

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

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No.A.12011/2/2021-DP&AR/GC/U.IV

Puducherry, dated: 29.11.2021

**RECRUITMENT NOTIFICATION**

Applications are invited from eligible Visually Challenged Persons who are Natives/Residents of the Union Territory of Puducherry for Direct Recruitment to the post of Unskilled Office Worker (erstwhile post of Caner) (Group-C, Non-Gazetted, Non-Ministerial) as detailed below:

Name of the Post/Level in the Pay Matrix	Number of vacancies	Reservation								
		UR	MBC	SC	OBC	EWS	EBC	BCM	BT	ST
Unskilled Office Worker Level 1 in the Pay Matrix	13	7	2	2	1	1	NIL	NIL	NIL	NIL

**Abbreviations:**

UR – Un-Reserved, MBC – Most Backward Classes, SC-Scheduled Caste, OBC-Other Backward Classes, EWS – Economically Weaker Section, EBC – Extremely Backward Class, BCM – Backward Class Muslims, BT- Backward Tribe, ST – Scheduled Tribe.

Note: The Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirement and also to cancel the recruitment process. No interim enquiries will be entertained.

**I. QUALIFICATIONS AND ELIGIBILITY:**

<b>Educational Qualification</b>	<b>Desirable</b>
A pass in S.S.L.C (10 <sup>th</sup> Class) or its equivalent and knowledge in Canning work	Certificate in caning issued by a recognized institution

**II. AGE LIMIT:**

Between 18 to 30 years as on 31.12.2021 which is the last date of receipt of applications.

Age limit is relaxable as follows:

Sl.No.	Category	Relaxation of Upper Age Limit
1	UR	(30 + 10 Years)
2	MBC/OBC/EWS	(30 + 3 + 10 Years)
3	SC	(30 + 5 + 10 Years)

...2/-



**III. NATIVITY / RESIDENCE:**

Those who are native of Union Territory of Puducherry by virtue of birth / continuous residence in the U.T for the last 5 years immediately preceding the closure date of notification only are eligible to apply for the post. The applicants should enclose the self attested copy of the Nativity/Residence Certificate issued within a period of one year preceding the closure date of Notification by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

**IV. COMMUNITY CERTIFICATE:**

The applicants belonging to MBC/SC/OBC/EWS categories should enclose self attested copy of the community certificate obtained within a period of one year preceding the closure date of Notification, in the prescribed form issued by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar, along with the application. Applicants applying under SC quota should furnish Community Certificate issued under **"The Constitution (Puducherry) Scheduled Castes Order, 1964"** and in respect of "Puthirai Vannan" **"The Constitution (Scheduled Castes) Order (Second Amendment) Act, 2002"**

**V. PERSONS WITH DISABILITY (PwD) CERTIFICATE:**

The applicants should enclose the self attested copy of the Medical Certificate issued by the District Medical Board, Government of Puducherry. This Certificate should have been issued within three years from the closing date of receipt of application for this recruitment. Certificate received from any other authority will not be accepted.

**VI. INSERVICE CANDIDATES:**

The applicants who are already in regular employment in the Government Departments/Offices and who are within the age limit may apply as open candidates through their Head of Office, so as to have the benefit of "Technical Resignation" on selection to the post of Unskilled Office Worker in the skill test.

**VII. Selection will be done as follows:**

A merit list will be prepared based on the following:

- (i) 70% weightage will be given to the marks obtained in SSLC or its equivalent
- (ii) 30% weightage will be given to skill test in canning work to be conducted by the Department



....3/-

### **VIII. HOW TO APPLY AND LAST DATE FOR APPLICATION:**

Candidates fulfilling the eligibility criteria as mentioned above shall download the application form along with the Notification from the website <https://dpar.py.gov.in> and submit their duly filled in application alongwith self attested copies of the relevant certificates to "The Under Secretary to Govt (DP&AR-Exam), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry-605 001" on or before 05.45 P.M on 31-12-2021 superscribing on the cover as "**APPLICATION FOR RECRUITMENT TO THE POST OF UNSKILLED OFFICE WORKER**".

