GOVERNMENT OF PUDUCHERRY
PLANNING AND RESEARCH DEPARTMENT
***

No.3990/PRD/Estt./A1/2022-23   Puducherry, dated 21.11.2022.

Date and time for submission of online application:
23.11.2022 10: 00 AM to 22.12.2022 05:45 PM

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives / Residents of the Union Territory of Puducherry for the Competitive Examination to be held for Direct Recruitment to the post of **PLANNING ASSISTANT (Group 'B' Non-Gazetted –Non-Ministerial)** in the Planning and Research Department, Puducherry as detailed below:

Name of the post and Level in the Pay matrix	Total Number of Vacancies	UR	OBC
PLANNING ASSISTANT Level-6	04	03	01

Abbreviations: UR - Unreserved   OBC - Other Backward Classes

Note: The vacancies notified are existing as well as anticipated. However, Government reserves the rights either to enhance or to reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

I. EDUCATIONAL QUALIFICATION FOR ELIGIBILITY:

(i)   Master's Degree of a recognized University in Economics/Statistics/Mathematics/ Social Sciences.

(OR)

Bachelor's Degree of a recognized University in Economics / Statistics / Mathematics / Commerce / Computer Science / Social Sciences with 2 years experience in Computation Work / Office Procedure / Field Surveys in Government / Reputed Organization.

(ii)   Working knowledge of Tamil/Telugu/Malayalam.

Note: Working knowledge of regional language of Tamil / Telugu / Malayalam is required for direct recruits according to the availability of vacancies in the respective regions. The candidate should have studied Tamil or Telugu or Malayalam as one of the subject upto SSLC or its equivalent level.

II.   AGE LIMIT:

Between 18 and 30 years of age as on 22-12-2022. Age limit is relaxable in respect of OBC, Ex-Servicemen, Disabled Defence Service Personnel, Persons with Benchmark Disabilities, In-service officials as detailed below:

Category	Relaxation of Upper Age Limit**
OBC	3years
Ex-Servicemen (XSM)	Period of military service plus 3 years
Ex-Servicemen and Commissioned Officers including ECOs or SSCOs who have rendered at least five years military services and have been released on completion of assignment [including those whose assignment is due to be completed within one year] otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or on account of physical disability attributable to military service or on invalidment	5 years
Disabled Defence Service Personnel	3 years
Persons with Benchmark Disabilities (For Physical requirements & categories of disabilities suitable for this job, refer Part-II of General Instructions to candidates)	10 years (in respect of reserved applicants, over and above the admissible relaxation of 3 years for OBC)
In-service applicant (Refer VIII)	5 years (for posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).

** *Requirement of Age for candidates belonging to various categories are given in Part-IV of this Notification*

III.   NATIVITY / RESIDENCE:

Those who are the native of the Union Territory of Puducherry or who have continuous residence in the Union Territory of Puducherry for the last 5 years immediately preceding the date of notification only are eligible to apply for the post. The applicant can apply without a certificate but ON SELECTION should furnish the fresh Nativity/Residence Certificate issued by the Officer of the Department of Revenue and Disaster Management, Puducherry not below the rank of Deputy Tahsildar at the time of Certificate Verification.

IV.   COMMUNITY CERTIFICATE:

The candidates can apply without a certificate but must claim proper category. ON SELECTION they should submit a fresh Community Certificate obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management, Puducherry not below the rank of Deputy Tahsildar at the time of Certificate Verification. **OBC** candidates shall produce Non Creamy Layer Certificate. Any false information provided by the candidate / applicant may lead to actions including criminal case.

Candidates belonging to the communities of OBC (Puducherry UT), MBC, EBC, BCM and BT categories of Puducherry UT will be considered under the one umbrella of OBC, for the purpose of reservation. Hence, the posts earmarked for OBC in this notification applies commonly to all the above communities viz., OBC (Puducherry UT), MBC, EBC, BCM and BT categories of Puducherry UT.

V.   PERSONS WITH BENCHMARK DISABILITY (PwBD):

The applicants who are Persons with Benchmark Disability (PwBD), on selection should necessarily submit the Medical Certificate issued by District Medical Board, Government of Puducherry at the time of certificate verification. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in Part-III of General Instructions to candidates.

