



PONDICHERRY UNIVERSITY
(A Central University)
R. Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/ESTT/NT1/I-12/1/2014/

177

Date: 03.10.2014

CIRCULAR

Sub: PU – ESTT –Conduct of Skill Test for the post of **Junior Assistant** – Application called for from eligible employees Reg.

It is proposed to conduct Departmental/ Special Departmental Test to the eligible employees who fulfil the eligibility conditions as prescribed in the Recruitment Rules detailed below for promotion to the post of Junior Assistant.

Qualification prescribed in the Recruitment Rule for the post of Junior Assistant

Sl.No	Name of the post	Pay Band and grade pay	Eligibility as per RR
1	Junior Assistant	Rs.5200-20200 with grade pay of Rs.1900/-	Employees who possess i) SSLC/Equivalent ii) Typewriting Lower/ Junior Grade in English (30 wpm) iii) Proficiency in computer Operations Desirable qualification: Typewriting in Tamil/Hindi

The employees with at least three years of regular service in the pay band of Rs.5200-20200 with grade pay of Rs.1800/- are eligible to appear for the **Departmental test**.

The employees who do not possess SSLC/Equivalent certificate will be eligible for appearing in the **Special Departmental test** to be conducted for filling up of 10% of the posts and subject to possessing other qualifications including the service requirement mentioned above as prescribed in the Recruitment Rule.

Hence, the employees who fulfill the above conditions are hereby instructed to apply for appearing the above test to the undersigned on or before **17.10.2014** in the respective format enclosed along with the supporting documents.

Only those who qualify the test will be considered for promotion to the above post. The Tests are scheduled to be held on **28.10.2014 at 3.00 p.m.**

Prescribed application form for appearing the test and the syllabus for the Departmental Test and Special Departmental Test are enclosed.

// BY ORDER //


DEPUTY REGISTRAR (ADMN.)

To

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

with a request to circulate among the Non-Teaching employees and also display the same on the Notice Board.



PONDICHERY UNIVERSITY
PUDUCHERRY

**APPLICATION FOR DEPARTMENTAL / SPECIAL DEPARTMENTAL TEST FOR THE POST OF
JUNIOR ASSISTANT**

1. Name of the employee :
2. Employee code No. :
3. Present Designation :
4. Pay Band with grade pay :
5. Pay drawn in the pay band :
6. Date of appointment on regular basis :
7. No. of years of regular service in the
pay band of Rs.5200-20200 with grade
pay Rs.1800/- :
8. Have you passed SSLC or Equivalent :
(If yes, copies of certificates should be
enclosed)
9. Do you have any additional qualification?
If so specify :

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

Place : Signature :
Date : Name :
Designation :



PONDICHERY UNIVERSITY
PUDUCHERRY

SYLLABI FOR QUALIFYING DEPARTMENTAL TEST

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

Maximum Marks: 100
Duration: 2 Hrs

1. English

- (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

3. General Office Procedures & Rules

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

4. 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

SYLLABI FOR QUALIFYING SPECIAL DEPARTMENTAL TEST

JUNIOR ASSISTANT
(for employees without 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)

Marks: 100

Maximum

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.