### **GENERAL INSTRUCTIONS TO THE CANDIDATES**

#### **Applicants should read the following instructions carefully before applying:**

1. The application should be filled in neatly and legibly in BLOCK Letters without any overwriting /erasures using a ball pen.
2. The passport size photograph of the candidate should be affixed in the application and in admission card and the photo affixed in the admission card should be got attested by a Gazetted Officer.
3. No original certificate should be sent along with the application and only self attested copies should be enclosed with the application. All original certificates are required to be produced only at the time of certificate verification after the notification of results of the competitive examination.
4. The candidates will be provisionally selected based on the marks obtained in S.S.L.C, and the skill test in canning to be conducted by the Department. The final selection will be subject to verification of original certificates.
5. Applications received after the due date will be summarily rejected. Similarly incomplete applications will also be rejected.
6. The decision of the Government as to the eligibility shall be final.
7. Mere selection confers no right to appointment. The appointment is subject to verification of character, antecedents and physical fitness.
8. No correspondence will be entertained with regard to the recruitment process.
9. Change of communication address and Mobile number of the applicant, 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.

....4/-



**Help Line:**

For any clarificiation, if needed, please contact the Help Line Number **0413-2233276** on all working days between **9.30 A.M to 5.00 P.M**

*V. Jaisankar*  
*29-11-21*

(V.JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT

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

**APPLICATION FOR RECRUITMENT TO THE POST OF UNSKILLED OFFICE WORKER**

(Pay: Level 1 in the Pay Matrix)

**Note:**

- i) Read instructions in the Notification carefully before filling the application.
- ii) To be filled in by the candidate in CAPITAL LETTERS.
- iii) Put ✓ mark against the relevant box wherever necessary.
- iv) Self Attested Copies of the relevant certificates should be enclosed.

Affix a recent passport size photograph attested by a Gazetted Officer

1. NAME OF THE APPLICANT :   
(in CAPITAL LETTERS)

2. (i) FATHER'S NAME :

(ii) MOTHER'S NAME :

(iii) HUSBAND'S NAME :   
(for Married Women)

3. DATE OF BIRTH : 

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(Self Attested copy of record for proof of Date of Birth should be enclosed)

4. AGE AS ON 31-12-2021 :  years  months

5. GENDER : 

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

  
(Put ✓ mark in the relevant box)

6. Address:

Permanent Address	Address for communication
PIN code <input type="text"/>	PIN code <input type="text"/>

7. Mobile Phone No. :

8. E-mail ID :

9. EDUCATIONAL QUALIFICATIONS: (Self Attested copy of the certificates should be enclosed)

Sl. No.	Qualification	Name of the Board/ University	Month & Year of passing
1	SSLC or equivalent		
Additional Educational Qualifications (if any):-			

NAME OF THE APPLICANT : \_\_\_\_\_

-:2:-

10. TECHNICAL QUALIFICATIONS:(Self Attested copy of the certificates should be enclosed)

Sl. No.	Qualification	Name of the Board/Institution	Month & Year of passing
1			
2			
3			
Additional Technical Qualifications (if any):-			

11. Nationality :

12. Whether Resident of Puducherry by virtue of birth / continuous residence in U.T. of Puducherry for the last 5 years immediately preceding the closure date of the Notification :

Yes	No

(Put ✓ mark in the relevant box)

(Self Attested copy of the Nativity/Residence Certificate obtained within a period of one year preceding the closure date of Notification should be enclosed)

13. Religion :

14. Community :

(Put ✓ mark in the relevant box)

(Self Attested copy of the Community Certificate obtained within a period of one year preceding the closure date of Notification should be enclosed)

General	MBC	SC	OBC	EWS	EBC	BCM	BT	ST

15.(a) Nature of Visual Disability  
(Put ✓ mark in the relevant box)

Blindness	Low vision

(b) Percentage of Disability :  
(Self Attested copy of the Medical Board Certificate should be enclosed)

16. (i) Whether registered with the Employment Exchange ? :  
(Put ✓ mark in the relevant box)

Yes	No

(ii) If Yes, (a) Region of Registration :

(b) Employment Registration No. :

(c) Date of Next Renewal :

