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PONDICHERRY UNIVERSITY

(A Central University)

R. Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/ESTT/NT1/I-12/2/2012-13/ 44

CIRCULAR

Dated: 06.06,2012

Sub: PU-ESTT - Conduct of Limited Departmental Competitive Exam for promotion/recruitment to the post of Data Entry Operator-Reg.

As per Recruitment Rules, the post of Data Entry Operator is to be filled on the basis of Limited Departmental Competitive Examination in the ratio of 25% by promotion from among the Junior Assistants who have rendered 3 years regular service in the University and 75% from among the Data Entry Operators who have completed 5 years service on contract. Further they should possess the following qualifications as detailed below:

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

It is accordingly proposed to conduct the Limited Departmental Competitive Examination as prescribed in the RR confined to the eligible employees for appointment to the post of Data Entry Operator carrying the Pay Band of Rs.5200-20200 with grade pay of Rs.2400.

The cligible employees are directed to apply in the prescribed format enclosed along with copies of the educational & technical qualification on or before 15.06.2012.

// BY ORDER //

DEPUTY REGISTRAR (ADMN.)

To

All Directors/Deans/Heads of Departments/Officers ... Pondicherry University.

with a request to circulate this among the Junior Assistants and Data Entry Operators [Contract] 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

THE TOST OF I	DAIAGNIN	IOFERAI)K
1. Name of the employee	:		
2. Employee code No.	1		
3. Present Designation	:		
 Scale of pay and pay drawn/contract pay drawn 	:		
5. Date of joining on regular/contract basis	: .		
Educational qualification (Enclose copies of certificates)	:		
7. Technical qualification (Enclose copies of certificates)	: ,,		
Whether SC/ST/OBC (If so, enclose copies of certificates)	:		
I hereby declare that, I am willing examination prescribed for the post of Data the Rules and Regulations prescribed for the	Entry Opera	or the Limite tor and I also	d departmental competitive assure that, I shall abide by
Place:	Signature	:	
Date:	Name	:	
	Designation	:	
UNDERTAKING (applical	ble for JUNI	OR ASSIST	ANTS only)
I hereby undertake that in the event Entry Operator on regular basis, I will not sany benefit based on my seniority in the pos	eek reversion	to the post o	f Junior Assistant nor claim
Place:	Signature	:	
Date:	Name	:	

Designation: