

**GOVERNMENT OF PUDUCHERRY
PUDUCHERRY EXAMINING AUTHORITY
CHIEF SECRETARIAT**

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No.A-34012/3/E-5/PEA/2025

Puducherry, dated 16-11-2025

ONLINE APPLICATION FOR  
**"COMBINED SECONDARY LEVEL EXAMINATION-2025"**

Online Recruitment Portal: <https://recruitment.py.gov.in>

**Opening Date : 18.11.2025 Time: 12:00 Noon**

**Closing Date : 14.12.2025 Time: 03:00 pm.**

**ADVERTISEMENT NO.03/ CSL/ PEA/ 2025**

Name of the Examination:- **COMBINED SECONDARY LEVEL EXAMINATION-2025**

Online Applications are invited from 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 following posts in the Departments noted against the respective Post(s) / Post Code, Puducherry as detailed below:-

| Post Code | Name of the Department & Post                             | Level in the Pay Matrix | Total No. of vacancies | UR | Reservation |    |    |    |    |     |     |    |            |      |     |
|-----------|-----------------------------------------------------------|-------------------------|------------------------|----|-------------|----|----|----|----|-----|-----|----|------------|------|-----|
|           |                                                           |                         |                        |    | Vertical    |    |    |    |    |     |     |    | Horizontal |      |     |
|           |                                                           |                         |                        |    | MBC         | SC | OB | CE | WS | EBC | BCM | BT | ST         | PwBD | XSM |
| 1         | 2                                                         | 3                       | 4                      | 5  | 6           | 7  | 8  | 9  | 10 | 11  | 12  | 13 | 14         | 15   | 16  |
| 011 /2025 | Dept. of Art & Culture<br><b>Junior Library Attendant</b> | Level-1 Group C         | 26                     | 14 | 04          | 04 | 02 | 02 | -- | --  | --  | -- | 01         | 02   | 01  |
| 012 /2025 | Dept. of Art & Culture<br><b>Gallery Assistant</b>        | Level-1 Group C         | 01                     | 01 | --          | -- | -- | -- | -- | --  | --  | -- | --         | --   | --  |
|           |                                                           | TOTAL                   | 27                     | 15 | 4           | 4  | 2  | 2  | -- | --  | --  | -- | 1          | 2    | 1   |

**IMPORTANT NOTE:** Only those applications, which are successfully filed through the Online Recruitment portal of Government of Puducherry i.e. <https://recruitment.py.gov.in/> and found to be in order, shall be accepted. Incomplete applications or application with partial or wrong /irrelevant information or filled with junk characters will be summarily rejected. The Applicants should go through the Recruitment Notice carefully before

applying for the posts included hereunder, and ensure that they fulfill all the eligibility conditions such as age / Educational qualification / Experience/ category applied for as indicated against the post code in this notice. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicant shall be **PROVISIONAL** at all stages of recruitment process and subject to the outcome of any direction /decision /pronouncement /order of any Court of Law.

### 1.1 **Abbreviations used:**

**UR**-Un-Reserved, **EWS**-Economically Weaker Section, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **ST**-Scheduled Tribe, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**-Backward Class Muslims, **BT**-Backward Tribes, **XSM**-Ex-servicemen, **MSP**-Meritorious Sports Person, **PwBD**-Persons with Benchmark Disabilities (If the post is exempted from reservation of PwBD this will not be applicable)

### **Note:-**

- i. The vacancies notified are tentative only. The Government reserves the right either to increase 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 Applicant shall apply separately for each posts, fulfilling the eligibility criteria for that posts;**
- iii. **The Applicants shall furnish the details of posts applied through online, with post codes;**
- iv. **If a candidate apply for more than one post for which Common Examination is conducted then the Authority / Controller of Examinations shall call for options from such candidates to indicate preference for allotment of posts based on the respective Merit list based on the option exercised and rank obtained in the merit list. The exercise of option / preference of posts, as and when called for, shall be final and shall not be changed at a later date;**
- v. The Government reserves the right to cancel the recruitment process also without assigning any reasons. No interim enquiry will be entertained; and
- vi. Reservation and its inter-se exchange for Persons with Benchmark Disability (PwBD) would be made as per the instructions in the O.M. No.35035/02/2017-Estt (Res), dated 15.01.2018 of the DoPT, New Delhi.

