

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

No. 20586/DSE/Dte.Estt /A6/2009

Pondicherry, dated 18/12/2009.

**RECRUITMENT TO THE POST OF TRAINEE SCHOOL LIBRARIAN IN EDUCATION
DEPARTMENT**

The Director of School Education invites applications from the residents of the Union Territory of Puducherry for the post of Trainee School Librarian in the Directorate of School Education to be engaged on contract basis for a period of three years at a consolidated wages of Rs. 8000/- p.m.

2. Total No. of vacancies and details of reservation are indicated below (the vacancies are only provisional and subject to change).

Vertical Reservation		Horizontal Reservation	
GENERAL	15	XSM	2
MBC	6	MSP	2
OBC	4		
SC	5		
TOTAL	30		4

3. The applicants should fulfill the following eligibility conditions :

- i. Age-limit : Between 18 and 32 years as on 11.01.2010 which is the last date of receipt of applications. Age-limit is relaxable for MBC, OBC, SC, Ex-Servicemen, Meritorious Sports Person and Physically Handicapped candidates in accordance with instructions issued by the Government of India from time to time.
- ii. Educational and other qualifications : A Bachelor Degree from recognized University or equivalent:
and
A Bachelor Degree in Library Science from recognized University or equivalent.
- iii. Nativity / Residence Conditions : Those who are the natives of Union Territory of Puducherry 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 post.

4. The conditions of contract, method of recruitment and other required details are available in the Annexure attached with the application.

..2/-

5. The applications can be had from the **Directorate of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, 100 Feet Road, Anna Nagar, Pondicherry – 605 005** during Office hours on all working days upto 08.01.2010 free of cost.

6. The application may also be obtained from the following Institutions / Offices until 08.01.2010.

1. Office of the Chief Educational Officer, Karaikal / Mahe.
2. Office of the Delegate to DE, Yanam.

7. The application form can also be downloaded from the Website <http://www.pon.nic.in>

8. All the prospective candidates are advised to submit application to the Department even though their names have been sponsored by the Employment Exchange. If they fail to submit separate application in the prescribed format their candidature will not be considered merely on the strength of their name having been sponsored by the Employment Exchange as this Department requires various data regarding academic / technical qualifications during the recruitment process.

9. The filled in application should reach the **Director of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, 100 Feet Road, Anna Nagar, Pondicherry – 605 005**, before 5.00 p.m on 11.01.2010.

NOTE: GEN – General, MBC – Most Backward Classes, OBC – Other Backward Classes, SC – Scheduled Caste (Origin), XSM – Ex-servicemen, MSP – Meritorious Sports Person, PH – Physically Handicapped.

(Dr. S. SUNDARAVADIVELU)
DIRECTOR OF SCHOOL EDUCATION

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Perunthalaivar Kamarajar Centenary Educational Complex, 100 Feet Road, Anna Nagar,
Puducherry – 605 005

APPLICATION FOR THE POST OF TRAINEE SCHOOL LIBRARIAN - 2009

- (Note : i) Read instructions before filling in the application
 ii) To be filled in by the Candidate in BLOCK LETTERS)
 iii) Put √ mark against the relevant box
 iv) Attested Copies of relevant certificates should be enclosed

Affix a recent
passport size
photograph
attested by a
Gazetted
Officer

1. Name of the Applicant
2. Father's / Husband's Name
3. Date of Birth :
4. Age as on 11.01.2010 : Years Months Days
5. Sex : Male Female
6. Educational and Technical Qualifications :

Sl. No.	Qualification	Main subject in Bachelor Degree	Month & Year of passing	Name of the University	Total of maximum marks	Total marks obtained	Percentage of marks
1.	S.S.L.C.						
2.	H.S.C.						
3.	Bachelor Degree						
4.	B.L.I.S.						

7. Employment Registration Code No :

DD MM YY

8. Date of Registration :

SSLC :

H.Sc :

BACHELOR DEGREE :

B.L.I.S. :

Date of Last Renewal :

9. Nationality : INDIAN OTHERS

10. Whether Native / Resident of U.T. of Puducherry : YES NO

11. Religion : HINDU MUSLIM CHRISTIAN

OTHERS

12. Community : GEN MBC OBC SC ST

13. If belongs to Reserved Community : ORIGIN MIGRANT

14. Category : XSM PH MSP

15. Examination Centre opted : Puducherry Karaikal

16. Address for Communication :

Pincode

Phone No.

Mobile No.

DECLARATION

I have carefully read the instructions contained in the prospectus. I hereby declare that the information furnished above by me is true and correct to the best of my knowledge and I understand that my application is liable to be rejected if any information given above is found to be false.

SIGNATURE OF THE CANDIDATE

DATE:

PLACE:

ANNEXURE

GOVERNMENT OF PUDUCHERRY DIRECTORATE OF SCHOOL EDUCATION

Perunthalaivar Kamarajar Centenary Educational Complex, 100 Feet Road, Anna Nagar,
Pondicherry – 605 005

APPLICATION FOR THE POST OF TRAINEE SCHOOL LIBRARIAN - 2009

The candidates should read the terms and conditions carefully before filling in the application and they should satisfy themselves that they fulfill the eligibility condition in all respects prescribed in the notification.

