

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SURVEY & LAND RECORDS  
PUDUCHERRY**

No. 10835/DSLRL/Estt./EC-II/2015-16

Puducherry, the 15.09.2015

**NOTIFICATION**

**DIRECT RECRUITMET FOR FILLING UP OF THE VACANT POSTS OF  
FIELD SURVEYOR IN THE  
DIRECTORATE OF SURVEY & LAND RECORDS**

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Application are invited from the eligible Indian Citizens who are Natives/Residents of the Union Territory of Puducherry for Direct Recruitment to the post of Field Surveyor (Group 'C' Non Gazetted, Non Ministerial) in the Directorate of Survey & Land Records, Puducherry as detailed below:

Name of the Post with Pay Band and Grade Pay	Total Number of vacancies	Reservation								
		Vertical						Horizontal		
		UR	MBC	SC	OBC	EBC	BCM	XSM (10%)	MSP (5%)	PwD (3%)
Field Surveyor Pay Band PB-1 Rs.5200-20200 Grade pay Rs.2400/-	16	8	3	2	1	1	1	1	1	1

**Abbreviations:** UR- Un Reserved; MBC- Most Backward Classes; SC- Scheduled Caste; OBC- Other Backward Classes; EBC-Economically Backward Classes; BCM- Backward Classes Muslim; XSM- Ex-Serviceman ; MSP- Meritorious Sports Person; PwD - Persons with Disabilities.

**Note:** 1. The Vacancies notified are existing. However, the Government reserves the right either to enhance or reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also cancel the recruitment process. No interim enquiry will be entertained.

2. For Internal reservation under Persons with Disability quota, the lone post will be allocated for Orthopedically Handicapped. (one arm/one leg)

**2. EDUCATIONAL QUALIFICATION FOR ELIGIBILITY:**

SSLC or its equivalent from a recognized Board of Education, and National Trade Certificate issued by the National Council for Training in Vocational Trades in the trade of Draughtsman (Civil)

(or)

Higher Secondary with general mathematics as one of the subject: and a minimum qualification of a pass in Certificate Course in Autocad (Civil) conducted by a Government recognized institution.

### **3. AGE LIMIT:**

Between 18 and 30 years of age as on 14.10.2015 i.e., the last date for applying through on-line. Age limit is relaxable in respect of MBC, OBC, SC, EBC, BCM, 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:-

<b>Category</b>	<b>Relaxation of Upper Age Limit</b>
MBC/OBC/EBC/BCM	3 years (30 + 3 years)
SC	5 years (30 + 5 years)
Ex- Servicemen	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)
Persons with Disabilities	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)
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)
In-Service applicant	Relaxable for Government servants up to 40 years (43 years for MBC/OBC/EBC/BCM officials and 45 years for SC officials) in accordance with the instructions or order issued by the Central Government provided such Government servants are <u>working for not less than 3 years</u> in the posts which are in the same line or allied cadres and <u>where a relationship can be established</u> that the service already rendered by them in the Department will be useful for the efficient discharge of the duties in the post for which selection is made.
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).

### **4. 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 closing date of application through online for this recruitment.

**5. COMMUNITY CERTIFICATE:**

The **selected applicants** should submit a fresh Community Certificate for MBC/OBC/EBC/BCM 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".

**6. WIDOWS / DIVORCED WOMEN/ WOMENT JUDICIALLY SEPAERATED 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.

**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 on-line for this recruitment. Certificate received from any other authority will not be accepted.

**8. MODE OF RECRUITMENT:**

(i) **35 %** weightage shall be for marks obtained in the qualifying examinations ie., 10<sup>th</sup> standard or its equivalent.

(ii) **50 %** weightage for marks obtained in ITI Draughtsman (Civil).

(ii) **15%** weightage shall be given to the seniority in Employment Exchange at the rate of 1.5 marks for every completed year of continuous registration in the UT of Puducherry for maximum of 10 years.

(OR)

(i) **85 %** weightage shall be for marks obtained in Higher Secondary with general mathematics as one of the subject. The candidates should have passed Certificate course in Autocad (Civil) conducted by the Government recognized institution.

(ii) **15%** weightage shall be given to the seniority in Employment Exchange at the rate of 1.5 marks for every completed year of continuous registration in the UT of Puducherry for maximum of 10 years.

**9. 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 existing guidelines for selection.

**10. SCHEDULE FOR SUBMISSION OF ONLINE APPLICATION:**

Opening Date for submission of Online Application : 16.09.2015 at 10.00 AM

Closing Date for submission of Online Application : 14.10.2015 at 05.45 PM

**11. 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 16.09.2015 (10.00a.m) to 14.10.2015 (05.45 p.m)

**12. PROCEDURE FOR IN-SERVICE APPLICANTS:**

Applicants working in the Government Departments/Offices should also forward the online generated application through their respective Head of Departments/ Offices with the due date ie., on or before 14.10.2015 at 05.45 pm to the below mentioned address duly super scribing on the cover as **"APPLICATION FOR RECRUITMENT TO THE POST OF FIELD SURVEYOR (IN-SERVICE APPLICANT)"** Advance copy of application should not be submitted by in-service applicants as they will not be considered.

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 Field Surveyor to their Head of Department/Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Field Surveyor.

**13. PROCEDURE FOR MERITORIOUS SPORTS PERSONS (MSP) APPLICANTS:**

The candidates applying against MSP quota have to send a copy of their online generated application along with self attested photocopies of the relevant sports certificates issued by the competent authorities, super scribing on the cover as **"APPLICATION FOR RECRUITMENT TO THE POST OF FIELD SURVEYOR UNDER M.S.P CATEGORY"** to "The Director of Survey & Land Records, Revenue Complex, Saram, Puducherry-605 013 within the due date and time of 05.45 pm on 14.10.2015. Belated applications will not be entertained.

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

Applicants should read the following instructions carefully before applying:-

1. Mode of applying for the Direct Recruitment to the post of Field Surveyor is **through online only.**
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**"
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 Pin (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 Field Surveyor. It may be noted that the Name, Father's name, Date of Birth and Personal mobile No. given by the applicants at the time of registration cannot be changed.
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 at the applicant's risk.
6. The applicants will be allowed to view, print & check the status of their application by logging 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 14-10-2015.
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 14-10-2015.
9. Applicants are advised to keep a copy of the application generated online 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 14.10.2015** to "**The Director of Survey & Land Records, Revenue Complex, Saram, Puducherry 605 013**". 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 14.10.2015** 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 FIELD SURVEYOR UNDER M.S.P CATEGORY**" to "**The Director of Survey & Land Records, Revenue Complex, Saram, Puducherry 605 013**" within the due date and time of **5.45 pm on 14.10.2015**.

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 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. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application through online only.

18. 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.

19. **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 - 2231226

  
( S. KANAKARAJ )  
DIRECTOR OF SURVEY

