



PONDICHERRY UNIVERSITY
(A Central University)

R.Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/Estt/NT1/I-12/2011-12

213
CIRCULAR

Dated:15.03.2012

Sub: PU – Estt-Conduct of Qualifying Departmental Test-Willingness called for - Reg.

It has been proposed to conduct the qualifying **department test/special departmental test** to the eligible employees as prescribed in the RR for the post of Junior Assistant.

The Qualifying Departmental Test is scheduled to be held on 26th March, 2012. The syllabus for the test for eligible employees possessing SSLC/equivalent qualification and employees who do not possess SSLC / equivalent certificate, but possess other qualifications as per Recruitment Rule detailed below is enclosed in the Annexure.

- i) SSLC/Equivalent
 - ii) Typewriting Lower/Junior Grade in English (30 wpm)
 - iii) Proficiency in Computer operations
- Desirable: Typewriting in Tamil/Hindi

(10% of the posts have to be filled by those who do not possess SSLC / equivalent certificate, but possess other qualifications subject to passing the special departmental test).

Hence such of those eligible employees possessing SSLC/equivalent qualification and employees who do not possess SSLC / equivalent certificate, but possess other qualifications as per Recruitment Rule and willing to appear for the Qualifying Departmental Test, are hereby instructed to apply in the enclosed format to the undersigned on or before 19.03.2012. Only those who qualify the test will be considered by the Departmental Promotion Committee to the post of Junior Assistant.

//BY ORDER//


DEPUTY REGISTRAR (ADMN)

To

All Directors/Deans/Head of Departments/Officers ...with a request to circulate this among the Pondicherry University

Non-teaching employees and also display the same on the Notice Board.

**PONDICHERY UNIVERSITY
PUDUCHERRY**

PROPOSED SYLLABI FOR QUALIFYING DEPARTMENTAL TEST

JUNIOR ASSISTANT

Employees with X/S.S.L.C qualification

Maximum Marks: 100

1. English

Duration: 2 Hrs

- (a) Essay in 15 sentences
- (b) Drafting of Official letters, Eg. Letter to UGC/MHRD, etc., reply to an employee's representation etc.
- (c) Drafting of notes

2. General knowledge

4. General Office Procedures & Rules

- a) Leave
- b) Medical Claim
- c) GPF
- d) LTC

5. Awareness about University and its functioning.

COMPUTER PROFICIENCY (TEST)

*Max Marks: 100
Duration : 1 Hr.*

- 1. Knowledge of MS (Office) – Word.
- 2. Should be able to type a letter in proper format and a normal office note
- 3. Should be able to make corrections, bold, italics, underlining, etc.
- 4. Should be able to take print out.

**PONDICHERRY UNIVERSITY
PUDUCHERRY**

PROPOSED SYLLABI FOR SPECIAL QUALIFYING DEPARTMENTAL TEST

***JUNIOR ASSISTANT
(for employees with out S.S.L.C Qualification)***

Maximum Marks: 100

Duration: 2 Hrs

1. English
Essay, letter writing, simple notes and drafts etc.
2. General knowledge
- 3.. Awareness about University and its functioning

COMPUTER PROFICIENCY (TEST)

Max Marks: 100

Duration : 1 Hr.

1. Knowledge of MS (Office) – Word.
2. Should be able to type a letter in proper format and a normal office note
3. Should be able to make corrections, bold, italics, underlining, etc.
4. Should be able to take print out.

**PONDICHERRY UNIVERSITY
PUDUCHERRY**

APPLICATION FOR DEPARTMENTAL TEST

1. Name of the employee : _____
2. Employee code No. : _____
3. Present Designation : _____
4. Scale of pay and basic pay drawn : _____
5. Date of joining on regular basis : _____
6. Post applied for : _____

I hereby declare that, I am willing to appear for the Qualifying Departmental Test prescribed for the post of _____ and I also assure that, I shall abide by the Rules and Regulations prescribed for the Test.

Place :

Signature :

Date :

Name :

Designation :