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

1. I have read / having been read over the provisions in the Notification carefully and I hereby undertake to abide by them.
2. I declare that I am a Resident of Union Territory of Puducherry by virtue of birth / continuous residence for the last five years immediately preceding the date of Notification and I understand that any deviation in this regard will render my selection invalid.
3. I further declare that I fulfill all the conditions of eligibility conditions regarding age limits, educational qualification, technical qualification etc., prescribed for admission to the examination.
4. I also declare that I have not suppressed any information that would render me ineligible for applying for the post of Unskilled Office Worker.
5. I understand that success in examination confers no right to appointment. I further understand that appointment is subject to fulfillment of all conditions stipulated in the Notification.

I hereby declare that all the statements made in this application are true, complete 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.

**PLACE :**

**DATE :**

**\* SIGNATURE OF THE APPLICANT**

\* Unsigned applications will be summarily rejected.

Strike out portion not applicable.

Candidates unable to sign may affix left hand thumb impression.

**Note:** For uniformity, the printout of the Application Form may be taken in **LEGAL** size paper.



**GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
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**ADMISSION CARD FOR RECRUITMENT TO THE POST OF UNSKILLED OFFICE WORKER.**

**Note:** To be filled In by the candidate in **CAPITAL LETTERS**

Affix a recent  
passport size  
photograph  
attested by a  
Gazetted  
Officer

1. NAME OF THE CANDIDATE :

(In CAPITAL LETTERS)

2. (I) FATHER'S NAME :

(ii) HUSBAND'S NAME :   
(for Married Women)

3. DATE OF BIRTH :            Date            Month            Year  
         

4. Address : 

Address for Communication
PIN Code - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SIGNATURE OF THE CANDIDATE

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**(FOR OFFICE USE ONLY)**

(a) Skill test Centre :

(b) Date of Skill Test :

(c) Hall Ticket Number :

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

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**CHECK LIST**

**APPLICATION FOR RECRUITMENT TO THE POST OF UNSKILLED OFFICE WORKER**

Name of the Candidate : \_\_\_\_\_

List for the Certificates / Documents enclosed with the application

Sl. No.	Particulars			Enclosed	Not Enclosed	Remarks
1.	Birth Certificate	:		<input type="checkbox"/>	<input type="checkbox"/>	
2.	<b>Educational Qualification:-</b>					
	i. SSLC or equivalent	:		<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Additional Qualifications (if any)	:				
	(a) ..... (b) .....			<input type="checkbox"/>	<input type="checkbox"/>	
	(c) ..... (d) .....					
3.	<b>Technical Qualification:-</b>					
		:		<input type="checkbox"/>	<input type="checkbox"/>	
		:		<input type="checkbox"/>	<input type="checkbox"/>	
	iv. Additional Qualifications (if any)	:				
	(a) ..... (b) .....			<input type="checkbox"/>	<input type="checkbox"/>	
	(c) ..... (d) .....					
4.	<b>Nativity Certificate</b>	:		<input type="checkbox"/>	<input type="checkbox"/>	
5.	<b>Resident Certificate</b>	:		<input type="checkbox"/>	<input type="checkbox"/>	
6.	<b>Community Certificate :-</b>					
	MBC / SC / OBC / EWS / EBC / BCM / BT / ST (Put ✓ mark in the category of community certificate enclosed)	:		<input type="checkbox"/>	<input type="checkbox"/>	
7.	<b>Disability Certificate:-</b>					
	Certificate issued by District Medical Board, Govt. of Puducherry.	:		<input type="checkbox"/>	<input type="checkbox"/>	
8.	Employment Registration Details	:		<input type="checkbox"/>	<input type="checkbox"/>	
9.	Filled in Admission Card affixed with Passport Size Photograph attested by Gazetted Officer.	:		<input type="checkbox"/>	<input type="checkbox"/>	

**Note: 1. Strike out the portion which are not applicable.**

**2. Add additional Qualification entries wherever applicable.**

**3. Total No. of Documents / Certificates attached : \_\_\_\_\_**

**Signature of the Applicant**

( Space for Office use )

**Checked by**

**Verified by**