

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

No.A-34012/4 /2015/DP&AR(Exam)

Puducherry, dated: 11-08-2015.

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives / Residents of the Union Territory of Puducherry for the Competitive Examination to be held for Direct Recruitment to the post of Upper Division Clerk (Group 'C' Non-Gazetted, Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below:

| Name of the post with Pay Band and Grade Pay | Total Number of Vacancies | UR | Reservation | | | | | | | | |
|--|---------------------------|-----|-------------|----|-----|-----|-----|----|------------|----|-----|
| | | | Vertical | | | | | | Horizontal | | |
| | | | MBC | SC | OBC | EBC | BCM | BT | XSM | PH | MSP |
| UPPER DIVISION CLERK Pay Band-1 ₹ 5200-20200 + Grade Pay ₹ 2400/- | 503 * | 253 | 90 | 80 | 55 | 10 | 10 | 5 | 50 | 15 | 25 |

* Including anticipated vacancies

Abbreviations:

UR-Un-Reserved, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**- Backward Class Muslims, **BT**-Backward Tribes, **PwD**-Persons with Disabilities, **XSM**-Ex-Servicemen, **MSP**-Meritorious Sports Persons.

Note:- (i) 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.

(ii) For internal reservation under Persons with Disability five posts each would be allocated for Orthopedically Handicapped, Visually Handicapped and Hearing Handicapped.

I. EDUCATIONAL QUALIFICATION FOR ELIGIBILITY:

Degree of a recognized University.

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II. AGE LIMIT:

Between 18 and 32 years of age as on **11-09-2015** - the last date for applying through on-line. Age limit is relaxable in respect of MBC, SC, OBC, EBC, BCM, BT, Ex-Servicemen, Persons with Disabilities, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married, In-service officials and Meritorious Sports Persons as detailed below:-

| Category | Relaxation of Upper Age Limit |
|---|--|
| MBC/OBC/EBC/BCM/BT | 3 years (32 + 3 years) |
| SC | 5 years (32 + 5 years) |
| Ex-Servicemen (For details of Reservation and Concession to XSM refer Part-IV of General Instructions to candidates) | 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 Scheduled Caste and 3 years for MBC / OBC / BCM / EBC / BT). |
| Persons with Disabilities (For Physical requirements & categories of disabilities suitable for this job, refer Part-III of General Instructions to candidates.) | 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) |
| In-service applicant (Refer IX) | Relaxable for Government servants upto 40 years (43 for MBC/OBC/EBC/BCM/BT officials and 45 for SC officials) in accordance with the instructions or orders issued by Central Government, provided such Government servants are <u>working for not less than 3 years</u> in the posts which are <u>in the same line or allied cadres</u> and <u>where a relationship can be established</u> 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. |
| Meritorious Sports Persons (For method of selection refer Part-II of General Instruction to candidates) | 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). Applicable only for candidates applying under MSP quota and there is no written test for them. |

III. NATIVITY / RESIDENCE:

Those who are natives 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 closing date of application through online for this recruitment.

IV. COMMUNITY CERTIFICATE:

The selected applicants should submit a fresh Community 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 closing date of application through online for this recruitment. Candidates selected under SC quota should furnish Community Certificate issued under "The Constitution (Puducherry) Scheduled Castes Order, 1964 " and "The Constitution (Puducherry) Scheduled Castes Order, 2002" in respect of "Puthirai Vannan".

V. WIDOWS / DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS AND WHO ARE NOT RE-MARRIED.

The applicants who apply against the reservation provided for Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married, should necessarily submit a Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not re-married.

VI. 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 on-line for this recruitment. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in **Part-III** of General Instructions to candidates.


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VI. MODE OF RECRUITMENT/PATTERN OF EXAMINATION:-

Written Examination:

The vacancies in the above said post will be filled through a 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, 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 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.

The answer key will be published in the recruitment website **<https://recruitment.puducherry.gov.in>** and also in the official website of this Department viz., **<http://dpar.puducherry.gov.in>** after completion of Examination process.

Note: Merit list will be drawn based on the marks obtained by the applicants in the Competitive Examination subject to reservation as per rules in force.

For candidates applying under MSP quota:

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. There will not be any written examination for the selection of candidates under MSP quota.

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Further, the Meritorious Sports Person category candidates may also participate in the direct recruitment written Examination along with other candidates provided if they are within the age limit under the category to which they belong to.

