

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

No.A.34012/16/2010/DP&AR(EXAM)

Puducherry, dated 21.09.2010.

**NOTIFICATION**

Applications are invited from the eligible Indian Citizens who are Natives/ Residents of Union Territory of Puducherry and registered in the Employment Exchange of this Administration for recruitment to the post of Stenographer Grade-III:

| Name of the post and Pay Band                                       | Total number of vacancies | Reservation on vertical basis |    |     | Reservation on horizontal basis |    |     |
|---------------------------------------------------------------------|---------------------------|-------------------------------|----|-----|---------------------------------|----|-----|
|                                                                     |                           | MBC                           | BT | EBC | XSM                             | PH | MSP |
| <b>Stenographer Grade-III</b><br>₹5200-20200,<br>Grade Pay: ₹2400/- | 20**                      | 8                             | 1  | 1   | 2                               | 1  | 1   |

\*\* Posts which need Typewriting skill in Tamil – 14, Malayalam – 2 and Telugu – 4.

- Note:1. Abbreviations: MBC-Most Backward Classes, BT-Backward Tribes, EBC-Extreme Backward Classes, XSM-Ex-Serviceman, PH-Physically Handicapped, MSP-Meritorious Sportsman.
2. The Government reserves the right to enhance/reduce the number of vacancies depending on the actual and future requirements and also to cancel the recruitment process. No interim enquiries will be entertained.
3. The select list for the vacancies reserved for Meritorious Sportsman will be made on the basis of their achievements in the sports as per the instructions in Part-II of General Instructions. However, they will be permitted to appear in the common competitive examination along with other candidates to avail the job opportunity, in that case, they will not be considered for the vacancies reserved for Meritorious Sportsman but for other reserved vacancies as the case may be.

**QUALIFICATIONS FOR ELIGIBILITY:**

**Educational Qualification:** A pass in SSLC examination or its equivalent.

**Technical Qualification:**

- A Pass in Stenography Lower Grade in English
- A Pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade.
- A Pass in Typewriting in English in Higher Grade.

**AGE LIMIT:**

Between 18 and 32 years as on **30.10.2010** which is the last date of receipt of applications. Age limit is relaxable for MBC, BT, EBC, Ex-Servicemen, Physically Handicapped candidates and Meritorious Sports persons as detailed below:-

| Category                  | Relaxation of Upper Age Limit           |
|---------------------------|-----------------------------------------|
| MBC / BT / EBC            | 3 years                                 |
| Ex-Servicemen             | Length of Military service plus 3 years |
| Meritorious Sports Person | 5 years                                 |
| Physically Handicapped    | 10 years                                |

In-service candidates are eligible for age relaxation upto 40 years.

**NATIVITY / RESIDENCE:**

Those who are the native of Union Territory of Puducherry 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 candidates should furnish any one of the following certificates as a proof of their nativity / residence:

- a) Nativity Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within one year prior to 30.10.2010.
- b) Service Certificate obtained from the respective Head of Dept./Office in respect of children/spouse of Government servant of the U.T. of Puducherry, who are working on regular basis.

**COMMUNITY CERTIFICATE**

Caste Certificate for MBC/BT/EBC obtained in the prescribed form from an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within one year prior to 30.10.2010 alone will be accepted.

**METHOD OF RECRUITMENT:**

- (1) The vacancies in the above said posts will be filled up through a Common Competitive Examination consists of :-
  - (i) **PART A:-** Stenography Test of Dictation in English at a speed of 80 words per minute for 10 minutes for maximum marks of 100. The candidates will be required to transcribe the dictated passage in 60 minutes through typewriter and
  - (ii) **PART B:-** Typewriting test for maximum marks of 100 in the regional language opted for viz., Tamil, Telugu and Malayalam at a speed of 30 words per minute. The candidates are required to submit their option for the regional language in which they are willing to appear for the typewriting test.
- (2) Selection will be made against the posts requiring the Typewriting skill in regional language notified above. (Merit list will be prepared based on the marks obtained in Part A and Part B. Candidates are required to appear for both Part A and Part B of the tests).

**HOW TO APPLY?**

Candidates fulfilling the eligibility criteria as mentioned above shall download the application form along with the Notification from the website [www.pon.nic.in](http://www.pon.nic.in) and submit their duly filled in application along with the self **attested copies** of the following certificates/documents:-

1. Birth Certificate / Board Certificate indicating date of birth.
2. Relevant Educational and Technical Qualification.
3. Nativity / Residence Certificate.
4. Community Certificate, i.e. MBC / BT/ EBC.
5. Category Certificate, i.e. XSM / PH / MSP obtained from the competent authority.
6. Employment Registration Card.

