

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

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No.A-34012/1/2012/DP&AR (Exam)

Puducherry, dated: 20-04-2012.

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)	Reservation										Cadre Controlling Department
			Vertical							Horizontal			
			UR	MBC	SC	OBC	EBC	BCM	BT	XSM	PH	MSP	
01	Upper Division Clerk ₹ 5200-20200, Grade Pay: ₹ 2400/-	119	62	21	18	13	2	2	1	12	4	6	Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry.
02	Senior Clerk ₹ 5200-20200, Grade Pay: ₹ 2400/-	35	21	6	5	3	---	---	--	2	1	1	Judicial Department, Puducherry.

Abbreviations:

UR-Un-Reserved, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes (Meenavar Community), **BCM**-Backward Class Muslims, **BT**-Backward Tribes, **XSM**-Ex-Servicemen, **PH**-Differently Abled Persons, **MSP**-Meritorious Sports Person.

- 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 selection of candidates for the vacancies reserved under Meritorious Sports Person quota will be made on the basis of their achievements in the sports as per the instructions in **Part-II of General Instructions** to the candidates. However they may participate in the direct recruitment along with other candidates to avail the job opportunity, in that case, they will not be considered for the vacancies reserved for Meritorious Sports Person but for other reserved vacancies as the case may be.

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EDUCATIONAL QUALIFICATIONS FOR ELIGIBILITY:

Code: 01	UPPER DIVISION CLERK
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Educational and other Qualification:

Degree of a recognised University.

Code: 02	SENIOR CLERK
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Educational and other Qualification:

A degree in Arts or Science of a recognised University.

AGE LIMIT:

Between **18** and **32** years of age as on **31-05-2012** which is the last date of receipt of on-line applications. Age limit is relaxable in respect of MBC, OBC, EBC, BCM, BT, SC, Ex-Servicemen, Differently Abled Persons, Widows / Divorced Women / Women judicially separated applicants, Meritorious Sports Persons and In-service officials as detailed below:-

Category	Relaxation of Upper Age Limit
MBC/OBC/EBC/BCM/BT	3 years
SC	5 years
Ex-Servicemen	Length of service in Armed Forces of Indian Union plus 3 years
Differently Abled Persons	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT)
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 MBC/OBC/EBC/BCM/BT)
Meritorious Sports Persons	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT)
In-service officials	Relaxable for Government servants 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 the 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.

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/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 MBC/SC/OBC/EBC/BCM/BT obtained in the prescribed form 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.

MODE OF RECRUITMENT:

The vacancies in the above said posts will be filled through a Common Open Written Competitive Examination. The Question paper will be of Degree standard of objective type consisting of single part in forenoon session with a duration of 2 hours having 100 questions carrying one mark each question from General Mathematics, General Science, General English, Indian History and Geography, Indian Economics, Constitution of India and General Knowledge and Current affairs. **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 in bi-lingual (except for General English) 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 inter-se merit, 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 **02-05-2012 (10.00 a.m.) to 31-05-2012 (05.45 p.m.)** and submit a copy of the online generated application to this Department **on or before 15-06-2012 (05.45 p.m.)** by 'Registered Post with Acknowledgement Due' duly superscribing on the cover as **"APPLICATION FOR RECRUITMENT TO THE POST OF UDC/SENIOR CLERK"**.

Note: Applicants applying for both the posts should register **only one online application form by indicating their order of preference of the posts applied.**

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LAST DATE FOR RECEIPT OF ONLINE GENERATED APPLICATION:

The applicants should apply online in the official website <https://recruitment.puducherry.gov.in> on or before **31-05-2012 (05.45 p.m.)** and send the online generated application to the below mentioned address **on or before 15-06-2012 (05.45 p.m.)** by 'Registered Post with Acknowledgement Due' duly superscribing on the cover as "**APPLICATION FOR RECRUITMENT TO THE POST OF UDC/SENIOR CLERK**". 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 15-06-2012 (05.45 p.m.)** 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, Time and Venue of the examination will be intimated in due course.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

PART-I

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 Upper Division Clerk and Senior Clerk is **through online only** in a single application even for both the posts.
2. Avoid registering online application for each post separately and register only a single application even for both posts (UDC and Senior Clerk) with indication of order of preference of the post applied.
3. Applicants are instructed to upload their scanned (.jpg) passport size photograph [maximum file size:25 kb and dimension (width x height): 225 x 275 pixels] and scanned signature [maximum file size:10 kb and dimension (width x height): 480 x 165 pixels], while applying for the post through online application. (Use **BLACK INK** for signature)
4. Separate photograph of the applicant is not required to be sent along with the online generated application.
5. Applicant's order of preference for the posts as indicated in the online application is final and cannot be altered later.
6. Applicant should note the **computer generated unique Application 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 online generated application for their reference.

8. Online generated applications received after the due date and time i.e. received after **15-06-2012 (05.45 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 the 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/photocopy of the certificates required to be sent along with the online generated application. However, candidates applying against MSP quota have to send their online generated application along with the attested photocopies of the relevant sports certificates obtained from the specified authorities.
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 Application 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 application.
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 two categories of posts are under two different Cadre Controlling Authorities, the selected applicants after joining the preferred post will be governed by that respective 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.

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) in this Administration should forward the online generated application to this Department through their respective Head of Departments/Offices within the prescribed date.

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

PART-II

Criteria for selection of candidates against Meritorious Sports Person quota:-

1. The selection will be made only in the order of preference based on the performance, winning of medals / securing of places upto 3rd place as provided in the Office Memorandum No.14034/1/95 - Estt.(D), dated 4-5-1995 of the Ministry of Personnel, Public Grievances and Pension (DoP&T), Government of India, New Delhi and the amendments made from time to time as extracted below :-

- (a) First preference to those candidates who have represented the country in an international competition with the clearance of the Department of Youth Affairs and Sports.
- (b) Next preference may be given to those who have represented a State / Union Territory in the Senior or Junior level National Championships organized by the National Sports Federations recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.

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- (c) Next preference may be given to those, who have represented a University in an Inter-University Competition conducted by Association of Indian Universities / Inter-University Sports Board and have won medals or positions upto 3rd place in finals.
- (d) Next preference may be given to those who have represented the State Schools in the National Sports / Games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3rd place.
- (e) Next preference may be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- (f) Next preference may be given to those who represented a State / Union Territory / University / State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

2. The candidates who are applying under Meritorious Sports Person Quota should submit their online generated application along with the required certificates in the relevant forms (as prescribed in Appendix-3) duly obtained from an authority (as indicated in Appendix-2) as mentioned in the Office Memorandum dated 04-05-1995 of the DoP&T referred above; Copy of the above Office Memorandum along with Appendix-2 and Appendix-3 are available in this Department's Official Website <http://dpar.puducherry.gov.in> for reference.



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

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