

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

No.A-34012/6/2015/DP&AR (Exam)/PF.4 Puducherry, dated: 02-03-2022.

NOTIFICATION

This Department has notified 41 vacancies in the post of Stenographer Grade-II vide Notification of even number dated 12.01.2016 and 24.04.2017. Later, the vacancies were reduced to 22 and applications were invited vide Notification(s) dated 30.07.2020 and 04.02.2021. Now, it has been decided to fill up the existing 35 vacancies, with reservation for Economically Weaker Section also. Accordingly, 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 Stenographer Grade-II (Group 'C' Non-Gazetted, Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, as detailed below:

Name of the post / Level in the Pay Matrix	Number of Vacancies	Reservation										
		Vertical								Horizontal		
		UR	EWS	MBC	SC	OBC	EBC	BCM	BT	XSM	PwD	MSP
Stenographer Grade-II Level 4 in the Pay Matrix	35	15	3	6	5	3	1	1	1	3	1	1

Abbreviations:

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

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

Those who have applied earlier in response to the Notification dated 12.01.2016, 24.04.2017, 30.07.2020 and 04.02.2021 need not apply again. Their eligibility with regard to age would be reckoned as per the cut-off date notified earlier.



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I. QUALIFICATIONS FOR ELIGIBILITY:

Educational Qualification	Technical Qualification
A pass in H.S.C. (12 th class) or equivalent from a recognized Board or University	(i) A pass in Stenography in English in Lower Grade; (ii) A pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade; and (iii) A pass in Typewriting in English in Higher Grade.

II. AGE LIMIT:

Between 18 and 32 years of age as on **31-03-2022** which is the last date of receipt of applications. 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 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(XSM) (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 Castes and 3 years for MBC / OBC / BCM / EBC / BT).
Persons with Disabilities (PwD) (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).
Meritorious Sports Persons (MSP) (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. <u>There will not be any competitive examination for the selection of candidates under MSP quota.</u>
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)

III. NATIVITY / RESIDENCE:

Those who are native of Union Territory of Puducherry by 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 available Nativity/Residence Certificate/ PIC form, certifying the continuous residence of five years, issued 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 EWS/MBC/SC/OBC/EBC/BCM/BT categories should enclose self attested copy of the available Community 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, 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) Orders (Second Amendment) Act, 2002"**.

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

The applicants who apply under this category, should necessarily enclose 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 in addition to the Court order issued in this regard.

VI. PERSONS WITH DISABILITY (PwD):

The applicants who apply against the horizontal reservation provided for Persons with Disability (PwD), should necessarily enclose the self attested copy of the Medical Certificate issued by District Medical Board, Government of Puducherry. This Certificate should have been issued within three years from the closing date for receipt of application for this recruitment. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in the **Part-III** of General Instructions to candidates.



VII. MERITORIOUS SPORTS PERSONS (MSP):

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 competitive examination for the selection of candidates under MSP quota. However, they may participate in the direct recruitment competitive Examination along with other candidates, provided if they are within the age limit under the category to which they belong to and they will not be considered for the vacancies reserved for MSP but for the other reserved vacancies as the case may be.

The candidates applying against MSP quota have to send their filled in 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 STENOGRAPHER GRADE-II UNDER MSP QUOTA CATEGORY"** addressed to **"The Under Secretary to Govt.(DP&AR), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry - 605 001"** within the due date and time of **5:45 p.m.** on **31-03-2022**. Belated applications will not be entertained.

VIII. The applicants who are working in the Government Departments / Offices and who are within the age limit shall apply through Head of Departments / Offices, where they are working now.

IX. METHOD OF RECRUITMENT:-

(1) The vacancies in the above said post will be filled up through a Competitive Examination consists of following tests:-

- (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 50 minutes through computer.

Note: Computers will be arranged by this Department.

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- (2) Merit list will be prepared based on the marks obtained in the Stenography Test, subject to fulfillment of typewriting qualification in the respective regional language.

X. DATE AND VENUE OF EXAMINATION:

The Competitive Examination will be tentatively scheduled in the last week of May, 2022 in **Puducherry region only**. **The exact time and venue of the examination will be intimated in due course** in this Department's website <https://dpar.py.gov.in> and also in leading Newspapers.

XI. 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 along with self attested copies of the relevant certificates to **"The Under Secretary to Govt. (DP&AR), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry-605001"** on or before 05:45 p.m. on 31-03-2022 superscribing on the cover as **"APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II"**.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART-I

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 point 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 admitted for appearing in the Competitive Examination based on the particulars given in their application and the self attested certificate enclosed. The final selection will be based on the production of original certificates after results are published.

