

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

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No.A-34012/7/E1/2024/DP&AR (EXAM)

Puducherry, dated: 22.08.2024.

**ONLINE APPLICATION**

**OPENING DATE: 23.08.2024 10.00 A.M**

**CLOSING DATE: 20.09.2024 5.00 P.M**

**NOTIFICATION**

1. In continuation to this Department's Notification dated 14.03.2024, applications are invited from 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 Assistant (Group 'B' Non-Gazetted, Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below:

Name of the post and Level in the Pay matrix	Total Number of Vacancies	UR	Reservation								
			Vertical								Horizontal
			MBC	SC	OBC	EWS	EBC	BCM	BT	ST	PwBD
Assistant Level-6	256	104	46	41	28	25	5	5	1	1	10

**1.1 Abbreviations:**

**UR**-Un-Reserved, **EWS**-Economically Weaker Section, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **ST**-Scheduled Tribe, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**-Backward Class Muslims, **BT**-Backward Tribes, **PwBD**-Persons with Benchmark Disabilities.

**1.2 Note:-**

- (i) The vacancies notified are tentative only. The Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual number of vacancies, as the case may be, at the time of selection. Firm vacancies will be determined in due course. Updated vacancies, if any, will be made available on the recruitment portal and website of the DP&AR, before the examination.

- (ii) The Government reserves the right to cancel the recruitment process also without assigning any reasons. No interim enquiry will be entertained.
- (iii) Reservation and its inter-se exchange for Persons with Benchmark Disability (PwBD) would be made as per the instructions in of the O.M. No.35035/02/2017-Estt(Res), dated 15.01.2018 of the DoPT, New Delhi.

## 2. EDUCATIONAL QUALIFICATION FOR ELIGIBILITY:

2.1 Degree of a recognized University.

## 3. AGE LIMIT:

3.1 Not exceeding 30 years as on 24.04.2024 - the last date mentioned in the Notification dated 14.03.2024 of this Department. Age limit is relaxable in respect of MBC, OBC, EBC, BCM, BT, SC, ST, Ex-Servicemen, Persons with Disabilities and In-service officials as detailed below:-

Category	Relaxation of Upper Age Limit
<b>MBC/OBC/EBC/BCM/BT</b>	3 years
<b>SC / ST</b>	5 years
<b>Ex-Servicemen (XSM)</b>	Period of military service plus 3 years.
<b>Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof</b>	3 years (8 years for SC/ST)
<b>Persons with Benchmark Disabilities</b> (For Physical requirements & categories of disabilities suitable for this job, refer Part-II of General Instructions to candidates)	10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC/ST and 3 years for MBC/OBC/EBC/BCM/BT).
<b>In-service applicant</b> (Refer para 18 )	Relaxable for Government servants up to 35 years (40 for SC/ST 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.

3.2 Requirement of Age for candidates belonging to various categories are given in Part-IV of this Notification.

4. **EX-SERVICEMEN:**

**4.1 Explanation:** An 'ex-serviceman' means a person:

4.1.1 Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and

4.1.1.1 Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension;

or

4.1.1.2 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;

or

4.1.1.3 Who has been released from such service as a result of reduction in establishment;

4.1.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or

4.1.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or 8 circumstance beyond their control and awarded medical or other disability pension;

or

4.1.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

4.1.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

4.1.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

4.2 The applicants who apply under Ex-Servicemen category should necessarily submit the Discharge Certificate & Registration particulars with the Department of Sainik Welfare, Puducherry.

4.3 **Age relaxation for Ex-Servicemen is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

**5. NATIVITY / RESIDENCE:**

- 5.1 Those who are natives of the 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.
- 5.2 The applicants on selection shall 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 at the time of certificate verification.

**6. COMMUNITY CERTIFICATE:**

- 6.1 The selected applicants shall submit a fresh Community Certificate for SC/ST/MBC/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 at the time of certificate verification.
- 6.2 Candidates selected under SC quota should furnish fresh Community Certificate issued under "The Constitution (Puducherry) Scheduled Castes Order, 1964 " or "**The Constitution (Puducherry) Scheduled Castes Order, 2002" in respect of "Puthirai Vannan"**.
- 6.3 Applicants applying under ST Quota should furnish Community Certificate issued under "**The Constitution (Puducherry) Scheduled Tribes Order, 2016"**.