**2. EDUCATIONAL QUALIFICATION FOR ELIGIBILITY:-****(For respective post code(s) notified at Para-1)**

While selecting the post and preference, the candidate shall ensure that he / she shall fulfill the Education Qualification as mentioned, otherwise he / she shall not be considered for the post even if opted for in common recruitment process (strictly as per the Recruitment Rules):-

| <b>Post Code</b> | <b>Name of the Post &amp; Level in the Pay Matrix</b>     | <b>Maximum Age Limit</b> | <b>Education / Technical Qualification</b>                                             |
|------------------|-----------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------|
| <b>1</b>         | <b>2</b>                                                  | <b>3</b>                 | <b>4</b>                                                                               |
| 011 /2025        | Dept. of Art & Culture<br><b>Junior Library Attendant</b> | <b>30 Years</b>          | A pass in S.S.L.C / Matriculation or equivalent from a recognized Board or University. |
| 012 /2025        | Dept. of Art & Culture<br><b>Gallery Assistant</b>        | <b>30 Years</b>          |                                                                                        |

**3. AGE LIMIT:-**

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

**3.2 Not exceeding 30 years, as on 14.12.2025** the last date for applying through online. Age limit is relaxable in respect of MBC, OBC, EBC, BCM, BT, SC, ST, Ex-Servicemen, Persons with Benchmark Disabilities, In-service officials and Meritorious Sports Person as detailed below:-

| <b>Category</b>                                                                                                         | <b>Relaxation of Upper Age Limit for the post of Junior Library Attendant</b>                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MBC / OBC</b>                                                                                                        | 3 years                                                                                                                                                                   |
| <b>SC</b>                                                                                                               | 5 years                                                                                                                                                                   |
| <b>Ex-Servicemen (XSM)</b>                                                                                              | Period of military service plus 3 years.                                                                                                                                  |
| <b>Meritorious Sports Persons (MSP)</b><br>[For method of selection refer Part-II of General Instruction to candidates] | 5 years (over and above the admissible relaxation of 5 years for SC / ST). Applicable only for candidates applying under MSP quota and there is no written test for them. |

| Category                                                                                                                                                                          | Relaxation of Upper Age Limit for the post of Junior Library Attendant                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Persons with Benchmark Disabilities</b><br>[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 5 years for SC/ST and 3 years for MBC / OBC / EBC / BCM / BT)                                                                                                                                                                                                                                                                                                                                  |
| <b>Widows / Divorced Women / Women judicially separated from their husbands and who are not remarried.</b>                                                                        | Upto the age of 35 years (upto 40 years for SC & ST).                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>In-service applicant</b><br>[Refer Para-15]                                                                                                                                    | Age relaxation for Government Servants upto 40 years (45 for SC / ST 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. |

**3.3 Ex-Servicemen:** An 'Ex-Servicemen' means a person 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

3.3.1 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)

3.3.2 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; and

3.3.3 Who has been released from such service as a result of reduction in establishment.

**3.4** 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;

**3.5** 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 circumstances beyond their control and awarded medical or other disability pension; (OR);

**3.6** Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; (OR);

**3.7** Gallantry award winners of the Armed forces including personnel of Territorial Army; (OR);

**3.8** Ex-recruits boarded out of relieved on medical ground and granted medical disability pension;

**3.9** The applicants who apply under Ex-Servicemen category shall necessarily submit the Discharge Certificate & Registration particulars with the Department of Sainik Welfare, Puducherry; and

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

**4. NATIVITY / RESIDENCE:**

4.1 Those who are natives of the Union Territory of Puducherry and 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; and

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/ST/MBC/OBC/EBC/BCM/BT 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 MBC/OBC/EBC/BCM/BT quota should furnish fresh Community Certificate mentioning that "he / she does not belong to creamy layer mentioned in the Column-3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No.36012 /22 /93-Estt.(SCT), dated 08.09.1993".**

5.3 Candidates selected under SC quota should furnish fresh Community Certificate issued under "**The Constitution (Puducherry) Scheduled Castes Order, 1964 "** or "**The Constitution (Puducherry) Scheduled Castes Order, 2002" in respect of "Puthirai Vannan";** and

5.4 Applicants applying under ST Quota should furnish Community Certificate issued under "**The Constitution (Puducherry) Scheduled Tribes Order, 2016".**

## 6. CERTIFICATE FOR EWS CANDIDATES:

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 14.12.2025 (closing date for receipt of online application). The Certificate should have been issued for the financial year **2024-2025** (previous financial year of the closing date) and shall be valid for the year **2025-2026** (current financial year of the closing date).