VI.   MODE OF RECRUITMENT/PATTERN OF EXAMINATION:

Written Examination:

The vacancies of the above said post will be filled through a Competitive Examination. The Question paper will be of Under Graduate Degree standard of objective type consisting of single part in forenoon session with a duration of 2 hours having 100 questions carrying one mark each question from Mathematics, Statistics, Commerce, Economics, Computer Science, Social Science, General Science, General English, General Knowledge, Current affairs, General Intelligence, Reasoning Ability and Data Interpretation. Negative mark of 0.25 will be awarded for every wrong answer and multiple answers will be treated as a wrong answer. Candidates are, therefore, advised to keep this aspect in mind while answering the questions.

The Question paper will be in bilingual (except General English) i.e., in English and in any one of the regional languages namely, Tamil or Telugu or Malayalam. Therefore, the candidates should indicate the choice of the language in which they prefer to write the examination, in the on-line application.

Answering would be in the form of shading the correct answer by using <u>BLACK BALL POINT PEN</u> only and the applicants are permitted to take the carbon copy of their answer sheet along with their question booklet.

The answer key will be published in the recruitment website https://recruitment.py.gov.in and also in the official website https://dpar.py.gov.in after completion of Examination process.

Minimum Qualifying Marks Prescribed For The Written Examination:

A list of candidates will be provisionally shortlisted from the merit list based on the marks obtained by the applicants in the Written Examination subject to reservation as per rules in-force. Minimum qualifying marks to be secured by the various category of candidates are as follows:-

Unreserved (UR)	35%
Other Backward Classes (OBC)	30%

Note: The validity of operation of wait list, if drawn, will be two years from the date of declaration of the result / publication of select list. The wait list will be operated in the event of occurrence of a vacancy caused in the select list due to rejection of candidature for non-production of required certificates, non-appearance of candidate for certificate verification, non-joining of candidate within the stipulated time allowed for joining the post or when a candidate joins but resigns or dies within a period of one year from the date of joining etc..

VII. DATE AND VENUE OF EXAMINATION:

The Competitive Examination will be held **only in Puducherry region** of Union Territory of Puducherry. The exact date, time and venue of the examination will be intimated in due course in the recruitment website & also in leading Newspapers.

VIII. HOW TO APPLY AND LAST DATE FOR APPLICATION:

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website https://recruitment.py.gov.in from 23.11.2022 (10.00 AM) to 22.12.2022 (05.45 PM)

IX.   PROCEDURE FOR IN-SERVICE APPLICANTS:

Only the candidates working as INVESTIGATOR under the cadre control of this Department will be considered as feeder cadre for the post of PLANNING ASSISTANT and allowed to appear as In-service candidates by availing the permissible age relaxation mentioned in the statement under "II-Age Limit" of this notification.

Applicants working in the Government Departments/ Offices and applying as In-service Applicant with age concession should forward a copy of the online generated application through their respective Heads of Departments / Offices within the due date i.e. on or before 05.45 PM on 22.12.2022 to **"The Director, Planning and Research Department, Saram, Puducherry-605013"**. The applications of In-service candidates which are not duly forwarded by their Head of Departments / Offices within the due date and time of 5.45 PM on 22.12.2022 will be summarily rejected. Advance copy of application for In-service candidates will not be entertained.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART-I

Applicants should read the following instructions carefully before applying:

1. Mode of applying for the Competitive Examination for Recruitment to the post of PLANNING ASSISTANT is **only through online.**

2. Avoid registering multiple online applications and register only a single application. All multiple online applications will be cancelled.

3. Applicants shall upload their Photograph and Signature using either option 1 (or) option 2 provided in the recruitment portal as given below:

   Option 1 (Scanned Photograph and Signature as a single image)

   Applicants are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 200 DPI resolution, dimensions should be minimum 600 x 600 pixel and the file size should be less than 150 KB (as shown in guidelines video for uploading and cropping your photograph and signature during online application).

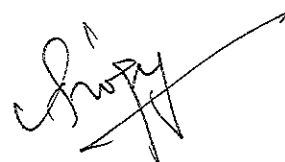   *Option 2 (Scanned Photograph and Signature as separate images)*

   Applicants are instructed to scan their photograph in JPEG format with 238 x 306 pixel dimension and the file size should be less than 50 KB.

   Signature file format should be JPEG, dimensions should be 350 x 150 pixel and the file size should be less than 30KB.

4. The applicants have to register their Mobile Number in the online portal "https://recruitment.py.gov.in" for applying through online. Then they will be receiving Username and Password through SMS in the mobile number provided while registration. Thereafter, the applicants have to login into the online portal using the Username and Password for applying to the post of PLANNING ASSISTANT.