5. Applications received after the due date will be summarily rejected. Similarly incomplete applications will also be rejected.
6. Selection will be strictly on the basis of the marks obtained in the competitive 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, antecedents and physical fitness.
9. No correspondence will be entertained with regard to the recruitment process.
10. 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.
11. No Travelling Allowance / Daily Allowance will be paid for attending this Competitive Examination.

12. Help Line:

For any clarification, if needed, please contact the Help Line Number **0413-2233228** 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.

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- (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 dully filled in 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; Copy of the above Office Memorandum along with Appendix-2 and Appendix-3 are available in this Department's Official Website <https://dpar.py.gov.in> for reference.

PART-III

(Annexure-II to G.I., Min. of Social Justice and Empowerment, Notification No.16-70/2004-DD.III, dated 15th March 2007)

1. Physical requirement for the post of Stenographer Gr.II:

<i>Sl. No.</i>	<i>Code</i>	<i>Physical Requirement</i>
1.	S	Sitting
2.	ST	Standing
3.	W	Walking
4.	L	Lifting
5.	MF	Manipulation by Fingers
6.	SE	Seeing
7.	RW	Reading & Writing
8.	H	Hearing
9.	C	Communication

2. Categories of Disabled suitable for the post of Stenographer Gr.II:

<i>Sl. No.</i>	<i>Code</i>	<i>Category of Disability</i>
1.	OA	One Arm
2.	OL	One Leg
3.	BL	Both Legs
4.	OAL	One Arm & One Leg
5.	B	Blind
6.	LV	Low Vision

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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 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 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.

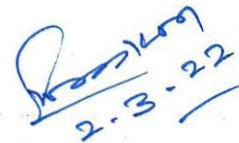
3. An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he/she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex-servicemen for subsequent 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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2-3-22

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

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

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II
(Pay: Level 4 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)

Date Month Year

3. DATE OF BIRTH :
(Self Attested copy of record for proof of Date of Birth should be enclosed)

4. AGE AS ON 31-03-2022 : 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		
2	HSC 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	Month & Year of passing						
1	Stenography in English Lower Grade								
2	Typewriting in English Higher Grade								
3	Typewriting Lower Grade in <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">TAMIL</th> <th style="width: 33%;">MALAYALAM</th> <th style="width: 33%;">TELUGU</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> (Put ✓ mark in the relevant box)	TAMIL	MALAYALAM	TELUGU					
TAMIL	MALAYALAM	TELUGU							
Additional Technical Qualifications (if any):-									

11. Nationality :

12. Whether Resident of Puducherry by continuous residence in the 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 :

UR	EWS	MBC	SC	OBC	EBC	BCM	BT

(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)

15. Category :

XSM	PwD	MSP

(Put ✓ mark in the relevant box)

16. For **Ex-Servicemen** applicant :
(Self Attested copy of the Discharge Certificate & I.D. Card issued by the Dept. of Sainik Welfare, Puducherry should be enclosed)

(a) Date of Entry in the Defence :

(b) Date of Discharge :

(c) Total years of service :

(d) I.D. Card No. issued by the Dept. of Sainik Welfare, Puducherry:

(e) Whether already employed ? :

Yes	No

(Put ✓ mark in the relevant box)

(f) If Yes, Name of the post and Department in which working :

17. For **Persons with Disabilities** applicant :
(Self Attested copy of the Medical Board Certificate should be enclosed)

(a) Category of the handicapped :

Blindness or Low vision	Hearing Impairment	Locomotor Disability or Cerebral Palsy

(Put ✓ mark in the relevant box)

(b) Nature of Physical Disability :
(OA/OL/BL/OAL/B/LV)

(c) Percentage of Disability :

NAME OF THE APPLICANT : _____

-:3:-

18. For **Meritorious Sports Persons** applicant :

- (i) Furnish the details of medals obtained in **Annexure-I**.
- (ii) Enclose Self Attested copy of all the Sports Certificates.
- (iii) Enclose Self Attested copy of relevant forms as prescribed in Appendix-2 & 3 of O.M. dt. 04-05-1995 of DoP&T.

19. (a) Whether the applicant avails the age relaxation under the category of **Widow / Divorced Women/ Women Judicially Separated from their Husbands and who are not re-married** :
(Put ✓ mark in the relevant box)

Yes	No

(b) If Yes, enclose Self Attested copy of the :

- (i) Court Order.
- (ii) Certificate from Dept. of Revenue & Disaster Management to the effect that the individual has not got **re-married**.

