

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF TOURISM**

No.1655/Tourism/Estt/A2/2022

Puducherry, dt.:22.11.2022.

**Date and time for submission
of online application:
24.11.2022 (10:00 a.m.)
to 23.12.2022 (05:45 p.m.)**

NOTIFICATION

Applications are invited from the eligible Indian Citizens who are Natives / Residents of the Union Territory of Puducherry for the Competitive Examination to be held for direct recruitment to the post of **TOURISM ASSISTANT** (Group 'C' Non-Gazetted – Non-Ministerial) in the Department of Tourism, Puducherry as detailed below:

Name of the post and Level in the Pay matrix	Total Number of Vacancies	UR	Reservation		
			Vertical		
			EWS	MBC	OBC
Tourism Assistant Level 4	5	2	1	1	1

Abbreviations:

UR-Un-Reserved, **EWS**-Economically Weaker Section, **MBC**-Most Backward Classes, **OBC**- Other Backward Classes

Note:-

The vacancies notified are existing as well as anticipated. However, Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

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I. QUALIFICATION FOR ELIGIBILITY:

Educational and other qualifications required for Direct Recruits:-	
I.	Essential : Degree in Tourism studies from a recognized University /Institution. (OR) a Degree with Post Graduate Diploma in Tourism from a recognized University /Institution. (OR) 3 (three) years Diploma in Hotel Management from a recognized University /Institution.
II.	Desirable : (i) Practical experience for 2 years in the Tourism field; and (ii) Knowledge of Computer Application.

II. AGE LIMIT:

Between 18 and 32* years of age as on **23.12.2022**. Age limit is relaxable in respect of MBC, OBC, Ex-Servicemen, Persons with Benchmark Disabilities, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married and In-service officials as detailed below:-

Category	Relaxation of Upper Age Limit**
MBC/OBC	3 years
Ex-Servicemen (XSM) (For details of Reservation and Concession to XSM refer Part-IV of General Instructions to candidates)	Period of military service plus 3 years.
Persons with Benchmark Disabilities (For Physical requirements & categories of disabilities suitable for this job, refer Part-II of General Instructions to candidates)	10 years (in respect of reserved applicants, over and above the admissible relaxation of 3 years for MBC/OBC).
Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married.	Up to the age of 35 years

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In-service applicant (Refer XI)	Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by Central Government, provided such Government servants are <u>working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established</u> that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made.
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* Relaxation of two years in the upper age limit prescribed for the post of TOURISM ASSISTANT has been provided as one time measure as per G.O. Ms. No.50, dated 29.07.2022 issued by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

** Requirement of Age for candidates belonging to various categories are given in Part-IV of this Notification.

III. NATIVITY / RESIDENCE:

Those who are natives of Union Territory of Puducherry or residents 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. The applicants on selection should furnish the fresh Nativity/Residence Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of Certificate verification.

IV. COMMUNITY CERTIFICATE:

The selected applicants should submit a fresh Community Certificate for MBC/OBC obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification.

V. CERTIFICATE FOR EWS CANDIDATES:

The candidates selected under EWS category should submit income & asset certificate obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar at the time of certificate verification.



VI. WIDOWS /DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS AND WHO ARE NOT RE-MARRIED.

The applicants who apply under the category of Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married, should necessarily submit a Certificate issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they are not re-married at the time of certificate verification.

VII. PERSONS WITH BENCHMARK DISABILITY (PwBD):

The applicants who are Persons with Benchmark Disability (PwBD), on selection should necessarily submit the Medical Certificate issued by District Medical Board, Government of Puducherry at the time of certificate verification. Certificate received from any other authority will not be accepted. The categories of disability suitable for the post are detailed in Part-III of General Instructions to candidates.

VIII. MODE OF RECRUITMENT/PATTERN OF EXAMINATION:

(a) Written Examination:

The vacancies in the above said post will be filled through a Competitive Examination. The Question paper will be of Degree Standard of objective type consisting of a single part in forenoon session with a duration of 2 hours having 100 questions carrying one mark each question from General English, Indian History, Culture, Civilization and Geography, Front Office Management and Book Keeping. Negative mark of 0.25 will be awarded for every wrong answer and multiple answers will be treated as a wrong answer. Further the candidates are cautioned that corrections in the marked answer will also be treated as wrong answer. Candidates are, therefore, advised to keep this aspect in mind while answering the questions. The Question paper will be in English only.