Terms and Conditions of Contract:

1. The Trainee School Librarian will be engaged on contract basis for a period of three years subject to the following conditions:-
 - i) The Trainee School Librarian will be engaged until the closure of the schools for summer vacation and disengaged until reopening of the school, again.
 - ii) They are not entitled to leave of any kind other than the casual leave of one day for every completed month of service and public holiday and regular holiday.
 - iii) They are not entitled to any service benefits including pension, invalid pension, Gratuity, bonus and other retirement benefits etc. taking into account the period of their contract service.
 - iv) The service rendered by them will not be reckoned for the purpose of seniority and promotion or for any other benefit under other Service Rules.
 - v) Their services may be terminated by the Director of School Education after issue of one month notice, if their services are not upto the expected standard for any other specific reasons, based on the report by the Screening Committee. They may also discontinue their services after giving one month notice, if they do not want to continue.
 - vi) Based on the performance report furnished by the Screening Committee the Trainee School Librarian working in Directorate of School Education may or may not be considered for re-engagement during the contract period and for regular appointment on completion of 3 years of contract service.
 - vii) They should enter into an agreement with the Department before appointment.

Residence / Nativity Certificate

1. The candidates should furnish any one of the following certificates as a proof of their residence:
 - a) Nativity / Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within one year prior to 11.01.2010.
 - b) Service Certificate obtained from the respective Head of Office in respect of children / spouse of State Government servant, who are working on regular basis.

Community Certificate

Caste Certificate for MBC / OBC / SC obtained from an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar within one year prior to 11.01.2010 in the prescribed form alone will be accepted. Application with old certificate or combined certificate will not be considered against reserved vacancies.

How to apply:

Candidates who have fulfilled the above eligibility conditions may submit their duly filled in application to the Directorate of School Education, Puducherry along with the Attested copies of the following certificates.

- 1) Birth Certificate / Board Certificate indicating date of birth
- 2) S.S.L.C. mark list
- 3) H.S.C. or its equivalent mark list
- 4) Degree Certificate along with entire Yearwise / semester wise mark sheets
- 5) B.L.I.S. Certificate along with entire Yearwise /semester wise mark sheets
- 5) Nativity / Residence Certificate
- 6) Community Certificate, i.e. MBC/OBC / SC
- 7) Category Certificate, i.e. XSM / MSP / PH obtained from the competent authority
- 8) Employment Registration Card

Cut off date for certificates

The Certificates of educational / technical qualifications, community, category, nativity / residence and experience certificates issued upto 11.01.2010 only will be taken into account. Production of certificates issued after the due date will not be entertained and the application will be summarily rejected.

Method of Recruitment :

The Method of Recruitment are as follows:

(a) Competitive Written Examinations (50 marks):

A maximum of 50 marks will be awarded for Competitive Written Examination. The Competitive Written Examination will be Objective type with multiple choice questions and the syllabus will be on the relevant academic, civic and current affairs.

- i) A maximum of 50 marks will be awarded for Competitive Written Examination
- ii) The Competitive Written Examination will consist of a single paper of 3 hours duration for 150 marks which will be reduced to a maximum of 50 marks for calculating the aggregate percentage in the recruitment process.
- iii) The question paper will be in Objective type with multiple choice questions.
- iv) The candidates will be required to answer the questions in the special OMR answer Sheet to be provided by the Department.
- v) The question paper will be in both English and Tamil.

(b) Practical Test (30 marks):

A maximum of 30 marks will be awarded for Practical Test.

(c) Weightage for Employment Registration (10 marks):

A maximum of 10 marks will be awarded for seniority in the Employment Exchange at the rate of one mark for each completed year of seniority in the Employment Exchange, subject to a maximum of 10 marks.

(d) Interview (10 marks) :

A maximum of 10 marks will be awarded for Oral Interview.

Short listing of candidates for interview

The candidates will be short listed based on the aggregate marks awarded for written examination, Employment Seniority in the ratio of 1: 3 and called for practical test and interview.

Certificate Verification

The short listed candidates will be called for certificate verification. At that time they will have to produce all the original certificates failing which they will not be allowed to attend the interview.

Final Selection

Final selection will be made from among the short listed candidates who have been called for practical test and Interview based on the overall marks obtained in the entire recruitment process in the order of merit subject to rules of reservation.

Operation of waiting list if any

Waiting list, if any, is drawn it will be operated if any vacancy remains unfilled due to any contingencies after operation of merit list, the wait list will be operated in the order of merit.

Last Date for receipt of application

The filled in application should reach the Director of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, 100 Feet Road, Anna Nagar, Pondicherry – 605 005 before 5.00 p.m on 11.01.2010.

Acknowledgement for receipt of application

Those who submit the application in person may collect an acknowledgement for receipt of application from the Receipt Section of the Department.

It is advised in the interest of applicants that those who are sending their application by post may send it by registered post with acknowledgement due, to avoid loss in transit.

Date, Centre and Venue of Examination

The Competitive written examination will be held in Puducherry and Karaikal. The Date and Venue of the examination will be intimated in due course.

General Instructions

1. The application should be filled in neatly and legibly without any overwriting / erasures in Block letters only using a ball pen.
2. No original certificate should be sent along with the application.
3. Original certificates will have to be produced at the time of verification of certificates.
4. Persons who are already in service in any Central / State Government Departments / PSU should send their application through proper channel before the due date.
5. Applications received after the due date will be summarily rejected. Similarly incomplete applications and applications without the required certificates will also be rejected.
6. No correspondence will be entertained with regard to the recruitment process.
7. Change of Address if any after submission of application should be intimated to the Department or otherwise the Department will not be responsible for any delay / non-delivery of letters.
8. No request for change of Examination Centre will be entertained.
9. No T.A /D.A will be paid for attending the Competitive Examination / Practical Test / Interview.
10. The Department reserves the right to enhance / reduce the number of posts and also to cancel the recruitment process without assigning any reasons there for. No enquires will be entertained in this regard.

DIRECTOR OF SCHOOL EDUCATION