

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT**

* * *

No.3388/Rev.Estt/A2/2025

Puducherry, dated: 20.05.2025

Opening Date of Application	: 22.05.2025 (12.00 NOON)
Closing Date of Application	: 21.06.2025 (03.00 PM)
Closing Date for submission of online generated application in respect of MSP candidates	: 30.06.2025 (03.00 PM)

NOTIFICATION

**DIRECT RECRUITMENT FOR FILLING UP THE VACANT POST OF VILLAGE
ADMINISTRATIVE OFFICER IN THE DEPARTMENT OF REVENUE AND
DISASTER MANAGEMENT**

1. Applications are invited from the eligible Indian Citizens who are Natives / Residents of the Union Territory of Puducherry for the Written Competitive Examination to be held for Direct Recruitment to the post of Village Administrative Officer (Group 'C' Non-Gazetted, Non Ministerial) in the Department of Revenue and Disaster Management, Puducherry as detailed below:

Name of the post, & Level in Pay Matrix in 7 th CPC	Total Number of vacancies	UR	Reservation							
			Vertical						Horizontal	
			EWS	MBC	SC	OBC	BCM	EBC	XSM	MSP
Village Administrative Officer Level 4	41	18	4	7	6	4	1	1	4	2

1.1 Abbreviations:

UR-Un-Reserved, **EWS**- Economically Weaker Section, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**-Backward Class Muslims, **XSM**-Ex-Servicemen, **MSP**-Meritorious Sports person.

1.2 Note:

- (i) The vacancies notified are tentative only. The Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual number of vacancies, as the case may be, at the time of selection. Firm vacancies will be determined in due course. Updated vacancies, if any, will be made available on the recruitment portal, before the examination.
- (ii) The Government reserves the right to cancel the recruitment process also without assigning any reasons. No interim enquiry will be entertained.
- (iii) The post of Village Administrative Officer is not an identified post for PwBD.

2. EDUCATIONAL AND OTHER QUALIFICATIONS FOR VILLAGE ADMINISTRATIVE OFFICER:

2.1 A Pass in H.Sc in 10+2 pattern or its equivalent
(or)

A pass in 10th Standard + 3 years Diploma course in an Institute recognized by the Government.

2.2 A pass in minimum 6 months Diploma Course in Computer Application or any higher qualification in Computer Application conducted by an Institute recognized by the Government..

Note: Qualification obtained after **21.06.2025** will not be considered.

Explanation:

Clause 2.2 above includes Diploma or Degree in Computer Science/ Computer Application / Information Technology or having studied computer as one of the subjects after H.Sc. in any of the courses including 10+ 2+3 issued by Government Recognized Institutions / University.

3. AGE LIMIT:

3.1 Not exceeding 30 years as on **21.06.2025** the last date for applying through online. Age limit is relaxable in respect of MBC, OBC, EBC, BCM, SC, Ex-Servicemen, Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married, In-service officials and Meritorious Sports Person(MSP) as detailed below:-

Category	Relaxation of Upper Age Limit
MBC/OBC/EBC/BCM	3 years
SC	5 years
Ex-Servicemen (for details of Reservation and Concession to XSM refer Para 8 of General Instructions to candidates)	Period of Military service plus 3 years.
Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married.	Up to the age of 35 years (up to 40 years for SC).
In-Service applicant (Refer para 10)	Relaxable for Government Servants up to 40 years (45 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 the 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.

Meritorious Sports Persons (Refer para 11)	5 years (over and above the admissible relaxation of 5 years for SC). Applicable only for candidates applying under MSP quota and there is no written test for them.
---	--

3.2 Requirement of Age for candidates belonging to various categories are given in Part-II of this Notification.

4 NATIVITY / RESIDENCE:

- 4.1. Those who are natives of Union Territory of Puducherry or residents by continuous residence in the U.T. for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts.
- 4.2 The applicants **ON SELECTION** shall furnish the fresh Nativity/Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification.

5. COMMUNITY CERTIFICATE:

- 5.1. The selected **APPLICANTS** shall submit a fresh Community Certificate for SC/MBC/OBC/EBC/BCM obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification.
- 5.2 Candidates selected under SC quota should furnish fresh Community Certificate issued under the **“The Constitution (Puducherry) Scheduled Castes Order, 1964”** or **“The Constitution (Puducherry). Scheduled Castes Order, 2002”** in respect of **“Puthirai Vannan”**.
- 5.3 Applicants producing caste / community certificate other than origin status shall not be considered under reserved category and they will be considered under General category only, subject to fulfilment of eligibility criteria.