**7. CERTIFICATE FOR EWS CANDIDATES:**

- 7.1 The candidates selected under EWS category should submit income & asset certificate obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification. The crucial date for submitting income and asset certificate by the candidate will be 24.04.2024 - the last date mentioned in the Notification dated 14.03.2024 of this Department. The Certificate should have been issued for the financial year 2023-2024 and shall be valid for the year 2024-2025.

**8. PERSONS WITH BENCHMARK DISABILITY (PwBD):**

- 8.1 The applicants who apply under the category of Persons with Benchmark Disability (PwBD), on selection should submit fresh Medical Certificate issued by District Medical Board, Government of Puducherry at the time of certificate verification.
- 8.2 Certificate issued by any other authority will not be accepted.
- 8.3 The categories of disability suitable for the post are detailed in Part-II of General Instructions to candidates.



#### **8.4 Provision of Compensatory Time and assistance of scribe:**

- 8.4.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if opted by the candidate in their online application.
- 8.4.2 The facility of scribes will be provided to the PwBD candidates only if he has opted for the same in the online application form.
- 8.4.3 In case of remaining categories of persons with benchmark disabilities, scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at Part-III of this Notification.
- 8.4.4 The Persons with Benchmark Disability belonging to categories other than blindness, locomotor disability (both arm affected-BA) and cerebral palsy has to submit their request letter for scribe along with required certificate as mentioned above to the Examination Cell, DP&AR, Chief Secretariat, Puducherry one week before the date of conduct of exam. Last minute request will not be entertained.
- 8.4.5 Arrangement of own scribe will not be permitted. Official scribe will be provided by the Examination Cell, DP&AR, Chief Secretariat, Puducherry.
- 8.4.6 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 8.4.1 and 8.4.3 above.
- 8.4.7 The candidates referred at Para 8.4.1 and 8.4.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 8.4.8 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 8.4.9 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 8.4.10 The PwBD candidates who have availed the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Certificate Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.



## 9 METHOD OF SELECTION:

9.1 The selection will be based on pen and paper based examination to be conducted in two tiers as indicated below:

9.1.1 Tier-I and

9.1.2 Tier-II

9.2 Tier-I exam and Tier-II exam will be held on two different days. Tier-I exam will be held first and then Tier-II exam for those who qualify in Tier-I exam. Select / Wait list will be prepared based on Tier-II exam only.

9.3 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.

## 10 SCHEME OF EXAMINATION:

### 10.1 Scheme of Tier I Examination:

Tier	Subject	Number of questions	Maximum Marks	Time allowed
I	A. General Intelligence and Reasoning	25	25	2 hours (2 hours and 40 minutes for the candidates eligible for scribe as per Para 8.4.1 and 8.4.3)
	B. General Awareness	25	25	
	C. Quantitative Aptitude	25	25	
	D. English Comprehension	25	25	

### 10.2 Scheme of Tier-II Examination:

Tier	Subject	Number of questions	Maximum Marks	Time allowed
II	A. Mathematical Abilities	20	20	2 hours (2 hour and 40 minutes for the candidates eligible for scribe as per Para 8.4.1 and 8.4.3)
	B. Reasoning and General Intelligence.	20	20	
	C. English Language and Comprehension	30	30	
	D. General Awareness	20	20	
	E. Computer Knowledge	10	10	

10.3 Tier-I & Tier-II will consist of Objective Type, Multiple choice questions.

10.4 The questions will be set in English only.

10.5 There will be negative marking of 0.25 for each wrong answer. Multiple answers will be treated as a wrong answer.

## 11 Indicative Syllabus (Tier-I):

- 11.1 General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.
- 11.2 General Awareness:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- 11.3 Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**11.4 English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

**11.5** The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.

## **12 Indicative Syllabus (Tier-II):**

### **12.1 Mathematical Abilities:**

**12.1.1 Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**12.1.2 Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

**12.1.3 Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**12.1.4 Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**12.1.5 Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**12.1.6 Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2\theta + \cos^2\theta = 1$  etc.

**12.1.7 Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

### **12.2 Reasoning and General Intelligence:**

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Patternfolding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

### **12.3 English Language and Comprehension:**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

### **12.4 General Awareness:**

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

### **12.5 Computer Knowledge:**

- 12.5.1 **Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back-up devices, PORTs, Windows Explorer. Keyboard shortcuts.
- 12.5.2 **Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.
- 12.5.3 **Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.
- 12.5.4 **Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.
- 12.5.5 The questions in Part A (Mathematical Abilities) will be of 10<sup>th</sup> standard level and questions in Part C (English Language & Comprehension) will be of 10+2 level.



