

**GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)**

No.A.12019/2015/DP&AR/CC2

Puducherry, dated:28/12/2016

**NOTIFICATION**

Applications are invited from the eligible Indian Citizens who are native / residents of Union Territory of Puducherry, for recruitment to the post of Driver (LMV) Grade-III (Group "C" Non-Gazetted, Non-Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below :-

Level in the Pay Matrix	Number of vacancies	Reservation on vertical basis							Reservation on horizontal basis	
		UR	SC	MBC	BCM	OBC	EBC	BT	XSM	MSP
Level 2 in the Pay Matrix	30	15	5	4	1	3	1	1	3	2

**Abbreviations** : UR- Un-Reserved, SC - Scheduled Castes, MBC- Most Backward Classes, BCM - Backward Class Muslims, OBC- Other Backward Classes, EBC- Extreme Backward Classes, BT-Backward Tribes, XSM - Ex-Servicemen and MSP - Meritorious Sports Person

Note:- The vacancies notified are existing. However, Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual and future requirements and also to cancel the recruitment process. No interim enquiries will be entertained.

**I. Qualification for eligibility :**

<b>Educational and other qualifications</b>
(i) Should have passed X Standard or its equivalent;
(ii) Should possess a valid LMV Driving Licence;
(iii) Should pass the competency test in- (a) Driving; (b) Traffic Regulation; (c) Location of faults and carrying-out of minor running repairs including change of wheels conducted by this Administration; and
(iv) Experience of driving <b>motor car</b> for at least 3 years.

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## II. Age limit :

Between 18 and 30 years as on 27/01/2017 which is the last date for receipt of applications. Age limit is relaxable for SC, MBC, BCM, OBC, EBC, BT, Ex-servicemen, MSP and In-service officials as detailed below :

Category	Relaxation of upper age limit
MBC/OBC/BCM/EBC/BT	3 years
SC	5 years
Ex-servicemen (For details of reservation and concession to XSM refer Part-II of General Instructions to candidates )	After deducting the military service plus 3 years from the actual age (in respect of reserved applicant, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/ OBC/ BCM/ EBC/BT)
Meritorious Sports Person (For method of selection refer Part-III of General Instructions to candidates)	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/BCM/EBC/BT). Applicable only for candidates applying under MSP quota.
In-service officials	Relaxable for Government servants upto 40 years (43 years for MBC/OBC/EBC/BCM/BT officials and 45 years for SC officials) in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in 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.

## III. Nativity / Residence Certificate :

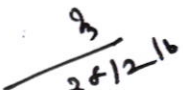
Those who are native of Union Territory of Puducherry by continuous residence in the Union Territory for the last 5 years immediately preceding the closure date of notification only are eligible to apply for the posts. The applicants should enclose the self attested copy of Nativity /Residence Certificate obtained within a period of one year preceding the closure date of Notification, containing the continuous residence of five years, issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

## IV. Community Certificate :

The applicants belonging to MBC/SC/OBC/EBC/BCM/BT categories should enclose self attested copy of the Community Certificate obtained within a period of one year preceding the closure date of Notification, in the prescribed form issued by an Officer of the Department of Revenue and Disaster management not below the rank of Deputy Tahsildar, along with the application. Applicants applying under SC quota should furnish Community Certificate issued under "The Constitution (Pondicherry) Scheduled Castes Order, 1964" and in respect of "Puthirai Vannan" "The Constitution ( Scheduled Castes) Orders (Second Amendment) Act, 2002".

## V. Meritorious Sports Persons (MSP) :

The selection of candidates for the vacancy reserved for Meritorious Sports Person will be made on the basis of their achievements in the sports as per the instructions in **Part-III** of General Instructions **but they should pass the competency test in Driving**. They may also participate in the direct recruitment along with other candidates, provided if they are within the age limit under the category to which they belong to and they will not be considered for the vacancy reserved for Meritorious Sports Person but for other reserved vacancies as the case may be.

