

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF ART AND CULTURE**

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No.3709 /DAC/ Estt/E4/2015

Puducherry, the 28/12/2015

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives/ Residents of the Union Territory of Puducherry for the Open Competitive Examination for recruitment of 53 Nos.(*) of **Library and Information Assistant** (Group 'B' Non Gazetted, Non Ministerial) in the Department of Art and Culture, Union Territory of Puducherry in the Pay Band PB2: ₹9,300-34,800 + Grade Pay ₹4,200/-

(*) The vacancies notified are existing as well as anticipated.

2. The Notification containing the number of vacancies with details of reservation, educational qualification, eligibility criteria, mode of application etc. can be viewed in this Department's website <http://art.puducherry.gov.in>

3. Candidates fulfilling the eligibility criteria may apply only through on-line in the Government of Puducherry Recruitment website <https://recruitment.puducherry.gov.in> which will be available from 29/12/2015 (10.00 a.m.) to 27/01/2016 (05.45 p.m.)


(P. RAGINI)

Director-cum-Under Secretary to Govt.
(Art & Culture)

Closing Date/Cut-off Date

27/01/2016

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF ART AND CULTURE**

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No.3709 /DAC/ Estt/E4/2015

Puducherry, dated: 28/12/2015

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives/ Residents of the Union Territory of Puducherry for the Open Competitive Examination for direct recruitment to the post of Library and Information Assistant (Group 'B' Non-Gazetted, Non-Ministerial) in the Department of Art and Culture, Union Territory of Puducherry.

2. The details of vacancies existing as well as anticipated are as follows:-

Name of the Post with Pay Band and Grade Pay	Total Number of vacancies	Break-up of Reservation			
		Vertical			Horizontal
		UR	OBC #	SC	PWD
Library and Information Assistant Pay Band PB2: ₹9,300-34,800 + Grade Pay ₹4,200/-	53*	27	18	8	2

Abbreviations: **UR**-Un-Reserved, **SC**- Scheduled Castes, **OBC** – Other Backward Classes
PWD-Persons With Disability.

Note:* Subject to variations at the discretion of the Government. 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.

Being Group 'B' post, candidates belong to MBC, EBC, BCM & BT category could apply only under OBC category and on selection necessary certificate should be produced in support of their claim.

3. Essential Educational Qualification:

- Degree of a recognized University
- Degree in Library Information Science from a recognized University.

4.Age Limit:

Not exceeding 30 years of age as on 27/01/2016 which is also the last date for applying through on-line. Age limit is relaxable in respect of OBC, SC,XSM, PWD and In - Service applicants as detailed below:-

Category	Relaxation of Upper Age Limit
OBC	3 years
SC	5 years
Ex-Servicemen(XSM) (Though there is no reservation, age relaxation is provided for the purpose of taking part in the examination)	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 SC and 3 years for OBC).
Persons with Disabilities (PWD)	10 Years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for OBC).
In-service applicants	Relaxable for Government servants up to 35 years(38 years for OBC and 40 years for SC) in accordance with the instructions or order issued by the Central Government provided such Government servants are in the same line or allied cadres and where a relationship can be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post. Decision in this regard will rest with the Government.

5.NATIVITY/ RESIDENCE:

Those who are the native of Union Territory of Puducherry and residents by continuous residence in the Union Territory of Puducherry for the last 5 years immediately **from 27/01/2016, the last date for applying through online.** The applicants **on selection** should furnish a fresh or valid Nativity/Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

6.COMMUNITY CERTIFICATE:

The selected applicants should submit a fresh Community Certificate for SC/OBC obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar. Candidates selected under SC quota should furnish Community Certificate issued under **“The Constitution (Puducherry) Scheduled Castes Order, 1964”** and in respect of **“Puthirai Vannan” “The Constitution (Puducherry) Scheduled Castes Order, 2002”**.