### **13. SELECTION PROCEDURE:**

#### **13.1 Minimum qualifying marks:**

13.1.1 The candidates shall secure a minimum qualifying marks in Tier-I, & Tier-II as follows:

Unreserved	-	30%
MBC/EBC/OBC/BCM/EWS	-	25%
SC/ST/BT/PwBD	-	20%

13.1.2 The Government reserves the right to relax the qualifying marks in exceptional circumstances.

**13.2 Tier-II Examination will be conducted for the candidates qualified in Tier-I Examination.**

**13.3 Merit list will be prepared on the basis of the performance of candidates in Tier-II Examination only.**

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

13.5 Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit.

13.6 Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be examined and decided by the Key Challenge Committee.

13.7 The decision of the Key Challenge Committee in this regard will be final.

13.8 Final Key will be published along with the results of each Tier of exam.

13.9 There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard will be entertained.

13.10 Provisional select list will be drawn from the overall merit list of Tier II exam observing the rule of reservation.

13.11 A wait list will also be drawn, the validity of which will be two years from the date of declaration of result / publication of select list.

13.12 The wait list will be operated in the event of occurrence of a vacancy due to rejection of candidature provisionally selected candidates for non-production of required certificates, non-appearance of candidate for certificate verification, non-acceptance of offer or non-joining the service or when a selected listed candidate joins the service but resigns or dies within a period of one year from the date of joining etc.

**14. Resolution of Tie Cases:**

14.1 In the event of tie in scores of candidates in Tier-II examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

14.1.1 Date of birth, with older candidate placed higher

14.1.2 Marks scored in Tier-I examination.

14.1.3 Alphabetical order in which the names of the candidates appear.

**15. DATE AND VENUE OF EXAMINATION:**

15.1 Tier-I and Tier-II examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union Territory of Puducherry.

15.2 The Government reserves the right to cancel any centre without assigning reasons.

15.3 The candidates opted for a particular centre may be accommodated in any other centre of the Department's choice for administrative reasons.

15.4 The exact date, time and venue of the examination will be intimated in due course in the recruitment website & also in leading Newspapers.

15.5 No request for change of Exam Centre will be entertained.

15.6 No TA/DA will be paid for attending Tier-I & Tier-II examinations.

**16. LAST DATE FOR APPLICATION:**

16.1 Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website <https://recruitment.py.gov.in> from 23.08.2024 (10.00 a.m.) to 20.09.2024 (05.00 p.m.).

**17. SUBMISSION OF ONLINE APPLICATION:**

17.1 The applicants have to register with their Mobile Number in the online portal "https://recruitment.py.gov.in" for applying through online.

17.2 They will receive Username and Password through SMS in the mobile number provided. The applicants may login the online portal using the Username and Password and apply for the post.

17.3 The applicants are advised to change the default Password received in their mobile after first login.

17.4 It is the applicant's responsibility to maintain the secrecy of the password and it should not be disclosed to anyone.

17.5 The applicants may view, print & check the status of their application and download the Hall Ticket by logging in the online portal using the username and password. Hence, they are advised to keep the user name and password safe for future reference until the recruitment process is over.

## **17.6 Photograph & Signature uploading:**

- 17.6.1 Applicants shall upload their Photograph and Signature using either option 1 (or) option 2 provided in the recruitment portal as given below:-
- 17.6.2 Option 1 (Scanned Photograph and Signature as a single image)  
Applicants are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 200 DPI resolution, dimensions should be minimum of 600 x 600 pixel and the file size should be less than 150KB. (as shown in guidelines video for uploading and cropping your photograph and signature during online application)
- 17.6.3 Option 2 (Scanned Photograph and Signature as separate images)  
Applicants are instructed to scan their Photograph in JPEG format with 238 x 306 pixel dimension and the file size should be less than 50KB. Signature file format should be JPEG, dimensions should be 350 x 150 pixel and file size should be less than 30KB.
- 17.6.4 The photograph should have been taken recently, preferably within three months.
- 17.6.5 Read / View the Photograph & Signature (Text / Video) guidelines in the instruction page of this Department's online portal <https://recruitment.py.gov.in> for guidance.
- 17.7 PREVIEW facility is available to view the details entered and please verify it before submitting the application.
- 17.8 After checking the information provided, Click SUBMIT button without fail.
- 17.9 If the applicant fails to submit the application by clicking SUBMIT button after PREVIEW, the application will remain in PREVIEW stage only and it will not be considered as a valid application and it will be rejected, for which the Government will not be responsible.
- 17.10 Candidates whose application remain in PREVIEW stage will not be allowed to write the examination.
- 17.11 Even after submission of application, corrections, if any, can be done before the closing date.
- 17.12 Keep a copy of the online generated application for your future reference.
- 17.13 Please logout / sign out after submission of application.
- 17.14 Online generated applications can be viewed in any standard PDF readers.
- 17.15 Please use latest web browser for better compatibility, better user experience and improved security.