  
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The candidates applying against MSP quota have to send their filled in application along with self attested photocopies of the relevant sports certificates issued by the competent authorities and details of Medals obtained in Annexure-I, superscribing on the cover as "Application for direct recruitment to the post of Driver (LMV) Grade-III under MSP quota category" addressed to "The Under Secretary to Govt. (DP&AR), Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry - 605 001" within the due date and time 5:45 p.m. on 27/01/2017. Belated applications will not be entertained.

#### **VI. In-service candidates:-**

The applicants who are working in the Government Departments/Offices and who are within the age limit may apply as open candidates and should intimate the fact of submission of application to the post of Driver (LMV) Grade-III to their Heads of Departments/Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Driver (LMV) Grade-III

#### **VII. Method of Selection :**

The vacancies in the above posts will be filled through a **Written Test** and **Competency Test** as indicated below :

##### **(A) Written Test (40 marks):-**

Written Test will be conducted in an objective type for a duration of one hour on traffic regulations, vehicle maintenance, etc.

##### **(B) Competency Test (60 marks) :-**

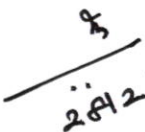
Based on the performance in the said **Written Test** candidates will be shortlisted in the **ratio of 1 : 2** to the number of vacancies to be filled. The short-listed candidates only will be allowed to participate in the **Competency Test** in -

- (a) Driving;
- (b) Traffic Regulation;
- (c) Location of faults and carrying-out of minor running repairs including change of wheels conducted by this Administration

The Selection List will be drawn on merit by taking into account the marks obtained in both tests i.e. marks obtained out of **40 marks in Written Test** will be added to the marks obtained out of **60 marks in Competency Test** so as to arrive marks secured out of 100 marks and according to rule of reservation.

#### **VIII. How to apply ?**

Candidates fulfilling the eligibility criteria as mentioned above shall download the Application Form along with Admission Card and Annexure-I & II from the website <http://dpar.puducherry.gov.in> and submit the duly filled in application to

  
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the Under Secretary, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry 605 001 along with the self-attested copy of the following certificates :-

- (1) Birth Certificate
- (2) Nativity / Residence Certificate
- (3) Educational certificate
- (4) Valid Driving Licence
- (5) Community Certificate i.e. OBC/MBC/BCM/EBC/SC/BT
- (6) Category Certificate i.e. XSM obtained from the competent authority
- (7) Certificate of experience in driving motor car

**IX. Last date for receipt of application :**

The application duly filled-in should reach the below mentioned address **on or before 5:45 p.m. on 27/01/2017 by Registered Post with Acknowledgment Due duly superscribing on the Cover as "Application for the post of Driver (LMV) Grade-III "**. Post delay, if any, occurred in receipt of application will not be entertained :-

**The Under Secretary to Government (Personnel),  
Department of Personnel and Administrative Reforms (PW)  
Chief Secretariat,  
Puducherry – 605 001.**

The applicants working in Government Departments/Offices should forward their duly filled in application through their respective Head of Department/Office within the due date i.e. on or before 5.45 p.m. on 27/01/2017 to the above mentioned address.

**X. Date and Venue of Tests :**

The date and venue of the said Tests will be intimated to the candidates in due course in this Department's website <http://dpar.puducherry.gov.in> and also in leading Newspapers.


**GENERAL INSTRUCTIONS TO THE CANDIDATES**

**PART-I**

Applicants should read the following instructions carefully before applying :

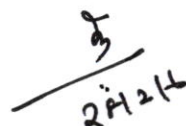
1. The application should be filled in neatly and legibly in block letters using a ball point pen without any overwriting / erasures.
2. The recent passport size photograph of the candidate affixed in the application and the admission card should be got attested by a Gazetted Officer
3. No original certificate should be sent along with the application and only self attested copy of **certificates** (i.e. Birth Certificate, Nationality/Residence Certificate, Community Certificate, Educational Certificate, Driving Licence, Category Certificate i.e. XSM and Experience Certificate) required to be sent along with the application. All original certificates are required to be produced only at the time of certificate verification after the notification of result of competency test.