7.PERSONS WITH DISABILITY (PWD):

The applicants who apply against the horizontal reservation provided for Persons with Disability (PWD), **on selection** should necessarily submit the Medical Certificate issued by District Medical Board, Government of Puducherry. The Certificate should have been issued within three years from the closing date of application through online 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 Annexure.

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8.MODE OF RECRUITMENT/PATTERN OF EXAMINATION;

THE APPLICANTS WILL HAVE TO ATTEND A OPEN COMPETITIVE EXAMINATION OF DEGREE STANDARD OF OBJECTIVE TYPE CONSISTING OF TWO PARTS AS FOLLOWS:

PART	SESSION AND DURATION/TIME	OBJECTIVE TYPE QUESTIONS/ MARKS	SUBJECTS
I	FORENOON SESSION DURATION: 2 HOURS TIME: 10.30 a.m. TO 12.30 p.m.	100 OBJECTIVE TYPE QUESTIONS EACH CARRYING ONE MARK	GENERAL APTITUDE & MENTAL ABILITY TESTS GENERAL MATHEMATICS, GENERAL SCIENCE, INDIAN HISTORY AND CULTURE OF INDIA, INDIAN NATIONAL MOVEMENT, INDIAN ECONOMY, INDIAN POLITY, GENERAL KNOWLEDGE AND CURRENT AFFAIRS.
II	AFTERNOON SESSION DURATION: 2 HOURS TIME: 2.30 p.m.. TO 4.30 p.m.	100 OBJECTIVE TYPE QUESTIONS EACH CARRYING ONE MARK	GENERAL ENGLISH , LIBRARY AND INFORMATION SCIENCE

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 aspect in mind while answering the questions. The Question Paper will be only in English.

Answering would be in the form of shading the correct answer by using **BLACK 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 Open Competitive Examination subject to reservation as per rules in force.

9.DATE AND VENUE OF EXAMINATION:

The Open Competitive Examination will be held in **Puducherry Centre only**. **The exact date, time and venue of the examination will be intimated in due course** in the official website.

10.HOW TO APPLY AND LAST DATE FOR APPLICATION:

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website <https://recruitment.puducherry.gov.in> from 29/12/2015 (10.00 a.m) to 27/01/2016 (05.45 p.m.).

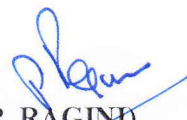
11.PROCEDURE FOR IN-SERVICE APPLICANTS:

Only the candidates working as Library Clerks and Junior Library Attendants under the cadre control of Department of Art & Culture, Puducherry will be considered for the post of Library and Information Assistant and allowed to appear as In-service candidates by availing the permissible age relaxation.

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The In-service applicants should forward the online generated application through their respective Head of office within the due date i.e. **on or before 05.45 p.m. on 27/01/2016** to **"The Director of Art & Culture, No.1, Romain Rolland Street, Puducherry- 605 001"**. The applications of In-service candidates which are not duly forwarded by their Head of office within the due date and time of **5.45p.m. on 27/01/2016** will be summarily rejected. Advance copy of application for In-service candidates will not be entertained.

Other applicants who are working in the Government Departments/Offices who are within the age limit and applying as open candidates may intimate the fact of submission of application to the post of Library and Information Assistant to their Head of Departments/Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Library and Information Assistant in the written examination.



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ANNEXURE

CATEGORIES OF DISABLED SUITABLE FOR THE POST OF LIBRARY AND INFORMATION ASSISTANT

Sl. No	Designation	Physical Requirements	Categories of Disabled suitable for the job	Nature of Job	Working condition/Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	LIBRARY AND INFORMATION ASSISTANT	(S) Sitting, (ST) Standing, (W) Walking, (BN) Bending, (L) Lifting, (MF) Manipulation by Fingers, (SE) Seeing, (RW) Reading & Writing, (C) Communication.	(OA) One Arm, (OL) One Leg, (OAL) One Arm and one Leg, (BL) Both Leg, (HH) Hearing impaired.	Librarians and Related Information Professionals, Other include all other Librarians engaged in cataloguing, preserving and maintaining books, manuscripts, magazines of historical, scientific and literary importance, not elsewhere classified.	The work is mostly performed inside. Work place is well lighted. The worker does his work alone. It does not involve any hazards. Mobility and Bilateral hand activities should be adequate. The Incumbent should be considered with aids and appliances.


