

No. 20/PPCC/Estt./A.1/Rectt./2017/ 197  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT  
PUDUCHERRY POLLUTION CONTROL COMMITTEE  
III FLOOR, PHB BUILDING, ANNA NAGAR , PUDUCHERRY  
Phone : (0413) 2201256 Fax : (0413) 2203494

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Puducherry, the 15.05.2017.

**NOTIFICATION FOR RECRUITMENT TO THE POST OF INFORMATION  
OFFICER / INFORMATION TECHNOLOGY ASSISTANT ON CONTRACT BASIS**

Applications are invited from Indian Citizens who are Natives / Residents of the Union Territory of Puducherry for the posts of **Information Officer / Information Technology Assistant on purely contract basis** for functioning of Environmental Information System (ENVIS) in the Union Territory of Puducherry in the Puducherry Pollution Control Committee, Puducherry (autonomous body) under the aegis Department of Science, Technology & Environment, Puducherry.

2. The details regarding contractual engagement, Age and Educational Qualifications, method of selection, prospectus and application form, etc., may be downloaded from the website <https://dste.puducherry.gov.in>, <https://www.py.gov.in> from 15.05.2017 at 11.00 A.M. onwards.

3. Candidates fulfilling the eligibility criteria shall submit the duly filled in application along with self attested copies of relevant testimonials to the Member Secretary, Puducherry Pollution Control Committee, Puducherry, 3<sup>rd</sup> Floor, PHB building, Anna Nagar, Puducherry – 605 005 on or before **14-06-2017 at 5.45 P.M.** by registered post with acknowledgement due.

**MEMBER SECRETARY (PPCC)**

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT**  
**PUDUCHERRY POLLUTION CONTROL COMMITTEE**  
3<sup>rd</sup> FLOOR, PHB BUILDING, ANNA NAGAR, PUDUCHERRY – 5  
Ph: 0413-2201256 Fax: 0413-2203494

**APPLICATION FOR THE POST OF INFORMATION OFFICER ON  
CONTRACT BASIS**

Note :

- i) Read instructions before filling in the application
- ii) To be filled in by the Candidate in BLOCK LETTERS
- iii) Put ✓ mark against the relevant box wherever necessary
- iv) Self attested copies of relevant certificates should be enclosed

Affix a recent passport  
size photograph attested  
by a Gazetted Officer

1. Name of the Applicant

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2. Father's / Husband's Name

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3. Date of Birth (DD/MM/YYYY)

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4. Age as on 14.06.2017

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|--|-------|--|--------|--|------|
|  | Years |  | Months |  | Days |
|--|-------|--|--------|--|------|

5. Sex

Male

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Female

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6. Educational / Professional Qualifications :

| Sl. No. | Qualification                                                                                                                               | Month & Year of passing | Name of the University | Total of maximum marks in all subjects | Total marks obtained in all subjects | Number of attempts | Percentage of marks |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|----------------------------------------|--------------------------------------|--------------------|---------------------|
| 1       | Bachelor's Degree                                                                                                                           |                         |                        |                                        |                                      |                    |                     |
| 2       | Main subject in Bachelor's Degree :                                                                                                         |                         |                        |                                        |                                      |                    |                     |
| 3       | Knowledge in Computer                                                                                                                       |                         |                        |                                        |                                      |                    |                     |
| 4       | Experience in website development/statistical tools/Android development/Geographic information system(GIS) its modules with mapping skills. |                         |                        |                                        |                                      |                    |                     |

7. Employment Registration Code No. : 

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8. Date of Registration :                    D   D   M   M   Y   Y   Y   Y

BACHELOR'S DEGREE : 

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Date of Last Renewal : 

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9. Nationality                    

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| INDIAN |  |
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| OTHERS |  |
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10. Whether Native/ Resident of U.T. of Puducherry :                    

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| YES |  |
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| NO |  |
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11. Religion                    

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| HINDU |  |
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| MUSLIM |  |
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| CHRISTIAN |  |
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12. Community / Category : 

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13. Address for communication : 

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| Mobile No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DECLARATION**

I have carefully read the instructions contained in the prospectus. I hereby declare that the information furnished above by me is true and correct to the best of my knowledge and I understand that my application is liable to be rejected if any information given above is found to be false.