20. Regional Language opted for Typewriting test in Computer :
(Put ✓ mark in the relevant box)

TAMIL	MALAYALAM	TELUGU

21. (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 :

22. Aadhaar Card Number :

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DECLARATION TO BE SIGNED BY THE CANDIDATE

1. I have read the provisions in the Notification of the examination carefully and hereby undertake to abide by them.
2. I declare that I am a Resident of Union Territory of Puducherry by virtue of 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 regarding age limits, educational qualification, technical qualification etc., prescribed for admission to the examination.
4. I also declare that I have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law.
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.
6. I am a Meritorious Sports Person applicant satisfying the criteria as prescribed by the Govt. of India from time to time and also declare that the copy of the certificates enclosed are issued by the authority specified (Applicable to MSP applicant only).

NAME OF THE APPLICANT : _____

-:4:-

7. I am a Widow / Divorced Women / Women Judicially Separated from husband and have not remarried (Applicable to Widow / Divorced Women/ Women Judicially Separated applicant only).

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.

PwD 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.

ANNEXURE - I

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II.

DETAILS OF MEDALS

(To be furnished by the applicant applying under Meritorious Sports Persons category)

NAME OF THE APPLICANT: _____

Sl. No.	Name of the Event	Place	Date(s)	Level of Sports/ Games	Medals / Participation	Tick the appropriate achievement	No. of medals / Participation
1.				International	Gold		
					Silver		
					Bronze		
					Participation		
2.				National (Senior)	Gold		
					Silver		
					Bronze		
					Participation		
3.				National (Junior)	Gold		
					Silver		
					Bronze		
					Participation		
4.				Inter-University	Gold		
					Silver		
					Bronze		
					Participation		
5.				National School Games (Senior)	Gold		
					Silver		
					Bronze		
					Participation		
6.				National School Games (Junior)	Gold		
					Silver		
					Bronze		
					Participation		

Signature of the Applicant

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

**ADMISSION CARD FOR RECRUITMENT TO THE POST OF
STENOGRAPHER GRADE-II.**

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 :

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Date Month Year

4. Address :

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

SIGNATURE OF THE CANDIDATE

(FOR OFFICE USE ONLY)

(a) Examination Centre :

(b) Date of Examination :

(c) Regional Language opted
for Typewriting Test in Computer
by the candidate :

TAMIL	MALAYALAM	TELUGU

(d) Hall Ticket Number :

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

ANNEXURE-II

CHECK LIST

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II

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.	Educational Qualification:-			
	i. SSLC or equivalent :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. H.S.C. or equivalent :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Additional Qualifications (if any) :			
	(a) (b)	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) (d)			
3.	Technical Qualification:-			
	i. Stenography English (Lower Grade) :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. Typewriting English (Higher Grade) :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Typewriting (Lower Grade) in (Tamil / Malayalam / Telugu) :	<input type="checkbox"/>	<input type="checkbox"/>	
	(Put ✓ mark in the category of Regional Language Typewriting in Lower Grade has been completed)			
	iv. Additional Qualifications (if any) :			
	(a) (b)	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) (d)			
4.	Native Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Resident Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Community Certificate :-			
	EWS / MBC / SC / OBC / EBC / BCM / BT (Put ✓ mark in the category of community certificate enclosed) :	<input type="checkbox"/>	<input type="checkbox"/>	
7.	For Ex-Servicemen (XSM):-			
	i. Discharge Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. I.D. card registration details with Department of Sanik Welfare, Puducherry. :	<input type="checkbox"/>	<input type="checkbox"/>	
8.	For Persons with Disabilities (PwD):-			
	Certificate issued by District Medical Board, Govt. of Puducherry. :	<input type="checkbox"/>	<input type="checkbox"/>	
9.	For Meritorious Sports Person (MSP):-			
	i. List of Sports certificates :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. Annexure - I :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Appendix - 3 (Forms) :	<input type="checkbox"/>	<input type="checkbox"/>	

NAME OF THE APPLICANT : _____

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10. **For Widow / Divorced Women / Women Judicially Separated from their Husbands and who are not re-married:-**

- | | | | |
|---|---|--------------------------|--------------------------|
| i. Court Order | : | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Certificate from Dept. of Revenue & Disaster Management to the effect that the individual has not got re-married . | : | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Employment Registration Details | : | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. 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