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GENERAL INSTRUCTIONS TO THE APPLICANTS

Applicants should read the following instructions carefully before applying:

1. Mode of applying for the Open Competitive Examination for Recruitment to the post of Library Information and Assistant is **only through online**.
2. Avoid registering multiple online application and register only a single application. All multiple online applications will be cancelled.
3. **Photograph & Signature uploading**: Applicants are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 150 dpi resolutions in JPG image file format [maximum file size:150kb]. Read/View the Photograph & Signature (Text / Video) guidelines in the instruction page of this Department's online portal "<https://recruitment.puducherry.gov.in>".
4. The applicants have to Register with their Name, Father's name, Date of Birth and Mobile Number in the online portal "<https://recruitment.puducherry.gov.in>" for applying through online. Then they will be receiving an One Time Password (OTP) through SMS in the mobile number provided while registration and the same should be entered in the online portal for receiving the **Username** and **Password** through SMS. Thereafter, the applicants have to login into the online portal using the Username and Password for applying to the post of Library and Information Assistant.
5. The applicants are also advised to **change the default Password** received in their mobile at first login. It is the applicant's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arise upon will be the applicant's risk.
6. The applicants will be allowed to view, print & check the status of their application by login into the online portal using the username and password they received in their mobile number. Hence, they are advised to keep the **user name and password safe** for future reference until the recruitment process is over.
7. The applicant, after applying, can also make corrections in their on-line application, if any error occurred while entering the data. They are allowed to avail this facility only **two times** till 5.45 p.m. on 27.01.2016.
8. The information/data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying i.e 27/01/2016.
9. **The applicants are advised to have a copy of the online generated application for their reference.**
10. **Applicants except In-service category candidates need not send the printout of the online application or any other supporting documents to this Department.**
11. The applicants who are applying as In-service candidates should send the duly signed copy of the online generated application through their respective Head of Departments/Head of Offices within the due date and time of **5.45 p.m. on 27/01/2016 to "The Director of Art & Culture, No.1, Romain Rolland Street, Puducherry – 605 001"**. The applicants should also ensure that the Heads of Departments/Offices have duly signed the **"Certificate by the Head of Department/Office"** provided in the online generated application. The online generated applications received after the due date and time i.e. **5.45 p.m. on 27/01/2016** will be summarily rejected. Transit delay will not be entertained.
12. The candidates applying under the category of In-service are instructed to make their online application well in advance so as to submit the online generated application within the last date.

13. Certificates are required to be produced by the provisionally short-listed candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.
14. All the communications with regard to this recruitment will be published in the Website <https://recruitment.puducherry.gov.in>. Applicants are advised to access the above website and watch news and dailies regularly for information. They are advised to keep the Mobile number given in the online application active for sending SMS connected with this recruitment.
15. After scrutiny, the status of the application will be indicated in the Website <https://recruitment.puducherry.gov.in>. The applicants are advised to check the official website to know their application status.
16. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
17. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application etc. through online only.
18. The Hall tickets to the eligible applicants will be sent to their communication address directly.
19. 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/community and any other special category claimed by the individual including medical fitness.
20. Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department. Otherwise the Department will not be responsible for any delay/non-delivery of letters/ SMS messages.
21. No request for change of Exam Centre will be entertained.
22. No TA/DA will be paid for attending this Competitive Examination. But the other region SC candidates will be provided II class train fare on production of tickets.

23. HELP LINE:

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

Telephone Numbers: 0413-2336203, 0413-2349716



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