- 17.16 Candidates are advised to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to this website on account of heavy load during the closing days.
- 17.17 The Department does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Department.
- 17.18 Application with incomplete data / information and improper photograph and signature is liable for rejection.
- 17.19 The information / data furnished by the applicants in the online application are final and cannot be altered after the closure of the application on 20.09.2024.
- 17.20 Requests for change of date of birth, category, etc. will not be entertained on any account at a later date.
- 17.21 The status of the application will be indicated in the Website <https://recruitment.py.gov.in>. The applicants are advised to check the official website to know their application status.

#### **18. PROCEDURE FOR IN-SERVICE APPLICANTS:**

- 18.1 Only the candidates working as Lower Division Clerk/Upper Division Clerk under the cadre control of DP & AR (PW), Puducherry and Junior Clerk / Senior Clerk/Typist working in the Judicial Department of the Union Territory of Puducherry will be considered as allied cadres for the post of Assistant 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.
- 18.2 The In-Service applicants should have completed three years of regular service in any one of the posts of Lower Division Clerk/Upper Division Clerk under the cadre control of DP & AR (PW), Puducherry (or) Junior Clerk / Senior Clerk/Typist working in the Judicial Department of the Union Territory of Puducherry to avail age relaxation.
- 18.3 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 05.00 p.m on 30.09.2024 to **"The Under Secretary to Govt. (DP&AR), Chief Secretariat, Puducherry-605001"**.
- 18.4 The applications of In-service candidates which are not duly forwarded by their Head of Departments/ Offices within the due date and time of 5.00 p.m. on 30.09.2024 will be summarily rejected.

- 18.5 Advance copy of the online application for in-service candidates will not be entertained.
- 18.6 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 Assistant to their Head of Departments / Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Assistant in the written examination.

### **PART-I**

#### **19. GENERAL INSTRUCTIONS TO THE CANDIDATES**

- 19.1 Mode of applying for the Competitive Examination for Direct Recruitment to the post of Assistant is only through online. Avoid registering multiple online applications and register only one single application. In case of multiple online applications, only the latest application will be accepted and all other duplicate applications will be rejected.
- 19.2 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order will be provisionally accepted as per the terms and conditions of this Notice of Examination.
- 19.3 Candidates must go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post.
- 19.4 The Department will not undertake any detailed scrutiny of applications to check eligibility and other aspects at the time of written examination and, therefore, admission to the examination will be provisional only, which will not confer any right on such provisionally admitted candidates to claim appointment based on such provisional admission.
- 19.5 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by this Department at the time of certificate verification, failing which their candidature will be cancelled. For example, candidate X filled OBC in his application form. However, during certificate verification, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled.
- 19.6 The Candidates who mention their category as MBC-Migrant/OBC-Migrant/ BCM-Migrant / EBC-Migrant / BT-Migrant / SC-others /ST-Migrant in their online application will be considered only under Unreserved category.
- 19.7 The certificates/documents in support of their educational qualifications and caste/category, etc. shall be sought from the provisionally selected candidates at the time of Certificate Verification only.