## 7. PERSONS WITH BENCHMARK DISABILITY (PwBD):

***(If the post is exempted from reservation of PwBD this will not be applicable)***

7.1 The applicants who apply under the category of Persons with Benchmark Disability (PwBD), on selection should submit fresh Medical Certificate issued by District Medical Board, Government of Puducherry at the time of certificate verification;

7.2 Certificate issued by any other authority will not be accepted;

7.3 The categories of disability suitable for the post are detailed in Part-II of General Instructions to candidates;

### 7.4 **Provision of compensatory time and assistance of scribe:-**

7.4.1 In case of persons with benchmark disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy (**applicable for the categories of disability suitable for the respective post**), the facility of scribe is provided, only if opted by the candidate in their online application;

7.4.2 The facility of scribes will be provided to the PwBD candidates only if he has opted for the same in the online application form;

7.4.3 In case of remaining categories of persons with benchmark disabilities, scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at Part-III of this Notification;

7.4.4 The Persons with Benchmark Disability belonging to categories other than blindness, locomotor disability (both arms affected-BA) and cerebral palsy has to submit their **request letter for scribe along with required certificate as mentioned above to the Controller of Examination, Puducherry Examining Authority, Chief Secretariat, Puducherry**, will have to opt for Scribe during online application. Last minute request or request in any other mode will not be entertained;

7.4.5 Arrangement of own scribe will not be permitted. Official scribe will be provided by the Puducherry Examining Authority, Chief Secretariat, Puducherry;

7.4.6 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.4.1 and 7.4.3 above;

7.4.7 The candidates referred at Para 7.4.1 and 7.4.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination;

7.4.8 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall;

7.4.9 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall;

7.4.10 The PwBD candidates who have availed the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Certificate Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

## **8. MODE OF RECRUITMENT / PATTERN OF EXAMINATION:**

### **8.1 Written Examination**

The vacancies in the above said post will be filled through a Written Competitive Examination. The Question paper will be of SSLC Standard of question paper of objective type consisting of 100 questions carrying one mark each questions from indicative syllabus, There shall be negative marks for wrong answer or incorrectly shaded answers;

### **8.2 The paper will be Common Examination for all Posts.**

**8.3** The Scheme of Examination and Syllabus for the posts are detailed in Annexure-I of this Advertisement / Notification.

### **8.3. The syllabus of examination shall be as per Annexure-I:-**

The Controller of Examinations, Puducherry Examining Authority, Puducherry may vary or revise the scheme of examination at any time before the conduct of written competitive examination and issue a notification on the online recruitment portal. The changes may be with reference to all or any of the following aspects:-

1. Indicative syllabus;
2. No. of questions;
3. No. of papers;
4. Marks;
5. Time allowed; and
6. Weightage.

**8.4 THE PROVISIONAL SELECTION OF CANDIDATES IS SUBJECT TO OUTCOME OF COURT CASES PENDING BEFORE THE CAT / HIGH COURT / SUPREME COURT, IF ANY.**

**9. 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.

**10. Weightage of Marks**

Weightage will be given on the actual marks obtained by the candidates irrespective of the number of questions evaluated after finalizing the Key Challenge. There is no provision for re-evaluation / re-checking of Answer Sheet or Answer Script.

**11. Answer Key Publication and Key Challenge:-**

The answer key will be published in the recruitment website <https://recruitment.py.gov.in> after completion of Examination process.

The candidates can challenge the Answer Key published by logging into recruitment portal using their User ID and Password within the due date and time prescribed in the Notice publishing the Answer Key. No Challenge will be accepted through any other means. The decision of Key Challenge Committee constituted for the purpose shall be final. The Final Revised Key, if any, shall be used for evaluation.

**12. The Controller of Examination reserves the right to cancel / withdraw any question / questions from the Examination.**

**13. The Language of Examination:-**

The Question Paper will be in Bilingual, i.e. 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). The question on English language, grammar, comprehension or literature etc., if asked, shall not be translated in any regional languages.

**14. Marking of Answers:**

Answering would be in the form of shading the correct answer by using **BLACK BALL POINT PEN** only. The applicants are permitted to take the carbon copy of their answer sheet along with their question booklet. Evaluation of OMR Sheet is an automatic



computerized Scanning process and any mutilation, multiple markings, stray marks on OMR sheet may result in rejection of OMR Sheet or negative marking etc. Instructions on the Question Booklet and Answer Scripts/OMR Sheet shall be strictly followed by the candidates failing which answer scripts/OMR Sheet may not be evaluated.

#### **15. MINIMUM QUALIFYING MARKS PRESCRIBED FOR THE WRITTEN EXAMINATION:**

Minimum qualifying marks to be secured by the various categories of candidates are as follows:-

|                        |              |                                                                                                              |
|------------------------|--------------|--------------------------------------------------------------------------------------------------------------|
| <b>UR</b>              | <b>: 30%</b> | } (applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification) |
| <b>OBC / MBC / EWS</b> | <b>: 25%</b> |                                                                                                              |
| <b>SC / PwBD/XSM</b>   | <b>: 20%</b> |                                                                                                              |

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

#### **16. RESOLUTION OF TIE CASES:-**

In the event of tie in scores of candidates in the examination, merit will be decided by applying the following criteria, one after another in the given order, till the tie is resolved:-

- i. Date of birth, with older candidate placed higher; and
- ii. Alphabetical order in which the names of the candidates appear.

#### **17. SHORT-LISTING OF CANDIDATES**

**17.1 A Provisional Short List with three times of vacancies as per the Notification will be published;**

**17.2 All the Provisionally Short Listed candidates will be called for verification of their Original Age / Education / Nativity (or) Residence / Community Certificates, by the Puducherry Examining Authority. Date & time of Certificate verification will be intimated to the candidates along with issue of admit card;**

**17.3 After verification of the Original Certificates Final Provisional Select List will be published. The candidature of candidates who failed to appear**

**for Certificate Verification on scheduled date / time shall be cancelled and their name shall not be included in the Select List;**

**17.4 The Provisional Short list of the candidates, who have failed to appear for certificate verification and failed to produce the required certificate on the certificate verification scheduled date & time shall be cancelled;**

**17.5 The candidates who appear and produced old certificates shall be provisionally included in the list subject to production of required certificates within fifteen (15) days; and**

**17.6 The Controller of Examinations shall prepare a Wait list of candidates in accordance with the extant rules. The validity of operation of wait list will be one year 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.**

**18. Date & Venue of Examination:-**

**18.1** The Written Competitive Examination will be conducted in all four regions subject to adequate number of candidates applying for a post from a region;

**18.2** The Puducherry Examining Authority reserves the right to cancel / change any centre without assigning reasons;

**18.3** The candidates opted for a particular centre / region may be accommodated in any other centre / region of the Puducherry Examining Authority's choice for administrative reasons.

**18.4** The exact date, time and venue of the examination will be intimated in due course in the recruitment website & also in leading Newspapers.

**18.5** No request for change of Exam Centre will be entertained.

**18.6** The date and time of downloading of hall ticket will be intimated in the recruitment portal.

**19. How to Apply & Last Date for Application:-**

Applicants fulfilling the eligibility criteria as mentioned above are required to apply online only through the official website <https://recruitment.py.gov.in> from **18.11.2025(12.00 noon) to 14.12.2025 (03.00 p.m.)**. **No application shall be accepted through any other mode.**

**20. Procedure for Submission of Online Application:-**

20.1 If more than one category of posts is notified in a single 'Advertisement', the candidates may apply for each posts separately;

20.2 The applicants have to register with their Mobile Number and e-mail ID in the online portal <https://recruitment.py.gov.in> for applying through online for each posts separately;

20.3 They will receive exclusive Username and Password through SMS in the registered mobile number provided. The applicants may login the online portal using the exclusively allotted Username and Password and shall apply for the post;

20.4 The applicants are advised to change the default Password received in their mobile after first login;

20.5 It is the applicant's responsibility to maintain the secrecy of the password and it should not be disclosed to anyone; and

20.6 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 completed in its entirety.

**21. DOCUMENTS, PHOTOGRAPH & SIGNATURE UPLOADING:-**

**21.1 The candidates shall upload the following documents as applicable for the post and category applied for in the online Portal in support of their candidature:-**

- i. Recent passport size photograph in white or light Blue background;
- ii. Photo ID Proof issued by any Government Authority Aadhaar Card /Voter ID /Driving License /PAN Card / Any other ID Card issued by the Govt. Scanned copy and ID number shall be uploaded on the portal;
- iii. SSLC /or its equivalent Certificate of the relevant Board;
- iv. Experience Certificate issued by the competent Authority of the Institution recognized as by the Government (if applicable);
- v. Nativity /Residence Certificate issued by a Competent Revenue Authority;
- vi. Certificate from the Competent Medical Authority for Person with Benchmark Disability issued within three months of Starting date for applying, if applicable;
- vii. Community Certificate issued by the competent authority as stipulated at Para-5, if applicable;
- viii. Certificate of Ex-Serviceman as stipulated at para-3.3, if applicable;
- ix. Intimation Letter duly forwarded by HoD permitting application for the recruitment;
- x. Certificate issued by the competent Authority for EWS quota as stipulated at para-6, if applicable;
- xi. In case of Widow/Divorced Women/ Women Judicially Separated from their husbands and who are not remarried - 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 remarried; and
- xii. Any Other Documents as may be relevant.

**Note:** At the time of applying for the post, candidate may submit the available certificate in respect of Community, Nativity / Residence and EWS category. However, the candidates, if placed provisionally in the Short list, shall produce self-attested copies of the aforementioned certificates issued not earlier than one year from the cut-off date of application along with originals for Verification on Scheduled date which shall be intimated by the concerned authority by Post to the address in online application/SMS/Email. The candidate shall also bring printout of admit card, duly signed by the invigilator at the time of taking examination, along with self-attested printout of the Application form during Certificate Verification. The candidates shall be required to appear for Biometric verification during certificate verification process. The data captured shall be cross verified with the biometrics captured at the time of Recruitment Examination /Physical Efficiency Test/Skill Test.

**21.2** Applicants shall upload their Photograph and Signature using either option1 (or) option 2 provided in the recruitment portal as given below:-

**21.3** 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 150KB. (as shown in guidelines video for uploading and cropping your photograph and signature during online application);

**21.4** Option-2 (Scanned Photograph and Signature as separate images) Applicants are instructed to scan their Photograph in 3 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 350x150 pixel and file size should be less than 30KB;

**21.5** The photograph should have been taken recently, preferably within three months.

**21.6** Read / View the Photograph & Signature guidelines in the 'Instructions' page of the online recruitment portal <https://recruitment.py.gov.in> for guidance;

**21.7** Scanned copies of the document shall not exceed 10 MB in size;

**21.8** Illegible, unclear document or junk documents shall result in rejection of applications without any notice;

**21.9** PREVIEW facility is available to view the details entered and please verify it before submitting the application;

**21.10** **After checking all the information provided, Click SUBMIT button without fail;**

**21.11** 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 Puducherry Examining Authority will not be held responsible;

**21.12** Candidates, whose application remain in **PREVIEW** stage, will be removed and will not be allowed to write the examination;

**21.13** Even after submission of application, corrections, if any, can be done before the closing date;

**21.14** Keep a copy of the online generated application for your future reference;

**21.15** Please logout/sign out after submission of application;

**21.16** Online generated applications can be viewed in any standard PDF readers;

**21.17** Please use latest web browser for better compatibility, better user experience and improved security;

**21.18** 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;

**21.19** The Puducherry Examining Authority 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 Puducherry Examining Authority;

**21.20** Application with junk character in any data field/incomplete data / information and improper photograph and signature shall be rejected;

**21.21** The information / data furnished by the applicants in the online application shall be final and cannot be altered after the closing date and time of the application.

**21.22** Any Request for change of date of birth, category, etc. will not be entertained on any account after the date of closing date and time of receipt of Online Application;

**21.23** The status of the application will be indicated in the online recruitment portal **<https://www.recruitment.py.gov.in>**. The applicants are advised to check the official website to know their application status; and

**21.24** It shall be the responsibility of the applicant to ascertain that he/she fulfills the criteria stipulated in this recruitment Notification. No Detailed scrutiny of application will be undertaken except for basic check of Education Qualification and Age and Nativity/Residence criteria. The applicant will be informed of the reason for rejection after basic scrutiny by the Puducherry Examining Authority by Email/SMS. The applicant can appeal against the rejection by sending email or approaching Help Desk in person within seven days of issue of Email/SMS. Decision of the Scrutiny Committee shall be final in regard to the acceptance of the candidature of the applicant who has filed appeal.