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4. Eligible candidates will be provisionally admitted for appearing in Written Test based on the particulars given in their application and the self attested certificate enclosed. The final selection will be based on the production of original certificates after results are published.
5. The objective type Written Test will be held in Puducherry, Karaikal, Mahe and Yanam regions of Union Territory of Puducherry. The question paper will be in bi-lingual i.e. in English and in any one of the regional languages namely, Tamil or Telugu or Malayalam. Therefore, the applicants should indicate the choice of the language in which they prefer to write the Written Test, in the application.
6. Applications duly filled-in should reach the Under Secretary (Personnel), Department of Personnel & Administrative Reforms(Personnel Wing), Chief Secretariat, Puducherry on or before 05:45 p.m. on 27/01/2017 by Registered Post with Acknowledgement Due. This Department is not responsible for any postal delay.
7. Applications received after the due date/incomplete applications will be summarily rejected.
8. Selection will be strictly on the basis of merit in the Written Test & Competency Test.
9. The decision of the Government as to the eligibility or otherwise of a candidate for admission to the Test shall be final.
10. Success in the Written Test and Competency Test confers no right to appointment. The appointment is subject to verification of age, educational qualification /driving licence/residence/community and any other special category claimed by the individual and also verification of character and antecedents and physical fitness.
11. No correspondence will be entertained with regard to the recruitment process.
12. Change of communication address and Mobile Number of the applicant, if any, after submission of application should be intimated to the Department or otherwise the department will not be responsible for any delay / non-delivery of communications.
13. No request for change of Examination Centre for Written Test and Competency Test will be entertained.
14. No T.A./D.A. will be paid for attending the Written Test and Competency Test.
15. **Help Line** : For any clarification, if needed, please contact the Help Line Number 0413 – 2233275 on all working days between 9:30 a.m. and 5:00 p.m.

  
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**PART - II**

**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training , New Delhi, Office Memorandum No.36034/21/87-Estt.(SCT), dated 7<sup>th</sup> November, 1989.**

Sub: Second time benefit to ex-servicemen for reservation in Group C and D posts/services not allowed.

In this Department's O.M. No.36034/27/84-Estt.(SCT), dated 02-05-1985, it was decided that the second time benefit of ex-servicemen will not be admissible to

those ex-servicemen who have already availed of the benefit of ex-servicemen on their first re-employment in civilian posts. On the request made by Directorate General of Resettlement, Ministry of Defence, that the decision contained in the above OM dated 02-05-1985, should not be made applicable to those ex-servicemen who have been re-employed or are re-employed by the Private Companies /Autonomous Bodies/Public Sector Undertakings and Government Offices on causal/contract/temporary adhoc basis and who can be removed from such service at any time by the Employer concerned, the matter has been reconsidered by this Department and it has been decided that the provisions contained in this Department's OM No.36034/27/84-Estt.(SCT) dated 02-05-1985, shall not apply to those ex-servicemen who have been re-employed or are re-employed by Private Companies /Autonomous Bodies / Public Sector Undertakings / Government Offices on causal / contract /temporary adhoc basis and who can be removed from such service at any time by their employer concerned.

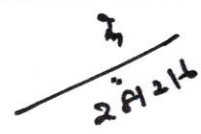
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**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training , New Delhi, Office Memorandum No.36034/6/90-Estt.(SCT), dated 2<sup>nd</sup> April, 1992.**

Sub: Benefit of age concession to Ex-servicemen who have already joined Government service for applying for employment in a higher grade / cadre under the Central Govt. Group C and D.

The undersigned is directed to refer to this Department's O.M. No.36034/27/84-Estt.(SCT), dated 2-5-1985 wherein it has been clarified that on an ex-servicemen joining civil appointment he is deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc., as admissible to civil employees, in accordance with the existing instructions in this regard. Representations have been received requesting the Govt. to reconsider the above decision. The matter has also been raised by the Staff Side of the National Council (JCM) suggesting that at least the benefit of age relaxation should be allowed to those ex-servicemen candidates who have joined a civil post under the Govt. of India and who wish to improve their career prospects.