VII. DATE AND VENUE OF EXAMINATION:

The Competitive Examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union Territory of Puducherry. **The exact date, time and venue of the examination will be intimated in due course** in the recruitment website & also in leading Newspapers.

VIII. 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 **12/08/2015 (10.00 a.m) to 11/09/2015 (05.45 p.m.)**

IX. PROCEDURE FOR IN-SERVICE APPLICANTS:

Only the candidates working as Lower Division Clerk under the cadre control of DP & AR (PW), Puducherry and Junior Clerk / Typist working in the Judicial Department of the Union Territory of Puducherry will be considered as allied cadre for the post of Upper Division Clerk and allowed to appear as In-service candidates by availing the permissible age relaxation mentioned in the statement under "II-Age Limit" of this notification.

Applicants working in the Government Departments/ Offices and applying as In-service Applicant with age concession should forward a copy of the online generated application through their respective Heads of Departments / Offices within the due date **i.e. on or before 05.45 p.m on 11/09/2015** to **"The Under Secretary to Govt.(DP&AR), Chief Secretariat, Puducherry -605 001"**. The applications of In-service

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candidates which are not duly forwarded by their Head of Departments/ Offices within the due date and time of 5.45 p.m. on 11.09.2015 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 Upper Division Clerk to their Head of Departments / Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Upper Division Clerk in the written examination.

IX. PROCEDURE FOR MERITORIOUS SPORTS PERSONS (MSP) APPLICANTS:

The candidates applying against MSP quota have to send copy of their online generated application along with self attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as "**APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF U.D.C UNDER M.S.P CATEGORY**" to "**The Under Secretary to Govt.(DP&AR), Chief Secretariat, Puducherry -605 001**" within the due date and time of **5.45 pm on 11-09-2015**. Belated applications will not be entertained.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART-I

Applicants should read the following instructions carefully before applying:

1. Mode of applying for the Competitive Examination for Recruitment to the post of Upper Division Clerk is **only through online.**
2. Avoid registering multiple online applications 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>".

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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 Upper Division Clerk.
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 and download the Hall Ticket 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 11-09-2015.
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 **11-09-2015**.
9. **The applicants are advised to have a copy of the online generated application for their reference.**
10. **Applicants except In-service and MSP 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 Department / Head of Offices within the due date and time of **5.45 pm on 11-09-2015** to "**The Under Secretary to Govt.(DP&AR), Chief Secretariat, Puducherry-605 001**". The applicants should also ensure that the Heads of Departments / Offices have duly signed the "**Certificate by the Head of Department/Head of 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 11/09/2015** will be summarily rejected. Transit delay will not be entertained.
12. The candidates applying against MSP quota have to send their online generated application along with self attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as "**APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF U.D.C UNDER M.S.P CATEGORY**" to "**The Under Secretary to Govt.(DP&AR), Chief Secretariat, Puducherry -605 001**" within the due date and time of **5.45 pm on 11-09-2015**.

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13. The candidates applying under the category of In-service and Meritorious Sports Person (MSP) are instructed to make their online application well in advance so as to submit the online generated application within the last date.
14. 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.
15. 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.
16. 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.
17. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
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. A separate press note will be issued in leading regional news dailies regarding the issue of hall tickets through online. The eligible applicants can download their Hall Ticket from the Website <https://recruitment.puducherry.gov.in> by using the "User Name and Password" received through SMS while registration.
20. 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.
21. 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.
22. No request for change of Exam Centre will be entertained.
23. No TA/DA will be paid for attending this Competitive Examination.

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24. **HELP LINE:**

For any clarification, if needed, in filling online application, please contact the Help Line Number **0413-2233215** on **all working days** between **9.30. a.m.** and **5.00 p.m.**

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.
- (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;

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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.