5. The applicants are also advised to change the default Password received in their mobile at first login. It is the applicant's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arose upon will be the applicant's risk.

6. The applicants will be allowed to view, print & check the status of their application and download the Hall Ticket by login into the online portal using the username and password. Hence, they are advised to keep the user name and password safe for future reference until the recruitment process is over.

7. The applicant, after applying, can also make corrections in their on-line application, if any error occurred while entering the data. They are allowed to avail this facility till 5.45 PM on 22.12.2022.

8. The information / data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying i.e. 22.12.2022

9. The applicants are advised to have a copy of the online generated application for their reference.

10. Applicants except In-service candidates need not send the printout of the online application or any other supporting documents to this Department.

11. The applicants who are applying as In-service candidates should send the duly signed copy of the online generated application through their respective Head of Department / Head of Offices within the due date and time of 5.45 pm on 22.12.2022 to **'The Director, Planning & Research Department, Saram, Puducherry –605013"**. The applicants should also ensure that the Heads of Departments / Offices have duly signed the "Certificate by the Head of Department / Head of Office" provided in the online generated application. The online generated applications received after the due date and time i.e., 5.45 PM on 22.12.2022 will be summarily rejected. Transit delay will not be entertained.

12. The candidates applying under the Category of In-service are instructed to make their online application well in advance so as to submit the online generated application within the last date.

13. The Bachelor Degree holders should upload a copy of the experience certificate while submitting their online application in the recruitment portal and submit the original at the time of certificate verification. No other certificate will be considered at the time of verification of original certificate. Their candidature will be rejected if no experience certificate is uploaded. The experience certificate should be uploaded as PDF file (file size must not be greater than 100 KB).

14. Original Certificates are required to be produced by the provisionally shortlisted candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.

15. **This Department will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post.** Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Departmental Recruitment Committee's decision shall be final.

16. **Candidates seeking reservation benefits available for OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notification. They should also be in possession of the certificates in the prescribed format in support of their claim.**

17. All the communications with regard to this recruitment will be published in the Website https://recruitment.py.gov.in. Applicants are advised to access the above website and watch news and dailies regularly for information. They are advised to keep the Mobile number given in the online application active for sending SMS connected with this recruitment.

18. After scrutiny, the status of the application will be indicated in the Website https://recruitment.py.gov.in. The applicants are advised to check the said website to know their application status.

19. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.

20. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application/Hall Ticket etc., through online only.

21. A separate press note will be issued in leading regional news dailies regarding the issue of hall tickets through online. The eligible applicants can download their Hall Ticket from the Website https://recruitment.py.gov.in by using the "User Name and Password".

22. **Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department by Registered Post with Acknowledgement Due.** Otherwise the Department will not be responsible for any delay/ non-delivery of letters / SMS messages.

23. The candidates will have to appear for the Competitive Examination at their own expenses. SC/ST candidates from other regions (Karaikal/Mahe/Yanam) are entitled for second class to and fro Railway/Bus fare on production of Railway/Bus tickets.

24. The admission to the examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/residence/community and any other special category claimed by the individual including medical fitness.

HELP LINE:

25. For any clarification, if needed, in filling online application, please contact the Help Line Number 0413-2243019 on all working days between 9.30. AM and 5.00 PM.

PART-II

1. Physical requirement for the post of PLANNING ASSISTANT

Sl. No.	Physical Requirement
1.	Sitting
2.	Standing
3.	Walking
4.	Reading & Writing
5.	Bending
6.	Seeing
7.	Hearing
8.	Communication
9.	Manipulation by Fingers
10.	Kneeling & Crouching

2. Category of Disability suitable for the post of PLANNING ASSISTANT

Sl. No.	Category of Disability
1.	One Arm

PART-III

REQUIREMENT OF AGE FOR CANDIDATES BELONGING TO VARIOUS CATEGORIES

Sl. No.	Category	Candidates must have been born	
		Not earlier than	Not later than
1.	General/Unreserved	23-12-1992	22-12-2004
2.	OBC	23-12-1989	
3.	Persons with Benchmark Disabilities & General/Unreserved	23-12-1982	
4.	Persons with Benchmark Disabilities & OBC	23-12-1979	
5.	In-service [Investigator]	23-12-1987	
6.	Ex-Servicemen and Commissioned Officers including (ECOs or SSCOs)	23-12-1987	
7.	Disabled Defence Service Personnel & General/Unreserved/OBC	23-12-1989	

(V. AROULMOJY)
JOINT DIRECTOR (PLG)