

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

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No.A.32016/DRDM/Estt/A2/2008

Puducherry, the 01-10-2009

**NOTIFICATION**

**Sub:** Rev. Estt. – Filling up of the posts of Village Administrative Officer under direct recruitment – Re-notification – Issued – Reg.

**Ref:** This Department's notification No.A.32016/DRDM/Estt./A2/2008 dated 19-05-2009

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In supercession of this Department's notification cited above, applications are again invited from Indian citizens who are residents/natives of the Union Territory of Puducherry for the following posts in the Department of Revenue and Disaster Management, Puducherry. This is an additional chance to those who are qualified to apply.

Name of the post & Scale of pay	Total number of vacancies	Break-up of reservation			Reservation on horizontal basis		
		Gen	OBC	SC	XSM	MSP	PH
<b>Village Administrative Officer</b> Pay band Rs.5200 – 20200 Grade pay Rs.2400 (Group 'C')	<b>42</b> (clear vacancies and anticipated vacancies due to promotion and retirement)	<b>21</b>	<b>14</b> (OBC -6 MBC-8)	<b>7</b>	<b>4</b>	<b>2</b>	<b>-</b> (VAO is not an identified post for PH)

**2. EDUCATIONAL / TECHNICAL QUALIFICATIONS MINIMUM REQUIRED:**

- (i) A pass in HSC in 10+2 pattern or its equivalent.
- (ii) A pass in Certificate course in Computer Application or any higher qualification in Computer Application, conducted by an institute recognized by the Government.

Note:

Explanation:- Higher qualification in Computer Application includes Diplomas or Degrees issued by recognized Institutions/Universities.

3. **AGE LIMIT:** Between 18 to 32 years as on 15-10-2009 (Relaxable for OBC, MBC, SC, XSM and MSP candidates in accordance with the instructions issued by the Government of India from time to time).

4. **RESIDENT / NATIVITY:** The candidates who are the natives of the Union Territory of Puducherry by continuous residence in the Union Territory of Puducherry for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts. They should produce the required certificate issued by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

5. The candidates are required to submit the applications in the prescribed format given below, which may be typed out and filled up by the candidates along with the following copies of the certificates duly attested by a Gazetted Officer:

- (i) Certificate showing the Educational / Technical qualifications.
- (ii) Birth certificate.
- (iii) Residence/Nativity certificate issued within one year prior to 15-10-2009.
- (iv) SC/OBC/MBC certificate issued after 15-10-2008.
- (v) Category certificate for XSM/MSP issued by the Competent Authority.

6. Qualifications obtained after 15-10-2009 shall not be considered.

7. The candidates will have to produce all their original certificates separately when called for verification.

8. **No original certificate should be sent** along with the application.

9. Such of those applicants who are already in service should send their applications through proper channel in advance so as to reach before the prescribed date and time.

10. The filled in application should reach the Additional Secretary (Revenue), Department of Revenue and Disaster Management, First Floor, Revenue Complex, Saram, Puducherry-605 013 on or before 15-10-2009, 05.45 P.M.

11. The Additional Secretary (Revenue), Puducherry reserves the right to enhance/reduce the number of posts and also to cancel the recruitment process. No interim enquiries will be entertained.

12. Recruitment will be made based on a written test of objective type questions. The date, time and venue for the written test will be intimated to the eligible candidates later. The Written Test will consist of 150 questions among i) General English, ii) Mathematics, iii) Science, iv) Reasoning, v) Indian constitution, vi) Polity, vii) History, viii) Current Affairs **EACH QUESTION WILL BE IN ENGLISH, TAMIL, MALAYALAM AND TELUGU.**

13. Applications furnished without the required particulars/ certificates or which are in incomplete shape or those received after the prescribed date will be rejected and no further correspondence in this regard will be entertained.

14. The recruitment notification and application form can also be downloaded from the following 'website'.

<http://www.pon.nic.in>

15. **THOSE APPLIED EARLIER IN RESPONSE TO THE NOTIFICATION CITED, NEED NOT APPLY AGAIN.**

(G. RAGESH CHANDRA)  
ADDITIONAL SECRETARY (REVENUE)

**Note: Abbreviations:- Gen - General, OBC - Other Backward Class, MBC - Most Backward Class, SC - Scheduled Caste, XSM - Ex-Serviceman, MSP - Meritorious Sports Person.**

## APPLICATION FOR THE POST OF VILLAGE ADMINISTRATIVE OFFICER

Affix  
Passport size  
photograph  
duly attested  
by a Gazetted  
Officer

1. Name of the Candidate (Capital letters) :
2. Father's / Husband's name :
3. Nationality :
4. Address for communication :  
(in block letters with pin code)
5. Date of Birth :  
5.1 Age as on 15-10-2009 :  
(completed years & months)
6. Sex : Male / Female
7. Employment Exchange of U.T. of Puducherry :  
7.1 Registration Number } :  
7.2 Date of Registration } if available :
8. Community (SC / OBC /MBC/ GEN) :  
(Attested copy of certificate should be enclosed)
9. Category (XSM / MSP) :  
(Attested copy of certificate should be enclosed)
10. Whether Native of U.T. of Puducherry :  
(Attested copy of certificate should be enclosed)
11. Educational Qualifications :  
(Attested copy of certificate should be enclosed)
12. Details of Attested copies of certificates enclosed (Please tick / ) :
  1. Birth Certificate
  2. Educational/Technical qualification  
Certificates along with mark sheet  
a) HSC in +2 pattern or its equivalent  
b) Computer Application
  3. Nativity/Residence certificate
  4. Community certificate
  5. Employment registration card
  6. Category certificate(XSM/ MSP)
13. Any other information if any :

I hereby certify that the information furnished above by me is true and I understand that my application is liable for rejection at any stage if any information given is found to be false. I undertake to furnish the originals of all certificates for verification as and when called for.

**Date:**

**Place:**

**Signature of the Candidate**