### **LAST DATE OF RECEIPT OF APPLICATION:**

The filled in application should reach the Under Secretary to Govt.(Personnel), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry – 605 001 before 5.45 p.m. on **30.10.2010**.

### **DATE AND VENUE OF EXAMINATION:**

The Competitive Examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union Territory of Puducherry. Candidates opting for Malayalam Typewriting and Telugu Typewriting will take the tests in Mahe and Yanam centre respectively. Candidates opting for Tamil Typewriting will take the test either in Puducherry or in Karaikal centre. The Date and Venue of the examination will be intimated separately.

### **GENERAL INSTRUCTIONS:**

#### **PART-I**

1. The application should be filled in neatly and legibly in BLOCK LETTERS without any overwriting/ erasures using a ball pen.
2. No original certificate should be sent along with the application and only self attested copies should be furnished with the application.
3. The candidates will be provisionally admitted for appearing in the Competitive Examination based on the particulars given in their application and the self attested certificates enclosed. The passport size photograph of the candidate affixed in the application and the admission card should be got attested by a Gazetted Officer. The final selection will be based on the production of original certificates after results are published. Original certificates required to be produced only at the time of verification of certificates.
4. Persons who are already in service in Central/ State Government Departments/ Public Sector Undertakings should send their applications 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 self attested certificates will also be rejected.
6. Selection will be strictly on the basis of the examination.
7. The decision of the Government as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
8. Success in the examination confers no right to appointment. The appointment is subject to verification of character and antecedents and physical fitness.
9. No correspondence will be entertained with regard to the recruitment process.
10. Change of Address, if any, after submission of application should be intimated to the Department or otherwise the Department will not be responsible for any delay/ non-delivery of communications.
11. No request for change of Examination Centre will be entertained.
12. No T.A./D.A. will be paid for attending the Competitive Examination.

**PART-II****Criteria for selection of candidate against MSP reservation quota:-**

The selection will be made only in the order of preference based on the performance, winning of medals/ securing of places upto 3<sup>rd</sup> place as provided in the O.M.No.14034/1/95-Estt.(D) dated 04.05.1995 of the Ministry of Personnel, Public Grievances and Pension (DP&T), Government of India, New Delhi, are as follows:-

- (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/U.T. 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 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National championship should given preference.
- (c) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of India Universities/ Inter University Sports Board and have won medals or positions upto 3<sup>rd</sup> 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 3<sup>rd</sup> 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.



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

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III  
(PAY BAND1: ₹5200-20200, GRADE PAY: ₹2400/-)

- i) Read instructions in the Notification 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 the relevant certificates should be enclosed

**Name of the Post :** Stenographer Grade III

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years

☐ Male

| Sl. No. | Qualification             | Name of the Board/ University | Month & Year of passing |
|---------|---------------------------|-------------------------------|-------------------------|
| 1       | SSLC or equivalent        |                               |                         |
| 2       | H.Sc or equivalent        |                               |                         |
| 3       | Bachelor's Degree, if any |                               |                         |
| 4       | Others, if any            |                               |                         |

### 7. TECHNICAL QUALIFICATIONS:

| Sl. No. | Qualification                                | Name of the Board | Month & Year of passing |
|---------|----------------------------------------------|-------------------|-------------------------|
| 1       | Stenographer Lower in English                |                   |                         |
| 2       | Typewriting in English Higher Grade          |                   |                         |
| 3       | Typewriting in Regional Language Lower Grade |                   |                         |
| 4       | Others, if any                               |                   |                         |

8. Work experience, if any

8(a). Employment Registration No

## 9. Nationality

## 10. Religion

## 11. Community

## 12. Category

13. Examination Centre Opted

14. Regional Language opted for Typewriting test : TAMIL / MALAYALAM / TELUGU

15. Address for Communication:

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Pin Code

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## DECLARATION

I have carefully read the instructions contained in the Notification. I hereby declare that the information furnished above by me is true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed, my candidature at any stage, is liable to be cancelled. I further understand that in case, I am appointed in Government service on the basis of false information, my services are liable to be terminated forthwith, without notice.

SIGNATURE OF THE APPLICANT

DATE :

PLACE:

### ADMISSION CARD

Note: To be filled in by the candidate in BLOCK LETTERS

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d. Hall Ticket Number :