Answering would be in the form of shading the correct answer by using BLACK BALL POINT PEN only and the applicants are permitted to take the carbon copy of their answer sheet along with their question booklet.

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The answer key will be published in the recruitment website <https://recruitment.py.gov.in> and also in the official website of the Department of Personnel and Administrative Reforms (Personnel Wing) viz., <https://dpar.py.gov.in> after completion of Examination process.

Minimum qualifying marks prescribed for the written examination:

A list of candidates will be provisionally shortlisted from the merit list based on the marks obtained by the applicants in the Written Examination subject to reservation as per rules in force. Minimum qualifying marks to be secured by the various category of candidates are as follows:-

UR	:	30%
MBC / OBC /EWS	:	25%

Note:

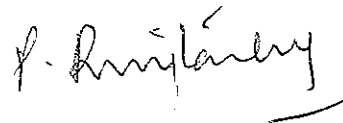
1. The Merit list will be drawn based on marks obtained by the applicants in the Competitive examination. Select list will be drawn as per rules in force.
2. The validity of operation of wait list, if drawn, will be of two years from the date of declaration of the results/publication of Provisional select list. The wait list will be operated in the event of occurrence of vacancy caused in the select list due to rejection of candidature for non-production of required certificates, non-appearance of candidate for certificate verification, non-joining of candidate within the stipulated time allowed for joining the post (or) when a candidate joins but resigns (or) dies within a period of one year from the date of joining etc.

IX. DATE AND VENUE OF EXAMINATION:

The Competitive Examination will be held only in **Puducherry** region of Union Territory of Puducherry. The exact date, time and venue of the examination will be intimated in due course in the recruitment website & also in leading Newspapers.

X. HOW TO APPLY AND LAST DATE FOR APPLICATION:

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website <https://recruitment.py.gov.in> from 24-11-2022 (10.00 a.m.) to 23-12-2022 (05.45 p.m.).

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XI. PROCEDURE FOR IN-SERVICE APPLICANTS:

Only Government servants who are working as Housekeeper and Room Attendant under the cadre control of this Department will be considered as feeder cadre for the post of **TOURISM ASSISTANT** and allowed to appear as In-service candidates by availing the permissible age relaxation mentioned in the statement under "II-Age Limit" of this notification.

Applicants working in the Government Departments/ Offices and applying as In-service Applicant with age concession should forward a copy of the online generated application through their respective Heads of Departments / Offices within the due date i.e. on or before 05.45 p.m. on 23-12-2022 to "**The Director, Department of Tourism, Dr. Ambedkar Salai, Puducherry-605001**". The applications of In-service candidates which are not duly forwarded by their Head of Departments/ Offices within the due date and time of 5.45 p.m. on 23-12-2022 (last date for applying) will be summarily rejected. Advance copy of application for In-service candidates will not be entertained.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART-I

Applicants should read the following instructions carefully before applying:

1. Mode of applying for the Competitive Examination for Direct Recruitment to the post of **TOURISM ASSISTANT** is **only through online**.
2. The applicants need not send the on line generated application or any other supporting documents in Physical form to this Department.
3. Avoid registering multiple online applications and register only a single application. All multiple online applications will be rejected summarily and the candidates will lose their chance to appeal for the examination.

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4. **Photograph & Signature uploading:**

Applicants shall upload their Photograph and Signature using either option 1 (or) option 2 provided in the recruitment portal as given below:-

Option 1 (Scanned Photograph and Signature as a single image)


Applicants are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 200 DPI resolution, dimensions should be minimum of 600 x 600 pixel and the file size should be less than 150KB. (as shown in guidelines video for uploading and cropping your photograph and signature during online application)

Option 2 (Scanned Photograph and Signature as separate images)

Applicants are instructed to scan their Photograph in JPEG format with 238 x 306 pixel dimension and the file size should be less than 50KB.

Signature file format should be JPEG, dimensions should be 350 x 150 pixel and file size should be less than 30KB.

