

**PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND RESEARCH
INSTITUTE, SERUMAVILLANGAI, KARAİKAL, PUDUCHERRY (UT)**

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

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Dr. R. Sankar, Ph.d.,
DEAN i/c.,

No:PJN/E1/LDC/RR/Notification/2025.

Dt.26.11.2025.

NOTIFICATION

The proposed draft Recruitment Rule for the post of Lower 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 approval of the Competent Authority.

RS - 0005
27/11

(Dr. R. SANKAR)
DEAN i/c.,

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

- With a request to upload the draft
Recruitment Rule in the College website.

Copy to:
PA to Dean / College Notice Board.

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

RECRUITMENT RULE TO THE POST OF LOWER DIVISION CLERK

SCHEDULE

Sl.No	Description	Amendment proposed
1	Name of the post	Lower Division Clerk
2	Number of posts	4 (Four) 2025
3	Classification	General Central Service Group " C" (Non - gazetted) Ministerial.
4	Level in the Pay Matrix	Level - 2 (Pre-revised Pay Band - 1, Rs.5200-20200, Grade Pay Rs.1,900)
5	Whether selection post or Non-selection post	Non-selection
6	Age limit for direct recruits	<p>Between 18 and 30 years of age (Relaxable for Govt. servants including Multi Tasking Staff (Security/House Keeping/General) 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)</p> <p>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 upto which the Employment Exchanges are asked to submit the names.</p> <p>NOTE(2) In case of recruitment made through advertisement the crucial date for determining the age limit shall be closing date of receipt of application.</p>

7	Educational and other qualification required for direct recruits.	<p>(a) A pass in H.Sc., (12th Class) or equivalent from a recognized Board or University.</p> <p>(b) A pass in Type writing Lower Grade Examination in English or Tamil conducted by Government /Board of Technical Education.</p> <p style="text-align: center;">OR</p> <p>A typing speed of 35 W.P.M. in English Or 30 w.p.m. in Tamil on computer (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 depression for each word).</p> <p>NOTE: Candidates who have passed the written examination shall also pass the typing Speed test on computer for final selection for appointment to the post. However, those who have passed the typewriting lower grade examination in English / Tamil conducted by the Government /Board of Technical Education need not undergo the typing speed test.</p>
8	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.	<p>Educational Qualification: SSLC (10th Class pass) or its equivalent.</p> <p>Age limit: No.</p>
9	Period of probation, if any	Two years (for Direct recruits only)
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	<p>(1) 50% By promotion.</p> <p>(2) 50% By deputation, failing which by direct recruitment.</p> <p>NOTE:(1) The candidates selected through direct recruitment shall have to undergo Capsule training including office automation to be conducted by the Government of Puducherry. The training will be conducted in English and the progress of training will be assessed through tests. If it is found that the performance of the trainees in these tests is non-satisfactory and if any trainee is unable to imbibe the training, suitable action including his /her discharge from the service will be taken under the rule.</p> <p>NOTE:(2) Direct recruits shall have to pass the prescribed departmental tests within the period of probation.</p> <p>NOTE: (3) The promotees shall have to pass the prescribed departmental tests within 2 years from the date of promotion.</p>

11	In case of recruitment by promotion/ deputation / absorption grades from which promotion/ deputation/ absorption is to made.	Promotion by non-selection method. Multi Tasking Staff (General), Multi Tasking Staff (Security), Multi Tasking Staff (House Keeping) who have completed 3 years service in the respective grade after appointment thereto on regular basis and possess SSLC (10 th Class pass or equivalent). NOTE: The promotees appointed to the post by non-selection method should pass the typewriting exam (Lower Grade) in English or Tamil conducted by Government / Board of Technical Education or should pass the typing speed test on computer conducted by Puducherry Administration within 2 years from the date of promotion.
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition.	Group "C" Departmental Promotion Committee (for considering promotion/Departmental Confirmation Committee (for considering confirmation) Recruitment Committee:- <ol style="list-style-type: none"> 1. Secretary to Govt. (Agriculture) - Chairman, 2. Director of Agriculture - Member, 3. One member nominated by the Chairman of the Board - Member, 4. Dean, PAJANCOA - Member Secretary.
13	Remarks	Not Applicable

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**DEAN i/c.,
PAJANCOA & RI**