**SIGNATURE OF THE APPLICANT**

**DATE :**  
**PLACE:**

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT**  
**PUDUCHERRY POLLUTION CONTROL COMMITTEE**  
3<sup>rd</sup> FLOOR, PHB BUILDING, ANNA NAGAR, PUDUCHERRY – 5  
Ph: 0413-2201256 Fax: 0413-2203494

**APPLICATION FOR THE POST OF INFORMATION TECHNOLOGY  
ASSISTANT ON CONTRACT BASIS**

Note :

- i) Read instructions before filling in the application
- ii) To be filled in by the Candidate in BLOCK LETTERS
- iii) Put ✓ mark against the relevant box wherever necessary
- iv) Self attested copies of relevant certificates should be enclosed

Affix a recent passport  
size photograph  
attested by a Gazetted  
Officer

1. Name of the Applicant

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2. Father's / Husband's Name

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3. Date of Birth (DD/MM/YYYY)

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4. Age as on 14.06.2017

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|  | Years |  | Months |  | Days |
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5. Sex

|                                                |                                                  |
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| Male <input style="width: 50px;" type="text"/> | Female <input style="width: 50px;" type="text"/> |
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6. Educational / Professional Qualifications :

| Sl. No. | Qualification                                                                                                          | Month & Year of passing | Name of the University | Total of maximum marks in all subjects | Total marks obtained in all subjects | Number of attempts | Percentage of marks |
|---------|------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|----------------------------------------|--------------------------------------|--------------------|---------------------|
| 1       | Bachelor's Degree                                                                                                      |                         |                        |                                        |                                      |                    |                     |
| 2       | Main subject in Bachelor's Degree :                                                                                    |                         |                        |                                        |                                      |                    |                     |
| 3       | Knowledge in Computer Technology (website development, Designing, internet publication etc.)                           |                         |                        |                                        |                                      |                    |                     |
| 4       | Experience in website development, Android developer, internet publication with good typing skill in English or Tamil. |                         |                        |                                        |                                      |                    |                     |

7. Employment Registration Code No. : 

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8. Date of Registration : D D M M Y Y Y Y  
BACHELOR'S DEGREE : 

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9. Nationality 

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| INDIAN |  |
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| OTHERS |  |
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10. Whether Native/ Resident of U.T. of Puducherry : 

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| YES |  |
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| NO |  |
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11. Religion 

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12. Community / Category : 

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13. Address for communication : 

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**DECLARATION**

I have carefully read the instructions contained in the prospectus. I hereby declare that the information furnished above by me is true and correct to the best of my knowledge and I understand that my application is liable to be rejected if any information given above is found to be false.

**SIGNATURE OF THE APPLICANT**

**DATE ;  
PLACE:**

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT**  
**PUDUCHERRY POLLUTION CONTROL COMMITTEE**  
3<sup>rd</sup> FLOOR, PHB BUILDING, ANNA NAGAR, PUDUCHERRY – 5  
Ph: 0413-2201256 Fax: 0413-2203494

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**RECRUITMENT TO THE POST OF INFORMATION OFFICER ON  
CONTRACT BASIS**

**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 : INFORMATION OFFICER (On Contract basis)

2. Pay : Rs. 25,000/-p.m.(fixed)

3. Number of vacancies : One

4. Eligibility Conditions :

(a) Educational  
Qualification

(1) Degree in Science or its equivalent.

(2) Good knowledge of computers Technology.

(3) One year working experience in Web-site development/  
Statistical tools/Android developer/  
Geographic information system (GIS) its modules  
with mapping skills.

(b) Age limit:

Between 18 and 30 years as on 14.06.2017 which is the last date of receipt of application by this Department through Notification. Age limit is relaxable in accordance with instructions/orders issued by the Govt. of India/Govt. of Puducherry from time to time.

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 15.05.2017 at 11.A.M. Candidates who have fulfilled the above conditions may submit their duly filled in application to the Member Secretary, Puducherry Pollution Control Committee, Puducherry, Puducherry Housing Board Complex, 3<sup>rd</sup> Floor, Anna Nagar, Nellithope, Puducherry -605005 on or before 14.06.2017 at 5.45.P.M. along with self attested copies of 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. Certificate on computer knowledge
6. Working Experience in website development/  
statistical tools/Android development/Geographic  
information system(GIS) its modules  
with mapping skills.
7. Nativity/Residence Certificate
8. Community Certificate
9. P.H. Certificate
10. Employment Registration card.

