



**PONDICHERRY UNIVERSITY**  
(A Central University)

**R.Venkataraman Nagar, Kalapet, Puducherry - 605 014**

Ref.No.PU/ESTT/NT1/I-12/2/2016/

**Dated: 27.05.2016**

**CIRCULAR**

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

Ref: 1. This office Circular No.PU/ESTT/NT1/I-12/2/2012-13/44 dated 06.06.2012  
2. This office Circular No. PU/ESTT/NT1/I-12/2/2012-13/44 dated 17.12.2014

In continuation of the circulars first and second 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 the eligible employees in the feeder cadres. The eligibility conditions for promotion/recruitment are given below:-

**Education and other Qualifications required**

- 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

**Experience required**

Junior Assistants : 3 years regular university service  
Data Entry Operators : 5 years of university service on contract

The above Limited Departmental Competitive Examination as prescribed in the RR is confined to the Data Entry Operators engaged on contract basis and the regular Junior Assistants who fulfil the above qualifications.

The available regular posts of Data Entry Operator will be filled by the successful candidates in the ratio of 25% by promotion from among the Junior Assistants and 75% from among Data Entry Operators.

The eligible employees who have not applied earlier in response to the circular cited above are instructed to apply in the prescribed format enclosed along with copies of the educational & technical qualification **on or before 22.06.2016**. The date and time of the examination will be intimated separately.

// BY ORDER //

  
**JOINT 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 and also display the same on the Notice Board.*

Copy to: The System Manager, Computer Centre of this Pondicherry University for e-circular

**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 :