5. The applicants have to Register with their mobile number in the online portal "https://recruitment.py.gov.in" for applying through online. Then they will be receiving User Name and Password through SMS in the mobile number provided while registration. Thereafter, the applicants have to login into the online portal using the Username and Password for applying to the post of **TOURISM ASSISTANT**.
6. The applicants are also advised to change the default Password received in their mobile at first login. It is the applicant's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arise upon will be the applicant's risk.
7. The applicants will be allowed to view, print & check the status of their application and download the Hall Ticket by login into the online portal using the username and password they received in their mobile number. Hence, they are advised to keep the user name and password safe for future reference until the recruitment process is over.
8. The applicant, after applying, can also make corrections in their online application, if any error occurred while entering the data. They are allowed to avail this facility till 5.45 p.m. on **23.12.2022**.
9. The information / data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying i.e. on **23.12.2022**.

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10. The applicants are advised to have a copy of the online generated application for their reference.
11. Applicants except In-service candidates need not send the printout of the online application or any other supporting documents to this Department.
12. The applicants who are applying as In-service candidates should send the duly signed copy of the online generated application through their respective Head of Department / Head of Offices within the due date and time of 5.45 pm on 23.12.2022 to "**The Director, Department of Tourism, Dr. Ambedkar road, Uppalam, Puducherry-605 001**". The applicants should also ensure that the Heads of Departments / Offices have duly signed the "Certificate by the Head of Department/Head of Office" provided in the online generated application. The online generated applications received after the due date and time i.e. 5.45 p.m. on 23.12.2022 will be summarily rejected. Transit delay will not be entertained.
13. Original Certificates are required to be produced by the provisionally short-listed candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.
14. **This Department will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post.** Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Departmental Recruitment Committee's decision shall be final.
15. **Candidates seeking reservation benefits available for MBC/OBC/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notification. They should also be in possession of the certificates in the prescribed format in support of their claim.**
16. All the communications with regard to this recruitment will be published in the Website <https://recruitment.py.gov.in>. and <https://tourism.py.gov.in> Applicants are advised to access the above website and watch news and dailies regularly for information. They are advised to keep the Mobile number given in the online application active for sending SMS connected with this recruitment.
17. After scrutiny, the status of the application will be indicated in the Website: <https://recruitment.py.gov.in>. and <https://tourism.py.gov.in>. The applicants are advised to check the official website to know their application status.



18. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
19. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application/Hall Ticket etc., through online only.
20. A separate press note will be issued in leading regional news dailies regarding the issue of hall tickets through online. The eligible applicants can download their Hall Ticket from the Website <https://recruitment.py.gov.in> and <https://tourism.py.gov.in> by using the "User Name and Password".
21. **Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department by Registered Post with Acknowledgement Due.** Otherwise the Department will not be responsible for any delay/ non-delivery of letters / SMS messages.
22. The Candidates will have to appear for the Competitive Exam at their own expenses. SC/ST candidates from other regions (Karaikal/ Mahe/ Yanam) are entitled for Second Class to and fro railway / bus fare on production of railway / bus tickets.
23. The admission to the examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/ residence/ community and any other special category claimed by the individual including medical fitness.
24. **HELP LINE:**
For any clarification, if needed, in filling online application, please contact the Help Line Number 0413-2358576 on all working days between 9.30. a.m. and 5.00 p.m.

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PART-II

1. Physical requirement for the post of **TOURISM ASSISTANT**:

<i>Sl. No.</i>	<i>Physical Requirement</i>
1.	Sitting
2.	Standing
3.	Walking
4.	Pulling and Pushing
5.	Manipulation by Fingers
6.	Reading & Writing
7.	Seeing
8.	Hearing
9.	Communication

2. Categories of Disability suitable for the post of **TOURISM ASSISTANT**:

<i>Sl. No.</i>	<i>Category of Disability</i>
1.	Low Vision.
2.	Hard of Hearing.
3.	One Arm, One Leg.
4.	Multiple Disabilities involving (1) to (3) above.

PART-III

REQUIREMENT OF AGE FOR CANDIDATES BELONGING TO VARIOUS CATEGORIES

Sl. No.	Category	Candidates must have been born	
		Not earlier than	Not later than
1.	General/Unreserved	24-12-1990	23-12-2004
2.	MBC/OBC	24-12-1987	
3.	Persons with Benchmark Disabilities & General/Unreserved	24-12-1980	
4.	Persons with Benchmark Disabilities & MBC/OBC	24-12-1977	
5.	Widow/Divorced Women/Women Judicially separated from their husband and not remarried	24-12-1987	
6.	In-service [House Keeper / Room Attendant]	24-12-1982	

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PART- IV

Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training, New Delhi, Office Memorandum No. 36034/21/87-Estt.(SCT), dated 7th November, 1989