} along with entire year wise/Semester  
wise mark sheets (with equivalency  
Certificate wherever necessary)

} if available

**7. Mode of Recruitment:**

There shall be 100% for selection, academic 50% for qualifying degree examination, 20% Computer Knowledge certificate, 15% working experience in web-site development/statistical tools/Android developer/Geographic information system (GIS) its modules with mapping skills and 15% for Employment Exchange seniority. The 50% marks on academic qualification shall be calculated as follows:-

The weighted average of marks obtained by the candidate in Graduate in Science shall be computed as follows:

- (a) For every additional attempt made in passing Degree in Science, 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 Percentages 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 Degree in Science will be taken into consideration as the aggregate of the maximum of marks in Degree in Science.
- (d) Thereafter it will be converted to a maximum of 50%
- (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 up to 14.06.2017 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 commuted 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 Graduate in Science.

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

The filled in application should reach the Member Secretary, Puducherry Pollution Control Committee, Puducherry, Puducherry Housing Board Complex, 3rd Floor, Anna Nagar, Nellithope, Puducherry-605005 on or before 14.06.2017 at 5.45 P.M.

**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.

**12. 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.

**13. 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 thereof. No enquiries will be entertained in this regard.

**MEMBER SECRETARY (PPCC)**

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT**  
**PUDUCHERRY POLLUTION CONTROL COMMITTEE**  
3<sup>rd</sup> FLOOR, PHB BUILDING, ANNA NAGAR, PUDUCHERRY – 5  
Ph: 0413-2201256 Fax: 0413-2203494

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**RECRUITMENT TO THE POST OF INFORMATION TECHNOLOGY  
ASSISTANT ON CONTRACT BASIS**

**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** : **INFORMATION TECHNOLOGY ASSISTANT**  
(on contract basis)
- 2. Pay** : **Rs. 20,000/-p.m.(fixed)**
- 3. Number of vacancies** : **One**
- 4. Eligibility Conditions** :
- (a) Educational Qualification**
- (1) Must be Graduate.
  - (2) Good knowledge of Computer Technology(website development, designing, internet Publication, etc.)
  - (3) One year experience in the website development, Android developer, internet publication with good typing skills in English or Tamil.
- (b) Age Limit:**
- Between 18 and 30 years as on 14.06.2017 which is the last date of receipt of application by this Department through Notification. Age limit is relaxable in accordance with instructions/orders issued by the Govt. of India/Govt. of Puducherry from time to time.

**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 15.05.2017 at 11. A.M. Candidates who have fulfilled the above conditions may submit their duly filled in application to the Member Secretary, Puducherry Pollution Control Committee, Puducherry, Puducherry Housing Board Complex, 3<sup>rd</sup> Floor, Anna Nagar, Nellithope, Puducherry -605005 on or before 14.06.2017 at 5.45 P.M.- along with self attested copies of 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. Knowledge of computer technology  
(website development, designing, internet  
Publication etc.)
6. Experience in website development, Android developer,  
Internet publication with good typing skill in English  
or Tamil
7. Nativity/Residence Certificate
8. Community Certificate
9. P.H. Certificate
10. Employment Registration card.

} along with entire year wise/Semester  
wise mark sheets (with equivalency  
Certificate wherever necessary)

} if available

**7. Mode of Recruitment:**

There shall be 100% for selection, 50% shall be for marks obtained in Academic Qualification, 20% on knowledge in Computer Technology, 15% on experience in website development, Android developer, internet publication with good typing in English or Tamil and 15% for Employment Exchange seniority. The 50% marks on academic qualification shall be calculated as follows:-

The weighted average of marks obtained by the candidate in Graduate Degree course shall be computed as follows:

- (a) For every additional attempt made in passing Graduate Degree course, 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 Degree will be taken into consideration as the aggregate of the maximum of marks in Degree.

(d) Thereafter it will be converted to a maximum of 50%

(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 up to 14.06.2017 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 commuted 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 Member Secretary, Puducherry Pollution Control Committee, Puducherry, Puducherry Housing Board Complex, 3 rd Floor, Anna Nagar, Nellithope, Puducherry-605005 on or before 14.06.2017 at 5.45 P.M.

**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.

**12. 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.

**13. General Instructions:**

- (i) The application should be filled in neatly and legibly (without any overwriting/erasers) in Block letters only using a Ball-point pen.
- (ii) No original certificates should be sent along with the application.
- (iii) Original certificates will have to be produced at the time of verification of certificates.
- (iv) 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.
- (v) Applications received after the due date will be summarily rejected. Similarly incomplete applications and applications without the required certificates will also be rejected.
- (vi) No correspondence will be entertained with regard to the recruitment process.
- (vii) 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.
- (viii) The Department reserves the right to enhance/reduce the number of vacancies and also to cancel the recruitment process without assigning any reasons thereof. No enquiries will be entertained in this regard.

**MEMBER SECRETARY (PPCC).**