## **22. Procedure for Submission of Application by In-Service Applicants:-**

**22.1** Only the candidates working in the feeder cadres under the cadre control of the respect Department in the Union Territory of Puducherry will alone be considered 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. Applicants 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 03.00 P.M on 23.12.2025 to "The Member Secretary, Puducherry Examining Authority, Chief Secretariat, Puducherry"**.

**22.2** The application of the In-service candidates **which are not duly forwarded by their Head of Department/office within the due date and time of 3.00 p.m. on 23.12.2025 will be summarily rejected.** Advance copy of application for In-service candidates will not be entertained.

## **23. PROCEDURE FOR MERITORIOUS SPORTS PERSONS (MSP) APPLICANTS:-**

**23.1** The candidates applying against MSP quota have to send copy of their online generated application along with self-attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as **"APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF 'Junior Library Attendant' UNDER M.S.P CATEGORY"** to **"Director of Art & Culture, Puducherry"** within the due date and **time of 3.00 pm on 23.12.2025.** Belated applications will not be entertained;

### **23.2 The Applicants under MSP Quota.**

The selection of 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.**

However, the Meritorious Sports Person category candidates may also apply and participate in the direct recruitment written Examination along with other candidates provided if they are within the age limit under the category to which they belong to.

## **ANNEXURE-I**

### **Scheme of Examination and Syllabus**

#### **1. Guidance on the Topics generally covered by the Written Examinations:**

These are only indicative topics and syllabi. Questions may be asked from any topics appropriate for the Educational Qualification level prescribed and shall test the ability of the candidate's intelligence and general awareness of the environment in and around him / her and its application to the society.

It may include questions on current events and of everyday observations expected of an educated person and may include questions on History, Politics, Constitution, Sports, Art & Culture, Economics and Commerce, Everyday Science, Social Science, Scientific Research, National / International Institutions.

General Intelligence & Reasoning Ability / Quantitative Aptitude may include questions of both verbal and non-verbal types.

It may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test may also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical and numerical abilities and other analytical functions.

The questions on arithmetical and numerical abilities will cover number systems including questions on simplification, decimals, data interpretation, fractions, L.C.M., H.C.F., ratio & proportion, percentage, average, profit & loss, discount, simple & compound interest, mensuration, time & work, time & distance, tables & graphs.

The questions on English language and grammar / comprehension will test the understanding and knowledge of English language grammar, literature and may be based on spot the error, fill in the blanks, synonyms, antonyms, spelling / detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active / passive voice of verbs, conversion into direct / indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, close passage & compensation passage.

The questions on ethics and morality shall include theories and concepts of moral values, judgment or decision on situations requiring moral and ethical awareness and aptitude. Questions on computer knowledge shall test the general and specific knowledge about the computers, hardware and software, various applications and its operations.

In case of specific subjects indicated, the question may be asked to test knowledge of the candidates in that subject as per the level of educational qualification prescribed. There shall be no specific sectional allocation of questions and emphasis may vary depending on the topics covered.



2. **Combined Secondary Level Examination - Syllabus:-**

**Common Paper for all Posts:-**

| Sl. No. | Subject<br>(Indicative Syllabus)           | Number of questions | Maximum Marks | Time Allowed |
|---------|--------------------------------------------|---------------------|---------------|--------------|
| A       | General Intelligence & Reasoning           | 100                 | 100           | 2 Hours      |
| B       | General Science & Social Science           |                     |               |              |
| C       | General Studies & Current Affairs          |                     |               |              |
| D       | English Language & Grammar / Comprehension |                     |               |              |

**PART-I**

1. **General Instructions to the Candidates:**

**1.1** Mode of applying for the open written Competitive Examination for Direct Recruitment to the posts mentioned at Para-1 of this advertisement is only through online and **the Applicant shall apply separately for each posts, fulfilling the eligibility criteria for that posts;**

**1.2** 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 advertisement for recruitment;

**1.3** Candidates must go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post;

**1.4** The Puducherry Examining Authority 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;

**1.5** 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 the Puducherry Examining Authority 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;