6. CERTIFICATE FOR EWS CANDIDATES:

- 6.1. The candidates selected under EWS category should submit income & asset certificate obtained in the prescribed form issued by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification. The crucial date for submitting income and asset certificate by the candidate will be the closing date for submission of online application i.e., **21.06.2025**. The certificate should have been issued for the financial year 2024-2025 and shall be valid for the year 2025-2026

7. WIDOWS / DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS AND WHO ARE NOT RE-MARRIED.

- 7.1. The applicants who apply under the category of Widows / Divorced Women / Women Judicially separated from their husband and who are not re-married, should necessarily submit a Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not re-married, at the time of certificate verification.

8. EX-SERVICEMEN:

8.1 **Explanation:** An 'ex-serviceman' means a person:

- 8.1.1 Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and
- 8.1.1.1 Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; (or)
- 8.1.1.2 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; (or)
- 8.1.1.3 Who has been released from such service as a result of reduction in establishment;
- 8.1.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
(or)
- 8.1.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or 8 circumstance beyond their control and awarded medical or other disability pension;
(or)
- 8.1.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
(or)
- 8.1.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;
(or)
- 8.1.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

8.2 The applicants who apply under Ex-Servicemen category should necessarily submit the Discharge Certificate & Registration particulars with the Department of Sainik Welfare, Puducherry.

8.3 **Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-Servicemen.**

9. MODE OF RECRUITMENT / PATTERN OF EXAMINATION:

9.1 Written Examination :

9.1.1 The vacancies in the above said post will be filled through **Written Competitive Examination**. The Question paper will be of Higher Secondary Level Examination standard of objective type consisting of **two Papers in two sessions** with a duration of each session is **two hours** having each paper 100 questions carrying one mark each from indicative syllabus given below:

Questions may be asked from any topics appropriate for the educational qualification level prescribed for the post of Village Administrative Officer .

PAPER-1

	Subject (Indicative Syllabus)	Number of questions	Maximum marks	Time allowed
A)	General Intelligence and Reasoning, Quantitative Aptitude	100	100	2 hours
B)	Current Affairs and Indian Polity			
C)	General studies and General Science			
D)	English language and Grammar / Comprehension			
E)	Computer Knowledge			

PAPER-II

	Subject (Indicative Syllabus)	Number of questions	Maximum marks	Time allowed
A)	Physics, Chemistry , Mathematics.	100	100	2 hours
B)	Economics, Geography, Social Science.			
C)	Indian History and World History, Constitution of India, Freedom Struggle.			

Negative mark of 0.25 will be awarded for every wrong answer and multiple answers for a question will be treated as a wrong answer. Candidates are, therefore, advised to keep this aspect in mind while answering the questions.

9.1.2 The Question papers 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 candidates should **indicate the choice of the language in which they prefer to write the examination, in the on-line application.** Questions asked in English language and Grammar / Comprehension will not be translated in other language.

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

9.2 SELECTION PROCEDURE:

9.2.1 Minimum qualifying marks prescribed for the written examination:

A provisional select list will be drawn for the post of Village Administrative Officer from the overall merit list subject to observance of rules of reservation.

The candidates shall secure a minimum qualifying percentage of marks in the Written Competitive Exam as follows:

Unreserved	- 30%
MBC/OBC/EWS/EBC/BCM	- 25%
SC/XSM	- 20%

A candidate must appear in both Paper-1 and Paper-II to become eligible to be included in the merit list subject to obtaining the minimum qualifying mark prescribed above in each paper (Paper-I and Paper-II).

The Government reserves the right to relax the qualifying marks in exceptional circumstances.

9.2.2 SKILL TEST ON COMPUTER

9.2.2.1 Those who are provisionally selected for the post of Village Administrative Officer should also pass the **SKILL TEST ON COMPUTER** to be conducted by DP&AR, Puducherry for final selection for appointment to the post of Village Administrative Officer.

9.2.2.2 **SKILL TEST ON COMPUTER** will be of qualifying nature with minimum 40 marks to pass the test.

The Question paper will be on Word processing in MS Word and preparation of Table in MS Excel – The candidates shall be given the text / data in the Question paper, which they have to type / reproduce in the Answer sheet and / or in the Computer system, as the case may be, including formatting of text, page, tables and use of formulae etc. as per the instruction given in the question paper (30 Minutes – 100 marks).