- 19.7 After verification of the certificates/ documents of educational qualifications/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled/rejected, without any notice.
- 19.8 Admit Cards for all stages of examination will be issued online on the websites of the Department. Candidates are therefore advised to regularly visit the websites of the Department.
- 19.9 All the communications with regard to this recruitment will be published in the Website <https://recruitment.py.gov.in>. Applicants are advised to visit the website and watch the news in 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.
- 19.10 **Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department by Registered Post with Acknowledgement Due.** Otherwise the Department will not be responsible for any delay/ non-delivery of letters / SMS messages.
- 19.11 If candidates are found to indulge at any stage in any of the malpractices, will immediately be sent out of the Examination Hall, their candidature for this examination will be cancelled and strict legal action will be initiated including lodging of FIR and debarment from future examinations conducted by the Government of Puducherry.
- 19.12 The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
- 19.13 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.py.gov.in> by using the "User Name and Password".
- 19.14 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 till 5.00 p.m. on 20.09.2024.
- 19.15 The information/data furnished by the applicants in the online application are final and cannot be altered after the last date of applying i.e. 20.09.2024.
- 19.16 Before submission of the applications / corrected applications, candidates must check that they have filled correct details in each field of the online form. After the closing date for receipt of online application i.e. 20.09.2024, no change / correction / modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. will not be entertained by this Department and will be summarily rejected.

- 19.17 The applicants are advised to have a copy of the online generated application for their reference.
- 19.18 Applicants except In-Service candidates need not send the printout of the online application or any other supporting documents to this Department.
- 19.19 The candidates applying under the category of In-Service are instructed to submit the online generated application through their respective Head of Department / Office on or before 30.09.2024 (05:00 p.m.).
- 19.20 Candidates seeking reservation benefits available for SC/ST/OBC/MBC/EWS/ BCM/EBC/PwBD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notification. They should also be in possession of the certificates in the prescribed format in support of their claim.
- 19.21 After scrutiny, the status of the application will be indicated in the Website <https://recruitment.py.gov.in>. The applicants are advised to check the official website to know their application status.
- 19.22 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.
- 19.23 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.
- 19.24 No request for change of examination Centre for Written Test will be entertained.
- 19.25 No TA/DA will be paid for attending Tier-I and Tier-II examinations.

**20. HELP LINE:**

- 20.1 For any clarification, if needed, in filling online application, please contact the Help Line Number 0413-2233338 on all working days between 9.30 a.m. and 5.00 p.m.



## PART-II

**1. Physical requirement for the post of Assistant for the category of Persons with Benchmark Disability:**

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

**2. Categories of Disability suitable for the post of Assistant for the category of Persons with Benchmark Disability:**

<i>Sl. No.</i>	<i>Category of Disability</i>
1.	Blind, Low Vision.
2.	Deaf, Hard of Hearing.
3.	One Arm, One Leg, Both Arms, Both Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy.
4.	Specific Learning Disability, Mental Illness.
5.	Multiple Disabilities involving (1) to (4) above.

**PART-III**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs. \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o. D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

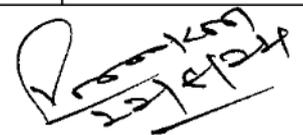
Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR)



**PART-IV**

**REQUIREMENT OF AGE FOR CANDIDATES BELONGING TO VARIOUS CATEGORIES**

Sl. No.	Category	Candidates must have been born	
		Not earlier than	Not later than
1.	General/Unreserved	25-04-1994	24-04-2006
2.	MBC/OBC/EBC/BCM/BT	25-04-1991	
3.	SC/ST	25-04-1989	
4.	Persons with Benchmark Disabilities & General/Unreserved	25-04-1984	
5.	Persons with Benchmark Disabilities & MBC/OBC/EBC/BCM/BT	25-04-1981	
6.	Persons with Benchmark Disabilities & SC/ST	25-04-1979	
7.	In-service (Upper Division Clerk / Senior Clerk / Lower Division Clerk / Junior Clerk/ Typist) & General / Unreserved	25-04-1989	
8.	In-service (Upper Division Clerk / Senior Clerk / Lower Division Clerk / Junior Clerk/ Typist) & MBC/OBC/EBC/BCM/BT	25-04-1989	
9.	In-service (Upper Division Clerk / Senior Clerk / Lower Division Clerk / Junior Clerk/ Typist) & SC/ST	25-04-1984	
10.	In-service (Non Feeder post) & General/ Unreserved	25-04-1994	
11.	In-service (Non Feeder post) & MBC/OBC/EBC/BCM/BT	25-04-1991	
12.	In-service (Non Feeder post) & SC/ST	25-04-1989	
13.	Defence Personnel disabled in operations & General/Unreserved	25-04-1991	
14.	Defence Personnel disabled in operations & MBC/OBC/EBC/BCM/BT	25-04-1991	
15.	Defence Personnel disabled in operations & SC/ST	25-04-1986	



**(V. JAISANKAR)**  
**UNDER SECRETARY TO GOVT.(DP&AR)**