**1.6** The Candidates who mention their category as MBC-Migrant/OBC-Migrant/EBC-Migrant/ BCM-Migrant/ BT-Migrant /SC-others /ST-Migrant in their online application will be considered only under Unreserved category;

**1.7 The Provisionally shortlisted candidates shall attend the Certificate verification process at the place and date/time indicated in notice issued for the same** The original certificates /documents in support of their educational qualifications and caste/category, etc. shall be sought from the provisionally shortlisted candidates at the time of Certificate Verification;

**1.8** 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;

**1.9** Admit Card for examination will be issued through online Recruitment portal. **Applicants shall print the admit card and sign in the space provided for and produce it to the authorities for admitting him/her to the examination venue.** Candidates are therefore advised to visit the online recruitment portal regularly;

**1.10 The candidate shall bring the same ID Proof provided during online application process failing which he/she shall not be allowed to enter the Examination Centre.** If there is mismatch of ID Number or type of ID Card is different from the one provided during application process the candidate may not be allowed to enter the Examination Centre;

**1.11** All the communications with regard to this recruitment will be published in the online recruitment portal <https://recruitment.py.gov.in>. Applicants are advised to visit the online recruitment portal regularly for information. They are advised to keep the Mobile number / e-mail given in the online application active for sending SMS / e-mails connected with this recruitment;

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

**1.13** 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;

**1.14** 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 items he or she would be debarred from the examination and legal proceedings will be initiated against the candidate;

**1.15** The decision of the Puducherry Examining Authority as to the eligibility or otherwise of the applicant for admission to the Examination shall be final;

**1.16** 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 online recruitment portal <https://recruitment.py.gov.in> by using the "User Name and Password";

**1.17** 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 **closing date and time of the online application portal;**

**1.18** The information /data furnished by the applicants in the online application are final and cannot be altered after the **closing date and time of the online application portal;**

**1.19** 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 no change /correction /modification will be allowed under any circumstances. Requests received in this regard in any form /manner Post, Fax, E-mail, by hand etc. will not be entertained by Puducherry Examining Authority and will be summarily rejected;

**1.20** The applicants are advised to have a copy of the online generated application for their reference;

**1.21** Applicants, except In-Service category and MSP candidates, need not send the printout of the online application or any other supporting documents to this Puducherry Examining Authority;

**1.22** The candidates applying against MSP quota have to send their online generated application along with self-attested photocopies of the relevant sports certificates issued by the competent authorities, superscribing on the cover as "APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF 'Junior Library Attendant' UNDER M.S.P CATEGORY" to "The Director of Art & Culture, Puducherry" within closing date and time of the online application portal;

**1.23** The candidates applying under the category of In-Service are instructed to submit the online generated application through their respective Head of Department/Office as stipulated in Para-22 of this Notice. 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 will be summarily rejected. Transit delay will not be entertained;

**1.24** Candidates seeking reservation benefits available for SC/OBC/MBC/EBC/BCM/BT/EWS (only for the categories mentioned at Para-1 for which vacancies has been earmarked) 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;

**1.25** 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 online recruitment portal to know their application status;

**1.26** 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;

**1.27** Admission to the Examination Centre shall be on the production of Admit Card and Valid ID proof. The candidate shall bring the duly signed Admit Card with attested recent photograph of the candidate. Candidate shall be required to undergo Frisking with the help of highly sensitive metal detectors, Biometric authentication, photographing and shall be under CCTV Surveillance. The records thus collected shall be used by the appointing authority to check impersonation at the time of final appointment. Such records shall be used in the event of any malpractices by the applicant and criminal proceedings launched against the candidate found indulging in any malpractices. Provision of Public Examinations (Prevention of Unfair. Means) Act, 2024 shall be applied to the Recruitment process;

**1.28** The admission to the examination is only provisional. Success in the open 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;

**1.29** No TA/DA will be paid for attending the written competitive examinations;

**1.30** All notices and Press Release shall be issued on the online recruitment portal <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 online recruitment portal <https://recruitment.py.gov.in> by using their username and password; and

**1.31 Help Line:-**

For any clarification, if needed, in filling online application, please contact the Help Line Number 0413-2233338 on all working days between 10.00 AM and 5.00 PM.

