in all respects.

- 1. Name of the Post:**                      **TECHNICAL ASSISTANT**
- 2. Pay Band**                                **:                      Rs. 9300-34800 +Grade Pay R.4200/-**
- 3. Number of vacancies:**                **Two (General)**
- 4. Eligibility Condoitions:**

The applicants should fulfill the following eligibility conditions to apply for the post:

- (a) Age limit: Between 18 and 30 years as on 11.09.2015 which is the last date of receipt of applications. Age limit is relaxable in accordance with instructions /orders issued by the Govt. of India/Govt. of Puducherry from time to time. Relaxable to Govt. Servants upto five years in accordance with the instructions/orders issued by the Central Govt.
- (b) Essential Educational qualifications:

**Master's Degree in Science/Mathematics or Degree in Engineering /Technology from a recognised University/Institution.**

Note: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

**5. Nativity/Residence & Community Certificates:**

Candidates will be selected provisionally based on the information furnished by them in their applications. The selected candidates shall produce the required Nativity/Residence and Community Certificates obtained from the Department of Revenue and Disaster Management, Puducherry at the time of verification of original certificates, failing which their provisional selection will automatically stands cancelled without any intimation.

## 6. How to Apply:

Candidates can download the application from the following website <https://WWW.Py.gov.in>, <http://dste.puducherry.gov.in> which will be available from 12 /08/2015 to 11 /09/2015. Candidates who have fulfilled the above conditions may submit their duly filled in application to the Director, Department of Science, Technology and Environment, Puducherry, Puducherry Housing Board Complex, 3<sup>rd</sup> Floor, Anna Nagar, Nellthope, Puducherry -605005 on or before 5.45 pm on 11/09/2015 along with self attested copies for the following Certificates.

- 1.) Birth certificate/Board Certificate indicating date of birth.
  - 2.) S.S.L.C. Certificate
  - 3.) Higher Secondary Course certificate
  - 4.) Bachelor's Degree certificate
  - 5.) Post Graduate Degree certificate
  - 6.) Nativity/Residence Certificate
  - 7.) Community Certificate
  - 8.) P.H. Certificate
  - 9.) Employment Registration card.
- } along with entire yearwise/Semester wise mark sheets (with equivalency Certificate wherever necessary)
- } if available

## 6. Mode of Recruitment:

There shall be 100% for selection, 85% shall be for marks obtained in qualifying examinations and 15% for Employment Exchange seniority. The 85% marks shall be calculated as follows:-

The weighted average of marks obtained by the candidate in Post Graduate in Science/Mathematics or Degree in Engineering/Technology shall be computed as follows:

- (a) For every additional attempt made in passing Post Graduate Degree in Science/Mathematics or Degree in Engineering/Technology, five percentage of marks will be deducted from the overall marks obtained by the candidate.
- (b) Even if the candidate acquired the qualification within the stipulated period of the course, but made additional attempt(s) either for passing or for improvement, five percentage of marks will be deducted for every additional attempt(s) made within that period.

- (c) After deduction of marks for additional attempts as aforesaid, net marks obtained in Master's Degree in Science/Mathematics or Degree in Engineering/Technology will be taken into consideration as the aggregate of the maximum of marks in Master's Degree in Science/Mathematics/Degree in Engineering/Technology.
- (d) Thereafter it will be converted to a maximum of 85%
- (e) In the case of certificate having grading only where no marks are available, the Mid-value will be taken into account to arrive the marks after which deduction shall be made for additional attempts if any, as aforesaid.
- (f) In the case of certificate having points to the maximum of ten, the points may be converted to hundred to arrive the marks after which deduction shall be made for additional attempts if any, as aforesaid.

**8. Cut off date for certificates:**

The certificate of Educational/professional qualification issued upto 11.09.2015 only will be taken into account. Production of certificates issued after the date will not be entertained and the application will be summarily rejected.

**9. Weightage for Employment seniority:**

In addition to the academic marks computed as said above, weightage shall be given to the seniority in Employment Exchange at the rate of 1.5 marks for every completed year of registration in the Union Territory of Puducherry. The maximum marks shall be 15 at the rate of 1.5 marks per year for ten years to count backwards from the date for receipt of application. While computing the marks, the seniority shall be reckoned from the date of registration of Post Graduate in Science/Mathematics or Degree in Engineering/Technology qualification.

**10. Last date for receipt of application:**

The filled in application should reach the Director, Department of Science, Technology and Environment, Puducherry Housing Board Complex, 3 rd Floor, Anna Nagar, Nellithope, Puducherry-605005 on or before 5.45 PM on 11.09.2015.

**11. Acknowledgement for receipt of application:**

Those who submit the application in person may collect an acknowledgment for receipt of application from the receipt section of this Department. It is advised in the interest of applicants that those who are sending their application by post may send it by registered post with acknowledgement due, to avoid loss in transit.

**11. Special Advice:**

All the candidates are advised to submit separate application to the Department even though their names have been sponsored by the Employment Exchange. If the applicants desire to apply for more than one post, they should submit separate application forms. If they fail to submit separate application in the prescribed format, their candidature will not be considered merely on the strength of their names having been sponsored by the Employment Exchange as this Department requires various data regarding academic/professional qualification during the recruitment process.

**12. General Instructions:**

1. The application should be filled in neatly and legibly (without any overwriting/erasers) in Block letters only using a Ball-point pen.
2. No original certificates should be sent along with the application.
3. Original certificates will have to be produced at the time of verification of certificates.
4. Persons who are already in service in any central/State Government Departments/Public Sector Undertakings should send their application through proper channel before the due date.
5. Applications received after the due date will be summarily rejected. Similarly incomplete applications and applications without the required certificates will also be rejected.
6. No correspondence will be entertained with regard to the recruitment process.
7. Change of Address, if any, after submission of the application should be intimated to the Department or otherwise the Department will not be responsible for any delay/non-delivery of letters.
8. The Department reserves the right to enhance/reduce the number of vacancies and also to cancel the recruitment process without assigning any reasons therefor. No enquiries will be entertained in this regard.

DIRECTOR