



PUDUCHERRY DISTILLERIES LIMITED

(A Government. of Puducherry Undertaking)

R.S.NO.144-145, ARIYAPALAYAM, VILLIANUR, PUDUCHERRY-605 110.

Applications are invited from eligible Indian Citizens who are Natives / Residence of Union Territory of Puducherry for Recruitment to the following categories of posts in PDL (Puducherry Distilleries Limited):

Name of the Post & Scale of Pay	Total No. of vacancies	Break-up Reservation			
		SC	OBC	MBC	UR
1. Deputy Manager (Personnel & Administration) PB-2 Rs.9300-34800 + Grade Pay Rs.4200	1	-	-	-	1
2. Data Processing Assistant PB-2 Rs.9300-34800 + Grade Pay Rs.4200	1	-	-	-	1
3. Data Entry Operator PB-1 Rs.5200-20200 + Grade Pay Rs.2800	1	-	-	-	1
4. Lab. Chemist PB-1 Rs.5200-20200 + Grade Pay Rs.2800	1	-	-	-	1
5. Upper Division Clerk PB-1 Rs.5200-20200 +Grade Pay Rs.2400	5	1	1	1	2
6. Lower Division Clerk PB-1 Rs.5200-20200 +Grade Pay Rs.1900	6	1	-	1	4
7. Electrician Grade-III PB-1 Rs.5200-20200 + Grade Pay Rs.1900	2	-	-	-	2

Details such as, Eligibility Criteria, Qualifications prescribed, Experience etc. and format for applications are available **“Recruitment Section” of Government of Puducherry website**

□ www.pon.nic.in Last date for submission of Application is on or before **5.00 P.M.** on **1.10.2012.**

K. KUMARAKRISHNAN
MANAGING DIRECTOR.



PUDUCHERRY DISTILLERIES LIMITED

(A Government of Puducherry Undertaking)

R.S.NO.144-145, ARIYAPALAYAM, VILLIANUR, PUDUCHERRY-605 110

No.PDL/EMP.NFN.No.:01/2012

Dated:31.8.2012.

NOTIFICATION

Sub: PDL – Recruitment to certain categories of posts - Notification –
Issued – Reg.

Applications are invited from eligible Indian Citizens who are Natives / Residence of Union Territory of Puducherry for Recruitment to the following categories of posts in PDL (Puducherry Distilleries Limited):

Name of the Post & Scale of Pay	Total No. of vacancies	Break-up Reservation			
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1. Deputy Manager (Personnel & Administration) PB-2 Rs.9300-34800 + Grade Pay Rs.4200	1	-	-	-	1
2. Data Processing Assistant PB-2 Rs.9300-34800 + Grade Pay Rs.4200	1	-	-	-	1
3. Data Entry Operator PB-1 Rs.5200-20200 + Grade Pay Rs.2800	1	-	-	-	1
4. Lab. Chemist PB-1 Rs.5200-20200 + Grade Pay Rs.2800	1	-	-	-	1
5. Upper Division Clerk PB-1 Rs.5200-20200 +Grade Pay Rs.2400	5	1	1	1	2
6. Lower Division Clerk PB-1 Rs.5200-20200 +Grade Pay Rs.1900	6	1	-	1	4
7. Electrician Grade-III PB-1 Rs.5200-20200 + Grade Pay Rs.1900	2	-	-	-	2

II. EDUCATIONAL / TECHNICAL QUALIFICATIONS AND EXPERIENCE REQUIRED

Sl. No.	Name of the Post	Educational / Technical qualification		Experience
		Essential	Desirable	
1.	Deputy Manager (Personnel & Administration)	A Degree in any Discipline with Diploma. in Personnel Management	Post Graduation or Degree in Computer Programming / Applications	3 years in Relevant field
2.	Data Processing Assistant	B.E. / B.TECH in Computer Technology or MCA / M.Sc Computer Science or Equivalent	---	3 years in relevant field

3.	Data Entry Operator	Graduate with Dip. In Software applications.	---	2 Years.
4.	Lab. Chemist	B.Sc. (Chemistry) or Equivalent	---	2 Years.
5.	Upper Division Clerk	(1) A Degree of a recognized University (2) Pass in Typewriting Lower in English	---	2 Years
6.	Lower Division Clerk	(1) A Pass in Higher Secondary Certificate (2) Pass in Typewriting Lower in English	---	2 Years
7.	Electrician Grade-III	A Pass in SSLC or Equivalent with ITI Certificate in Wireman Trade issued by Competent authority	---	2 years.

