



PONDICHERRY UNIVERSITY
(A Central University)

R.Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/Estt/NT1/I-12/2011-12/39

Dated:18.05.2011

CIRCULAR

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

It has been proposed to fill the post of Junior Assistant by conducting the special departmental test prescribed in the RR to the eligible employees.

As per existing recruitment rules for the post of Junior Assistant, the Promotion should be on the basis of overall seniority from among the employees who rendered 3 years regular service in the University in the pay band Rs.5200-20200 with grade pay of Rs.1800 and possess the qualifications prescribed for Direct Recruitment, subject to passing the departmental test. Also 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. The qualification prescribed by the RR for the above post is detailed below:

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

The Qualifying Departmental Test is scheduled to be held on 4th June, 2011. 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 is given in the Annexure.

Hence such of those employees who are eligible and willing to appear for the Qualifying Departmental Test, are hereby instructed to apply in the enclosed format to the undersigned on or before **23.05.2011**. Only those who qualify the test will be considered by the Departmental Promotion Committee to the post of Junior Assistant.

//BY ORDER//

ASSISTANT REGISTRAR (ADMN)

To

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

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

**PONDICHERRY 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 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 .

**PONDICHERY 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 :