**PART – II**

[Refer (1) O.M.No.36035 /3/2004-Estt(Res) dated 29.12.2002 (2) and No.15012/1/2003-Estt.(D) dated 29.06.2015 of the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, New Delhi for indicative category / reservation details]

1. **Physical requirement for the post of (011/2025) Junior Library Attendant and for the post of (012/2025) Gallery Assistant for the category of Persons with Benchmark Disability:-**

| <b><i>Sl.No.</i></b> | <b><i>Physical Requirement</i></b> |
|----------------------|------------------------------------|
| 1                    | Sitting                            |
| 2                    | Standing                           |
| 3                    | Walking                            |
| 4                    | Bending                            |
| 5                    | Manipulation by Fingers            |
| 6                    | Reading & Writing                  |
| 7                    | Seeing                             |
| 8                    | Communication                      |

2. **Categories of Disability suitable for the post of (011/2025) Junior Library Attendant and for the post of (012/2025) Gallery Assistant for the category of Persons with Benchmark Disability:**

| <b><i>Sl. No.</i></b> | <b><i>Category of Disability</i></b>                                                                                                                                                                                                   |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | Blind, Low Vision                                                                                                                                                                                                                      |
| 2                     | Deaf, Hard of Hearing                                                                                                                                                                                                                  |
| 3                     | One Arm, One Leg,<br>Both Arms,<br>Cerebral Palsy,<br>Leprosy Cured,<br>Dwarfism,<br>Acid Attack Victims,<br>Muscular Dystrophy,<br>Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction. |
| 4                     | Autism Spectrum Disorder(Mild),<br>Intellectual Disability,<br>Specific Learning Disability.                                                                                                                                           |
| 5                     | Multiple Disabilities involving 1 to 4 above.                                                                                                                                                                                          |

**PART-III****(Certificate regarding physical limitation in an examinee to write)  
[For PwBD candidates only]**

This is to certify that, I have examined  
Mr/Ms/Mrs. \_\_\_\_\_ (name of the candidate with disability), a person  
with \_\_\_\_\_ (nature and percentage of  
disability as mentioned in the certificate of disability), S/o. D/o \_\_\_\_\_,  
a resident of \_\_\_\_\_  
(Village/District/State) and to state that he/she has physical limitation which hampers  
his/her writing capabilities owing to his/her disability.

Signature  
Chief Medical Officer /Civil Surgeon /  
Medical Superintendent of a Government  
Health Care Institution  
Name & Designation

Name of Government Hospital  
/Health Care Centre with Seal:

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR)

**PART-IV****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                                                                                                                                                                                     | 15-12-1995                     | 14-12-2007     |
| 2       | MBC / OBC / EBC / BCM / BT (applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification)                                                                    | 15-12-1992                     |                |
| 3       | SC / ST (applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification)                                                                                       | 15-12-1990                     |                |
| 4       | Persons with Benchmark Disabilities & General/Unreserved.                                                                                                                                                | 15-12-1985                     |                |
| 5       | Persons with Benchmark Disabilities & MBC/OBC/EBC/BCM/BT(applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification)                                       | 15-12-1982                     |                |
| 6       | Persons with Benchmark Disabilities & SC/ST(applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification)                                                    | 15-12-1980                     |                |
| 7       | In-service (applicable only for the feeder posts /posts in allied cadre) & General / Unreserved.                                                                                                         | 15-12-1985                     |                |
| 8       | In-service (applicable only for the feeder posts /posts in allied cadre) & MBC/OBC/EBC/BCM/ BT(applicable only for the categories for which vacancies has been earmarked at para 1 of this Notification) | 15-12-1985                     |                |
| 9       | In-service (applicable only for the feeder posts /posts in allied cadre) & SC / ST (mention only the categories for which vacancies has been earmarked)                                                  | 15-12-1980                     |                |
| 10      | Widows / Divorced Women / Women judicially separated from their husbands and who are not remarried                                                                                                       | 15-12-1990                     |                |
| 11      | Widows / Divorced Women / Women judicially separated from their husbands and who are not remarried & SC                                                                                                  | 15-12-1985                     |                |
| 12      | Meritorious Sports Persons (MSP)                                                                                                                                                                         | 15-12-1990                     |                |
| 13      | Meritorious Sports Persons (MSP) & SC                                                                                                                                                                    | 15-12-1985                     |                |

**Controller of Examinations  
Puducherry Examining Authority**