9.2.2.3 The qualifying marks in Computer Skill test will be 40 marks out of a total of 100 marks.

- 9.2.3 **Selection of Village Administrative Officer** will be based on merit list of the Written Competitive Examination and subject to passing of the Skill Test on Computer.
- 9.2.4 A wait list will also be drawn, the validity of which will be two years from the date of declaration of result / publication of select list.
- 9.2.5 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.
- 9.2.6 The answer key will be published in the recruitment website <https://recruitment.py.gov.in> after completion of Examination process.
- 9.2.7 Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit.
- 9.2.8 Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be examined and decided by the Key Challenge Committee.
- 9.2.9 The decision of the Key Challenge Committee in this regard will be final.
- 9.2.10 Final Key will be published along with the results of exam.
- 9.2.11 There shall be no provision for re-evaluation/re-checking of the scores of any stage of the examination. No correspondence in this regard will be entertained.

9.3 Resolution of Tie Cases:

- 9.3.1 In the event of tie in scores of candidates in the examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:
- 9.3.1.1 Date of birth, with older candidate placed higher
- 9.3.1.2 Alphabetical order in which the names of the candidates appear.

10. PROCEDURE FOR SUBMISSION OF APPLICATION BY IN-SERVICE APPLICANTS:

- 10.1 Only the candidates working as Village Assistant under the cadre control of Department of Revenue and Disaster Management, Puducherry in the Union Territory of Puducherry will alone be considered as feeder cadre for the post of Village Administrative Officer and allowed to appear as in-service candidates by availing the permissible age relaxation mentioned in the Statement under "3: Age Limit" of this notification.
- 10.2 The In-service applicants should have completed three years of regular service in the posts of Village Assistant under the cadre control of Department of Revenue and Disaster Management, Puducherry to avail age relaxation.
- 10.3 Applicants working in the Department of Revenue and Disaster Management, Puducherry and applying as In-service applicant with age concession should forward a copy of the online generated application through their respective Heads of Offices within the due date i.e. on or before 03.00 PM on **30.06.2025** to the Special Secretary (Revenue), Department of Revenue and Disaster Management, Collectorate Complex, Vazudavur Road, Pettaiyanchattiram, Puducherry – 605009.
- 10.4 The applications of In-service candidates which are not duly forwarded by their Head of Offices within the due date and time of 03.00 PM on **30.06.2025** will be summarily rejected.
- 10.5 Advance copy of the online application for in-service candidates will not be entertained.
- 10.6 Other applicants who are working in the Government Departments / Offices who are within the age limit and applying as open candidates may intimate the fact of submission of application to the post of Village Administrative Officer to their Head of Departments / Offices, so as to have the benefit of "Technical Resignation" on selection to the post of Village Administrative Officer in the written examination.

11. FOR CANDIDATES APPLYING UNDER MSP QUOTA:

11.1 The selection of the candidates for the vacancies reserved under Meritorious Sports Person Quota will be made on the basis of their achievements in the sports as per the instructions in G.O.Ms.No.02 dated 04.10.2024 of the Directorate of Sports and Youth Affairs, Puducherry. There will not be any written examination for the selection of candidates under MSP quota.

11.2 Further, the Meritorious Sports Person category candidates may also participate in the direct recruitment written examination also with other candidates provided if they are within the age limit under the category to which they belong to.

11.3 The candidate applying against MSP quota have to send copy of their online generated application along with self attested photocopies of the sports certificates in relevant forms issued by the competent authorities, superscribing on the cover as **“APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF VILLAGE ADMINISTRATIVE OFFICER UNDER MSP CATEGORY”** to the Special Secretary (Revenue), Department of Revenue and Disaster Management, Collectorate Complex, Vazhudavur Road, Pettaiyanchattiram, Puducherry – 605 009 on or before 03.00 pm on **30.06.2025**. Belated applications will not be entertained.

12. DATE AND VENUE OF EXAMINATION:

- 12.1 The Written Competitive Examination will be held in Puducherry, Karaikal, Mahe and Yanam regions of the Union Territory of Puducherry.
- 12.2 The Government reserves the right to cancel any centre without assigning reasons.
- 12.3 The candidates opted for a particular centre may be accommodated in any other centre of the Department's choice for administrative reasons.
- 12.4 **The exact date, time and venue of the examination** will be intimated in due course in the recruitment Website <https://recruitment.py.gov.in> and also in leading Newspapers.
- 12.5 No request for change of Exam Centre will be entertained.
- 12.6 The date and time of downloading of hall ticket will be intimated in the recruitment portal.
- 12.7 No TA/DA will be paid for attending examination.

