

**PANDIT JAWAHARLA NEHRU COLLEGE OF AGRICULTURE AND RESEARCH INSTITUTE,  
SERUMAVILANGAI, NEDUNGADU, KARAIKAL, PUDUCHERRY**

(Sponsored by Government of Puducherry, Affiliated to Pondicherry University, Accredited by ICAR,  
Recognized by UGC & Approved as STAR College by DBT)

Email: pajancoari.kkl@nic.in Tel: 04368-261372

Dr. R. SANKAR, Ph.D.

DEAN

No.PJN/Estt (i)/RR/Notification/2025

Dt: 14.08.2025

**NOTIFICATION**

The proposed draft Recruitment Rule for the post of **Upper Division Clerk** in PAJANCOA & RI, Karaikal is uploaded for information of all concerned. It is requested that comments/objections, if any, may be brought to the notice of the undersigned within 30 days from the date of uploading of this Notification in the College website. The comments/ objections received, after the due date will not be entertained.

This issue with the approval of the Competent Authority.

To

✓ The Professor and Head,  
Dept. of Agri. Economics & Extension,  
PAJANCOA & RI, Karaikal.

-with a request to upload the draft  
Recruitment Rule in the college website.

*R. Sankar*  
DEAN i/c *Keel*  
DEAN

Pandit Jawaharlal Nehru College of  
Agriculture & Research Institute,  
Karaikal - 609 603.  
U.T. of Pondicherry

Copy to :

PA to Dean/College Notice Board





**PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND RESEARCH INSTITUTE,  
KARAIKAL**

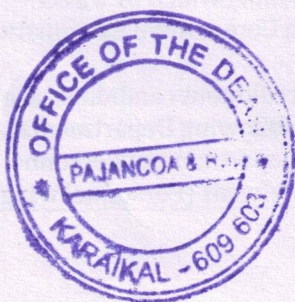
**SCHEDULE**

**DRAFT RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK**

1.	Name of the Post	<b>Upper Division Clerk</b>
2.	Number of the posts	4 (Four) 2025
3.	Classification	General Central Service Group "C" (Non - gazette, Ministerial).
4.	Level in the Pay Matrix	Pay Band 1  Rs. 5,200-20,200 + GP Rs. 2,400
5.	Whether selection post or Non - selection post	Not applicable
6.	Age limit for direct recruits	Between 18 and 32 years of age (Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by Central Government, provided such Govt. servants are working for not less than 3 years in posts, which are in the same line or allied cadres and where a relationship can be established that the service rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made)  NOTE(1) In the case of recruitment made through the employment exchange, the crucial date for determining the age limit shall in each case, be the last date up to which the Employment Exchanges are asked to submit the names.  NOTE(2) In case of recruitment made through advertisement the crucial date for determining the age limit shall be closing date of receipt of applications.
7.	Educational and other qualification required for direct recruits.	Degree of recognized University.
8.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	NO
9.	Period of probation, if any	Direct recruits: Two years Promotees: Nil
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / adsorption and percentage of the vacancies to be filled by various methods.	50% by deputation failing which by direct Recruitment through Competitive Examination.  NOTE: The direct recruitment candidates are required to pass the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel wing),



		<p>Puducherry within the period of probation, namely:-</p> <p>(i) Accounts test for Subordinate Officers;</p> <p>(ii) Common General Departmental test for Ministerial Staff and should also pass typewriting test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognized Board of Technical Education; and</p> <p>(iii) Office Automation.</p> <p>50% by promotion from Lower Division Clerks who have completed 8 years service in the grade after appointment thereto on regular basis and should have passed the following tests namely:-</p> <p>(i) Accounts Tests for subordinate Officers; and</p> <p>(ii) Common General Departmental Test for Ministerial Staff.</p>
11.	In case of recruitment by promotion / deputation absorption, grades from which promotion / deputation / absorption is to be made	<p>Promotion from Lower Division Clerks who have completed 8 years of service in the grade after appointment thereto on regular basis and should have passed the following departmental tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry namely:-</p> <p>(i) Accounts Tests for subordinate Officers; and</p> <p>(ii) Common General Departmental Test for Ministerial Staff.</p>
12.	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition.	<p>Group "C" Departmental Promotion Committee (for considering promotion/Department Confirmation Committee (for considering confirmation) / Recruitment Committee:-</p> <ol style="list-style-type: none"> <li>1. Secretary to Govt. (Agriculture) - <b>Chairman,</b></li> <li>2. Director of Agriculture - <b>Member,</b></li> <li>3. One member nominated by the Chairman of the Board- <b>Member,</b></li> <li>4. Dean, PAJANCOA - <b>Member Secretary.</b></li> </ol>



R-S-E-O-S

DEAN i/c

DEAN 12/12

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