PART-III

1. Physical requirement for the post of Upper Division Clerk:

| <i>Sl. No.</i> | <i>Physical Requirement</i> |
|----------------|-----------------------------|
| 1. | Sitting |
| 2. | Standing |
| 3. | Walking |
| 4. | Manipulation by Fingers |
| 5. | Seeing |
| 6. | Reading & Writing |
| 7. | Communication |

2. Categories of Disabled suitable for the post of Upper Division Clerk:

| <i>Sl. No.</i> | <i>Category of Disability</i> |
|----------------|-------------------------------|
| 1. | One Arm |
| 2. | One Leg |
| 3. | Both Legs |
| 4. | One Arm & One Leg |
| 5. | Blind |
| 6. | Low Vision |
| 7. | Hearing Handicapped |
| 8. | Dwarfism |
| 9. | Cerebral palsy |

PART-IV

Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training, New Delhi, Office Memorandum No. 36034/21/87-Estt.(SCT), dated 7th November, 1989

Sub: Second time benefit to ex-servicemen for reservation in Groups 'C' and 'D' posts/services not allowed

In this Department's O.M. No.36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that the second time benefit of ex-servicemen will not be admissible to those ex-servicemen who have already availed of the benefit of Ex-servicemen on their first re-employment in civilian posts. On the request made by Directorate General of Resettlement, Ministry of Defense, that the decision contained in the above OM dated 02.05.1985, should not be made applicable to those Ex-servicemen who have been re-employed or are re-employed by the Private Companies/Autonomous Bodies/Public Sector Undertakings and Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by the Employer concerned, the matter has been reconsidered by this Department and it has been decided that the provisions contained in this Department's OM No. 36034/27/84-Estt.(SCT) dated 02.05.1985, shall not apply to those ex-servicemen who have been re-employed

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or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/ Government Offices on casual/contract/Temporary *ad hoc* basis and who can be removed from such service at any time by their employer concerned.

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**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training,
New Delhi, Office Memorandum No.36034/6/90-Estt. (SCT), dated 2nd April 1992**

Sub: Benefit of age concession to Ex-servicemen who have already joined Govt. service for applying for employment in a higher grade/cadre under the Central Govt. group C & D.

The undersigned is directed to refer to this Department's O.M.No.36034/27/84-Estt. (SCT), dated 2-5-1985 wherein it has been clarified that on an ex-servicemen joining civil appointment he is deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees, in accordance with the existing instructions in this regard. Representations have been received requesting the Govt. to reconsider the above decision. The matter has also been raised by the Staff Side of the National Council (JCM) suggesting that at least the benefit of age relaxation should be allowed to those ex-servicemen candidates who have joined a civil post under the Govt. of India and who wish to improve their career prospects.

2. The matter has been examined in this Department in consultation with Ministry of Defence and the Department of Public Enterprises and it has now been decided that such of those ex-servicemen candidates who have already secured employment under the Central Govt. in Group C and D will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Govt. However, such candidates will not be eligible for the benefits of reservation for ex-servicemen in Central Govt. jobs.

The above decision is in modification of Provision of this Department's O.M. No.36034/27/84-Estt.(SCT), dated 2-5-1985.

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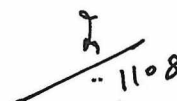
**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training,
New Delhi, Office Memorandum No.36034/1/2014-Estt.(Res.) dated 14th August, 2014**

Sub: Benefit of reservation to Ex-servicemen, who applies for various examinations/vacancies before joining civil posts/services in the Government job on civil side.

In terms of this Department's Notification No. 39016/10/79-Estt(C) dated 15th December, 1979 as amended from time to time and which was last amended vide Notification No. 36034/1/2006-Estt (Res) dated 4th October, 2012, the benefit of reservation to ex-servicemen is available at ten percent of the vacancies in Group C posts and twenty percent of the vacancies in Group D posts in all the Central Civil Services and posts. Benefit of reservation is also extended at ten percent of the vacancies in the posts upto of the level of Assistant Commandant in all para-military forces to be filled by direct recruitment.

2. Vide this Department's O.M. No. 36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that once an ex-serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government would cease. It was also decided that on his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course. Vide this Department's O.M. No. 36034/21/87-Estt.(SCT) dated 07.11.1989, it was clarified that the instructions of 02.05.1985 shall not apply to those

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ex-servicemen who have been re-employed or are re-employed by private companies/ autonomous bodies/ public sector undertakings/ government offices on casual/ contract/temporary *ad-hoc* basis and who can be removed from such service at any time by their employer concerned.

3. An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he/she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex-servicemen for subsequent employment. It has been brought to the notice of this Department that the aforesaid instructions are affecting the chances of ex-servicemen in the case of direct recruitment for subsequent suitable employment.

4. The matter has, therefore, been considered in consultation with Department of Ex-servicemen, Ministry of Defence. It has now been decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

5. The above Orders shall take effect from the date of issue of this Office Memorandum.

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UNDER SECRETARY TO GOVT. (DP&AR)