13 HOW TO APPLY AND LAST DATE FOR APPLICATION:

- 13.1 Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the website <https://recruitment.py.gov.in> from **22.05.2025 (12.00 Noon) to 21.06.2025 (03.00 p.m.)**

14. SUBMISSION OF ONLINE APPLICATION:

- 14.1 The applicants have to register with their Mobile Number in the online portal "<https://recruitment.py.gov.in>" for applying through online.
- 14.2 They will receive Username and Password through SMS in the mobile number provided. The applicants may login the online portal using the Username and Password and apply for the post.
- 14.3 The applicants are advised to change the default Password received in their mobile after first login.
- 14.4 It is the applicant's responsibility to maintain the secrecy of the password and it should not be disclosed to anyone.

- 14.5 The applicants may view, print & check the status of their application and download the Hall Ticket by logging in 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.

14.6 PHOTOGRAPH & SIGNATURE UPLOADING:

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

14.6.2 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 of 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)

14.6.3 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 50KB. Signature file format should be JPEG, dimensions should be 350 x 150 pixel and file size should be less than 30KB.

- 14.6.4 The photograph should have been taken recently, preferably within three months.

- 14.6.5 Read / View the Photograph & Signature (Text / Video) guidelines in the instruction page of this Department's online portal <https://recruitment.py.gov.in> for guidance.

- 14.7 **PREVIEW** facility is available to view the details entered and please verify it before submitting the application.
- 14.8 After checking the information provided, Click **SUBMIT** button without fail.
- 14.9 If the applicant fails to submit the application by clicking SUBMIT button after **PREVIEW**, the application will remain in **PREVIEW** stage only and it will not be considered as a valid application and it will be rejected, for which the Government will not be responsible.
- 14.10 Candidates whose application remain in **PREVIEW** stage will not be allowed to write the examination.
- 14.11 Even after submission of application, corrections, if any, can be done before the closing date.
- 14.12 Keep a copy of the online generated application for your future reference.

- 14.13 Please logout / sign out after submission of application.
- 14.14 Online generated applications can be viewed in any standard PDF readers.
- 14.15 Please use latest web browser for better compatibility, better user experience and improved security.
- 14.16 Candidates are advised to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to this website on account of heavy load during the closing days.
- 14.17 The Department does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Department.
- 14.18 Application with incomplete data / information and improper photograph and signature is liable for rejection.
- 14.19 The information / data furnished by the applicants in the online application are final and cannot be altered after the closure of the application on **21.06.2025 (03.00 PM)**.
- 14.20 Requests for change of date of birth, category, etc. will not be entertained on any account at a later date.
- 14.21 The status of the application will be indicated in the website <https://recruitment.py.gov.in>. The applicants are advised to check the official website to know their application status.

PART - I

15. GENERAL INSTRUCTIONS TO THE CANDIDATES:

- 15.1 Mode of applying for the Written Competitive Examination for Recruitment to the post of **Village Administrative Officer** is **only through online**. Avoid registering multiple online applications and register only a single application. In case of multiple online applications, only the latest application will be accepted and all other duplicate applications will be rejected.
- 15.2. All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order will be provisionally accepted as per the terms and conditions of this Notice of Examination.
- 15.3 Candidates must go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post.
- 15.4 The Department will not undertake any detailed scrutiny of applications to check eligibility and other aspects at the time of written examination and, therefore, admission to the examination will be provisional only, which will not confer any right on such provisionally admitted candidates to claim appointment based on such provisional admission.

- 15.5 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by this Department at the time of certificate verification, failing which their candidature will be cancelled. For example, candidate X filled OBC in his application form. However, during certificate verification, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled. Hence, candidates are advised to fill the application after ascertaining the category under which the caste he / she claims fall in the state list for OBC, MBC, SC, EWS, EBC and BCM.
- 15.6 The Candidates who mention their category as MBC-Migrant / OBC-Migrant / BCM-Migrant / EBC-Migrant / SC-others in their online application will be considered only under Unreserved category.
- 15.7 The certificates/documents in support of their educational qualifications and caste/category, etc. shall be sought from the provisionally selected candidates at the time of Certificate Verification only.
- 15.8 After verification of the certificates/ documents of educational qualifications/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled/rejected, without any notice.
- 15.9 All the communications with regard to this recruitment will be published in the Website <https://recruitment.py.gov.in>. Applicants are advised to visit the website and watch the news in 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.
- 15.10 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.
- 15.11 If candidates are found to indulge at any stage in any of the malpractices, will immediately be sent out of the Examination Hall, their candidature for this examination will be cancelled and strict legal action will be initiated including lodging of FIR and debarment from future examinations conducted by the Government of Puducherry.
- 15.12 “Use of calculator, laptop, palmtop or other digital instruments / mobile / cellphone / communication devices / electronic devices / pager / Smart watches are not allowed inside the examination Venue. In case any candidate is found in possession of such item he or she would be debarred from the examination and legal proceedings will be initiated against the candidate”
- 15.13 The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.