Sub: Second time benefit to ex-servicemen for reservation in Groups 'C' and 'D' posts/services not allowed

In this Department's O.M. No.36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that the second time benefit of ex-servicemen will not be admissible to those ex-servicemen who have already availed of the benefit of Ex-servicemen on their first re-employment in civilian posts. On the request made by Directorate General of Resettlement, Ministry of Defense, that the decision contained in the above OM dated 02.05.1985, should not be made applicable to those Ex-servicemen who have been re-employed or are re-employed by the Private Companies/Autonomous Bodies/Public Sector Undertakings and Government Offices on casual/contract/temporary *ad hoc* basis and who can be removed from such service at any time by the Employer concerned, the matter has been reconsidered by this Department and it has been decided that the provisions contained in this Department's OM No. 36034/27/84-Estt.(SCT) dated 02.05.1985, shall not apply to those ex-servicemen who have been re-employed or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/ Government Offices on casual/contract/Temporary *ad hoc* basis and who can be removed from such service at any time by their employer concerned.

Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers. & Training, New Delhi, Office Memorandum No.36034/6/90-Estt. (SCT), dated 2nd April 1992

Sub: Benefit of age concession to Ex-servicemen who have already joined Govt., service for applying for employment in a higher grade/cadre under the Central Govt., Group C & D.

The undersigned is directed to refer to this Department's O.M.No.36034/27/84-Estt. (SCT), dated 2-5-1985 wherein it has been clarified that on an ex-servicemen joining civil appointment he is deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees, in accordance with the existing instructions in this regard. Representations have been received requesting the Govt., to reconsider the above decision. The matter has also been raised by the Staff Side of the National Council (JCM) suggesting that at least the benefit of age relaxation should be allowed to those ex-servicemen candidates who have joined a civil post under the Govt. of India and who wish to improve their career prospects.

2. The matter has been examined in this Department in consultation with Ministry of Defence and the Department of Public Enterprises and it has now been decided that such of those ex-servicemen candidates who have already secured employment under the Central Govt, in Group C and D will be permitted the benefit of age relaxation as prescribed for ex- servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Govt. However, such candidates will not be eligible for the benefits of reservation for ex-servicemen in Central Govt. jobs.

The above decision is in modification of Provision of this Department's O.M. No.36034/27/84-Estt.(SCT), dated 2-5-1985.



**Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Pers.
& Training, New Delhi, Office Memorandum No.36034/1/2014-Estt.(Res.)
dated 14th August, 2014**

Sub: Benefit of reservation to Ex-servicemen, who applies for various examinations/ vacancies before joining civil posts/services in the Government job on civil side.

In terms of this Department's Notification No. 39016/10/79-Estt(C) dated 15th December, 1979 as amended from time to time and which was last amended vide Notification No. 36034/1/2006-Estt (Res) dated 4th October, 2012, the benefit of reservation to ex-servicemen is available at ten percent of the vacancies in Group C posts and twenty percent of the vacancies in Group D posts in all the Central Civil Services and posts. Benefit of reservation is also extended at ten percent of the vacancies in the posts up to of the level of Assistant Commandant in all para-military forces to be filled by direct recruitment.

Vide this Department's O.M. No. 36034/27/84-Estt.(SCT) dated 02.05.1985, it was decided that once an ex-serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government would cease. It was also decided that on his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course. Vide this Department's O.M. No. 36034/21/87-Estt.(SCT) dated 07.11.1989, it was clarified that the instructions of 02.05.1985 shall not apply to those ex-servicemen who have been re-employed or are re-employed by private companies/ autonomous bodies/ public sector undertakings/ government offices on casual/ contract/temporary ad-hoc basis and who can be removed from such service at any time by their employer concerned.

An ex-serviceman at the time of his release or discharge from the armed forces normally applies for more than one vacancy, but in case he/she joins any civil employment due to early declaration of results/selection, he/she is not entitled for the benefit of reservation for ex- servicemen for subsequent employment. It has been brought to the notice of this Department that the aforesaid instructions are affecting the chances of ex-servicemen in the case of direct recruitment for subsequent suitable employment.

The matter has, therefore, been considered in consultation with Department of Ex- servicemen, Ministry of Defence. It has now been decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self- declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.

The above Orders shall take effect from the date of issue of this Office Memorandum.


(P.PRIYTARSHNY)
Director of Tourism