2. The matter has been examined in this Department in consultation with Ministry of Defence and the Department of Public Enterprises and it has now been decided that such of those ex-servicemen candidates who have already secured employment under the Central Government in Group C and D will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Govt. However, such candidates will not be eligible for the benefits of reservation for ex-servicemen in Central Govt. jobs.

  
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3. The above decision is in modification of provision of this Department's O.M. No.36034/27/84-Estt.(SCT), dated 2-5-1985.

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**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training, New Delhi, Office Memorandum No.36034/1/2014-Estt.(Res.), dated 14<sup>th</sup> August, 2014.**

Sub: Benefit of reservation to Ex-servicemen, who applies for various examinations/vacancies before joining civil posts/services in the Government job on civil side.

In terms of this Department's Notification No.39016/10/79-Estt.(C) dated 15<sup>th</sup> December, 1979 as amended from time to time and which was last amended vide Notification No.36034/1/2006-Estt.(Res) dated 4<sup>th</sup> October, 2012, the benefit of reservation to ex-servicemen is available at ten percent of the vacancies in Group C posts and twenty percent of the vacancies in Group D posts in all the Central Civil Services and posts. Benefit of reservation is also extended at ten percent of the vacancies to the posts upto of the level of Assistant Commandant in all para-military forces to be filled by direct recruitment.

2. Vide this Department's O.M. No.36034/27/84-Estt.(SCT) dated 02-05-1985, it was decided that once an ex-servicemen has joined the Government job on civil side after availing of the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Government would cease. It was also decided that on his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course. Vide this Department's O.M. No.36024/21/87-Estt.(SCT) dated 07-11-1989, it was clarified that the instructions of 02-05-1985 shall not apply to those ex-servicemen who have been re-employed or are re-employed by private companies /autonomous bodies / public sector undertakings / Government offices on causal /contract / temporary adhoc basis and who can be removed from such service at any time by their employer concerned.

3. An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he / she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex-servicemen for subsequent employment. It has been brought to the notice of this Department that the aforesaid instructions are affecting the chances of ex-servicemen in the case of direct recruitment for subsequent suitable employment.

4. The matter has, therefore, been considered in consultation with Department of Ex-servicemen, Ministry of Defence. It has now been decided that if an ex-servicemen applies for various vacancies before joining any civil employment, he / she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-servicemen as soon as he /she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

5. The above Orders shall take effect from the date of issue of this Office Memorandum.

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**PART - III**

**Criteria for selection of candidate against Meritorious Sports Person reservation quota:-**

1. The selection will be made only in the order of preference based on the performance, winning of medals / securing of places upto 3<sup>rd</sup> place as provided in the Office Memorandum No.14034/1/95 - Estt.(D), dated 4-5-1995 of the Ministry of Personnel, Public Grievances and Pension (DoP&T), Government of India, New Delhi and the amendments made from time to time as extracted below :-

- (a) First preference to those candidates who have represented the country in an international competition with the clearance of the Department of Youth Affairs and Sports.
- (b) Next preference may be given to those who have represented a State / Union Territory in the Senior or Junior level National Championships organized by the National Sports Federations recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.
- (c) Next preference may be given to those, who have represented a University in an Inter-University Competition conducted by Association of India Universities / Inter-University Sports Board and have won medals or positions upto 3<sup>rd</sup> place in finals.
- (d) Next preference may be given to those who have represented the State Schools in the National Sports / Games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3<sup>rd</sup> place.
- (e) Next preference may be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- (f) Next preference may be given to those who represented a State / Union Territory / University / State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

2. Candidates who are applying under Meritorious Sports Person Quota should submit their duly filled in application along with the required Certificates in the relevant forms (as prescribed in Appendix-3) duly obtained from an authority (as indicated in Appendix-2) as mentioned in the Office Memorandum dt.4/5/1995 of the DoPT referred above. A copy of the said Office Memorandum along with Appendix-2 and Appendix-3 are available in this Department's Official Website <http://dpar.puducherry.gov.in> for reference.

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**UNDER SECRETARY TO GOVERNMENT (PERSONNEL)**