

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

No:PJN/E1/Data Entry Operator/RR/Notification/2026.

Dt.17.07.2026.

NOTIFICATION

The proposed draft Recruitment Rule for the post of Data Entry Operator 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 notification issued with approval of the Competent Authority.

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(Dr. R. SANKAR)
DEAN

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,
KARAIKAL**

(A Government of Puducherry Undertaking)

No.PJN/E1/RR/Data Entry Operator /2026.

Dated:

NOTIFICATION

In exercise of the powers conferred under rule 11(2) (n) of the Pandit Jawaharlal Nehru College of Agriculture (Karaikal) Society Rules and Regulations and all other enabling powers conferred on the Governing Body of the Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal, in this behalf, the Governing Body of the Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal with the approval of the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'C' post of " **Data Entry Operator** " in the Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal under the control of the Department of Agriculture & Farmers Welfare, Government of Puducherry, namely:—

1. *Short title and commencement.*—

(i) These rules may be called the "*Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal, Group 'C' post "**Data Entry Operator**" Recruitment Rules, 2026*".

(ii) They shall come into force on and from the date of their publication in the Official Gazette.

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2. *Number of post, its classification and Pay Level in the Pay Matrix.* - The number of the said post, its classification and Level of pay in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.* -

The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (12) of the said Schedule.

4. *Dis-qualification.* - No person, -

(a) Who has entered in to or contracted a marriage with a person having a spouse living; or

(b) who, having as spouse living, has entered in to or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Governing Body of Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal, with the approval of the Hon'ble Lieutenant-Governor, Puducherry, may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage, and there are other grounds for so doing, exempt any person from the operation of this rule.

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6. *Power to relax.*- Where, the Governing Body of Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal, is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and with the approval of the Hon'ble Lieutenant-Governor, Puducherry, relax any of the provisions of these rules with respect to any class or category of persons.
7. *Savings.*- Nothing in these rules shall affect the reservations, relaxation in upper age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

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SCHEDULE

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND RESEARCH INSTITUTE, KARAIKAL

1.	Name of the Post	Data Entry Operator
2.	Number of posts	2 (Two) 2026. Subject to variation dependent on workload.
3.	Classification	Group - C
4.	Level in the Pay Matrix	Level-5 in Pay Matrix (Pay Band-1, Rs.5,200 – 20,200 + Grade Pay Rs.2,800 in VI Pay)
5.	Whether selection post or Non-Selection Post	Not applicable
6.	Age limit for Direct recruits	Between 18 and 30 years of age. Note: The Crucial date for determining the age limit shall be as advertised by the Competent Authority.
7.	Educational and other qualifications required for direct recruits.	(i) A degree in Computer Science/ Computer Applications/ Information Technology from a recognized University. Or Any degree with one year Diploma in Computer Science/ Computer Applications/ Information Technology from a recognized University / Institution. (ii) Speed of 8000 depressions per hour. (iii) A pass in the skill test to be conducted by the Recruitment Committee.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of probation, if any	Two years for direct recruits.

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		Note: Direct Recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority for completion of probation.
10	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts to be filled by various methods.	By direct recruitment. NOTE: Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration. (a) (i) Holding analogous posts on regular basis. Or (ii) With 5 years service in posts in Pay Level 4 Pay Matrix and (b) Possessing the qualifications prescribed for direct recruits under Column (7).
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption is to be made.	Not applicable.
12.	If a Departmental Promotion Committee exists, what is its composition?	Group "C" Departmental Confirmation Committee (for considering confirmation)/ Recruitment Committee:- 1. Secretary to Government (Agriculture) -Chairman 2. Director of Agriculture & Farmers Welfare - Member, 3. One Member nominated by Chairman of the Board - Member, 4. Dean, Pandit Jawaharlal Nehru College of Agriculture and Research Institute - Member

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