



PONDICHERRY UNIVERSITY
(A Central University)

R.Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/ESTT/NT1/I-12/2/2012-13/ 248

Dated: 17.12.2014

CIRCULAR

Sub: PU – ESTT – Conduct of Limited Departmental Competitive Exam for promotion /recruitment to the post of Data Entry Operator– Application called for from eligible Junior Assistants & Data Entry Operators and Steno-cum-Data Entry Operators on contract-Reg.

Ref: This office Circular No.PU/ESTT/NT1/I-12/2/2012-13/44 dated 06.06.2012

In continuation of the circular first cited on the above mentioned subject, the Limited Departmental Competitive Examination as prescribed in the RR for the post of Data Entry operator is proposed to be conducted for those employees from the eligible feeder cadres i.e. Junior Assistants and Data Entry Operators of this university. In this connection the eligible employees in the cadre of Junior Assistants who have rendered 3 years of regular service in the university and possessing the qualification as detailed below and the eligible contract Data Entry Operators and Steno-Cum-Data Entry Operators who have completed Five years of contract service may apply for the Limited Departmental Competitive Examination.

Education and other Qualifications required for the Junior Assistant

- i. Bachelor's Degree in Arts/Science/Commerce or Equivalent from a recognized University.
- ii. Typewriting in English (Higher)
- iii. Working knowledge in operating computers

Out of the 10 available posts of Data Entry Operators, three posts are available for promotion for the Junior Assistants and the rest of the 7 (4 Gen, 2 OBC & 1 SC) posts are meant for the Data Entry operators and Steno-cum-Data Entry Operators working on contract as per the ratio prescribed in the RR.

The above Limited Departmental Competitive Examination as prescribed in the RR is confined to the eligible employees for appointment to the regular posts of Data Entry Operator carrying the Pay Band of Rs.5200-20200 with grade pay of Rs.2400 from those of Data Entry Operators engaged on contract basis and drawing consolidated pay in the pay band plus Grade Pay and Junior Assistants holding the posts on regular basis and who fulfil the above qualifications and experience. The date and time of the examination will be intimated separately.

The eligible employees are instructed to apply in the prescribed format enclosed along with copies of the educational & technical qualification **on or before 31.12.2014.**

// BY ORDER //


DEPUTY REGISTRAR (ADMN.)

To
All Directors/Deans/Librarian/Heads of Departments/ Officers
Pondicherry University

...with a request to circulate this among the Junior Assistants and the DEOs/Steno-cum-DEOs and also display the same on the Notice Board.

PONDICHERRY UNIVERSITY
PUDUCHERRY

APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF DATA ENTRY OPERATOR

1. Name of the employee :
2. Employee code No. :
3. Present Designation :
4. Scale of pay and pay drawn/contract pay drawn :
5. Date of joining on regular/contract basis :
6. Educational qualification :
(Enclose copies of certificates)
7. Technical qualification :
(Enclose copies of certificates)
8. Whether SC/ST/OBC :
(If so, enclose copies of certificates)

I hereby declare that, I am willing to appear for the Limited departmental competitive examination prescribed for the post of Data Entry Operator and I also assure that, I shall abide by the Rules and Regulations prescribed for the Test.

Place :	Signature :
Date :	Name :
	Designation :

UNDERTAKING (applicable for JUNIOR ASSISTANTS only)

I hereby undertake that in the event of my selection and appointment to the post of Data Entry Operator on regular basis, I will not seek reversion to the post of Junior Assistant nor claim any benefit based on my seniority in the post of Junior Assistant at a later stage.

Place :	Signature :
Date :	Name :
	Designation :