- 15.14 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".
- 15.15 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 3.00 p.m. on **21.06.2025**.
- 15.16 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., **21.06.2025**.
- 15.17 Before submission of the applications / corrected applications, candidates must check that they have filled correct details in each field of the online form. After the closing date for receipt of online application i.e. **21.06.2025**, no change / correction / modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. will not be entertained by this Department and will be summarily rejected.
- 15.18 The applicants are advised to have a copy of the online generated application for their reference.
- 15.19 Applicants except In-service and MSP applicants need not send the printout of the online application or any other supporting documents to this Department.
- 15.20 The candidate applying under the category of In-Service are instructed to submit the online generated application through their respective Head of Office on or before **30.06.2025 (03.00 PM)**. The applicants should also ensure that the Head of 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. 03.00 PM on **30.06.2025** will be summarily rejected. Transit delay will not be entertained.
- 15.21 The candidate applying against MSP quota have to send copy of their online generated application along with self attested photocopies of the sports certificates in relevant forms issued by the competent authorities, superscribing on the cover as **"APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF VILLAGE ADMINISTRATIVE OFFICER UNDER MSP CATEGORY"** to the Special Secretary (Revenue), Department of Revenue and Disaster Management, Collectorate Complex, Vazhudavur Road, Pettaiyanchattiram, Puducherry – 605 009 on or before 03.00 pm on **30.06.2025**.
- 15.22 Candidates seeking reservation benefits available for SC/MBC/OBC/EWS/EBC/BCM/XSM 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.

- 15.23 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 official website to know their application status.
- 15.24 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.
- 15.25 The admission to the examination is only provisional. Success in the Written Competitive 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.
- 15.26 No TA/DA will be paid for attending this Competitive Examination.
- 15.27 All notices and Press Release shall be issued on the Website **<https://recruitment.py.gov.in>** only. The candidate is advised to visit the website for latest information about the examination. Individual Admit cards will not be sent to the candidates. The eligible candidates can download the Hall Ticket from the website **<https://recruitment.py.gov.in>** by using their username and password.

16. HELP LINE

- 16.1 For any clarification, if needed, in filling online application, please contact the Help Line Number **0413 - 2299567** on all working days between 9.30 a.m. and 5.00 p.m.

PART – II

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	22.06.1995 ✓	21.06.2007
2.	MBC/OBC/EBC/BCM	22.06.1992 ✓	
3.	SC	22.06.1990 ✓	
4.	Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married (General / Unreserved)/MBC/OBC/EBC/BCM. ✓	22.06.1990	
5.	Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married (SC) ✓	22.06.1985 ✓	
6.	In-Service(Village Assistant) & General/Unreserved ✓	22.06.1985 ✓	
7.	In-Service(Village Assistant) & MBC/OBC/EBC/BCM	22.06.1985 ✓	
8.	In-Service(Village Assistant) & SC	22.06.1980	
9.	MSP & General / Unreserved	22.06.1990 ✓	
10.	MSP & MBC/OBC/EBC/BCM	22.06.1990 ✓	
12.	MSP & SC	22.06.1985 ✓	

PART - III

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

Sub: Second time benefit to ex-servicemen for reservation in
Groups '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 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 casual / contract / Temporary ad-hoc basis and who can be removed from such service at any time by their employer concerned.

**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 2nd April 1992**

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

**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 14th 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 15th December, 1979 as amended from time to time and which was last amended vide Notification No.36034/1/2006-Estt (Res) dated 4th 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 in the posts up to of the level of Assistant Commandant in all para-military forces to be filled by direct recruitment. Vide this Department's O.M.No.36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that once an ex-serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman 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.36034/21/87-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 casual / contract / temporary ad-hoc basis and who can be removed from such service at any time by their employer concerned.

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.

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-serviceman applies for various vacancies before joining any civil employment, he / she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman 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.

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


(KULOTHUNGAN A. I.A.S.)
DISTRICT COLLECTOR-cum-
SPECIAL SECRETARY (REVENUE)