III. AGE LIMIT

Between 18 and 32 years as on 31.8.2012. Age limit is relaxable for OBC, MBC, SC, and In-service Govt. Servants in accordance with the instructions issued by Govt. of India from time to time.

IV. NATIVITY / RESIDENCE

Those who are the native of Union Territory of Puducherry and residents by continuous residence in the Union Territory for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts. The applicants on selection should furnish the fresh Nativity / Residence Certificate issued by an Officer not below the rank of Deputy Tahsildar, Dept. of Revenue and Disaster Management, Govt. of Puducherry. The certificate should have been issued within one year from the date of notification of results of the recruitment test.

V. COMMUNITY CERTIFICATE

The selected applicants should submit fresh Caste Certificate for OBC, MBC and SC obtained in the prescribed form issued by an Officer not below the rank of Deputy Tahsildar, Dept. of Revenue and Disaster Management, Govt. of Puducherry. The certificate should have been issued within one year from the date of notification of results of the recruitment interview / test.

VI. SUBMISSION OF APPLICATION

The candidates are required to submit the applications in the **prescribed format as given in the annexure** which may be typed out or may be downloaded from the website and filled up by the candidates with the following attested copies of the certificates superscribing the envelope as "APPLICATION FOR THE POST OF "....." addressed to the "**MANAGING DIRECTOR, PUDUCHERRY DISTILLERIES LIMITED, (A Govt. of Puducherry Undertaking), R.S.Nos.144-145, ARIYAPALAYAM, VILLIANUR, PUDUCHERRY – 605 110** and shall reach this office on or before **5.00 P.M. on 1.10.2012:**

- (1) Certificates showing the Educational / Technical Qualifications
- (2) Birth Certificate.
- (3) Experience Certificates.
- (4) Caste / Community Certificate.
- (5) Nativity Certificate

and

(6) Two Passport Size Photographs recently taken (The name of the candidate should be written in block letters on the backside of the photo), besides one photograph affixed on the application form duly attested.

VII. EVALUATION OF APPLICATIONS

Evaluation of applications will be done taking into account of all factors such as, possessing Essential and Desirable qualifications, Age, Experience and verifying all other certificates viz., Community and Nativity certificates etc.

VIII. METHOD OF SELECTION

1. Recruitment will be made based on a written test of objective type of questions. The question paper will be in General English and concerned subjects for the posts at Sl.Nos.1 to 7.
2. Typewriting / Trade test will be conducted for the posts at Sl.Nos.2,3,5 & 6 and practical test will be conducted for the posts at Sl.Nos.4 & 7.
3. The duration of session is 2 hours. The date, time and venue for the written test will be intimated to the eligible candidates later.

IX. GENERAL

1. No original certificates should be sent along with the application.
2. The candidates will have to produce all of their original certificates separately when called for verification.
3. The selected candidates shall be required to submit all the original certificates. Any failure / deviation to produce these certificates shall lead to cancellation of their selection and the onus of responsibility shall solely be with the candidates to produce the original certificates.
4. 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.
5. Applications furnished unsigned and without the required particulars / certificates or which are incomplete in shape or those received after the prescribed date and time will be rejected and no further correspondence in this regard will be entertained.

K. KUMARAKRISHNAN
MANAGING DIRECTOR.

ANNEXURE

APPLICATION FOR THE POST OF “.....”

Affix a recently
taken Passport Size
Photograph duly
attested

1. Name of the Applicant :
2. Father's / Husband's Name :
3. Date of Birth :
4. Age as on 31.8.2012 :
5. Sex :
6. Marital Status :
7. Permanent Address :
8. Address for communication :
9. Telephone / Mobile No./ E.Mail I.D. :
10. Nationality :
11. Religion :
12. Community :

13. Educational / Technical Qualifications:
(From SSLC onwards)

Sl.No.	Qualification	Name of the Board / University	Month & Year of Passing

14. Experience details:

Sl.No.	Name of the Organisation	Designation / Post Held	Period of service Fromto.....

15. Have you Regd. in Employment

Exchange?

- a. Region :
- b. Registration No. :
- c. Next Renewal Date :

DECLARATION

1. I have read the provisions in the Notification carefully and hereby undertake to abide by them. Also I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled.

PUDUCHERRY

DATE:

SIGNATURE OF THE APPLICANT.

Encl: