

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)**

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No.A.12024/17/E1/2024/DP&AR(Exam)

Puducherry, dated 21.11.2025

**MEMORANDUM**

Sub: DP&AR (Exam Cell) – Competitive Examination for direct recruitment to the post of UDC - Certificate verification for waitlist candidates - Communicated.

Ref: This Department's Notification No.A34012 /7 /E1 / 2022 /DP&AR(Exam) /PF.3 dated 26.07.2023 & 28.11.2023.

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The candidates mentioned in the annexure who are in the waitlist for the post of UDC issued vide Notification cited are hereby instructed to appear for certificate verification, as per the schedule in the Annexure, **with the following original Certificates along with one set of self-attested Photostat copies of the same on 25.11.2025 at 10.30 am:-**

- (1) One recent passport size photo;
- (2) Certificate in proof of age (Birth Certificate / Board Certificate);
- (3) Certificate in proof of Educational Qualification;
- (4) 'Nativity / Residence Certificate' issued by an Officer of the Department of Revenue and Disaster Management, Puducherry not below the rank of Deputy Tahsildar. The certificate should have been issued within one year from the date of notification of results of this recruitment test; and
- (5) 'Community Certificate' obtained in the prescribed form issued by an Officer of the Department of Revenue and Disaster Management, Puducherry not below the rank of Deputy Tahsildar. The certificate should have been issued within one year from the date of notification of results of this recruitment test.

2. No Travelling Allowance will be paid for the Certificate Verification.

3. In-service candidates should obtain the 'Service Certificate' from the Head of Department / Office indicating their name, designation, educational qualification, date of initial appointment with name of Post / category to which he / she belongs to, etc., in support of their claim.

4. Inviting the candidates for certificate verification confers no right to appointment.

5. **If any of the candidate fails to appear for certificate verification on the date and time prescribed, he /she will not be considered for selection/appointment to the post of Upper Division Clerk.**

  
(V. JAISANKAR)

**UNDER SECRETARY TO GOVERNMENT**

To

The Candidates concerned.

**ANNEXURE**

**SCHEDULE FOR CERTIFICATE VERIFICATION**

Venue: Exam Cell [Third Floor], "B" Block, Chief Secretariat, Puducherry.

Date & Time: 25.11.2025 (Friday) at 10.30 a.m.

| <b>Sl.No.</b> | <b>Roll No.</b> | <b>Name of the Candidate</b><br><b><u>Tvl.</u></b>                                                                      |
|---------------|-----------------|-------------------------------------------------------------------------------------------------------------------------|
| 1             | 70930           | Kommabathula Kranthi<br>S/o Kommabathula Raghu,<br>D.No.1-4-062, Rama Bai Nagar,<br>Mettakuru, Yanam, Puducherry-533464 |
| 2             | 39587           | Sathish Kumar. C<br>S/o Canniappan,<br>No.11, 3rd Cross, Kamban Nagar,<br>Reddiarpalayam, Puducherry-605010             |
| 3             | 35642           | Jayamani. N<br>S/o Nadarajan,<br>No.14, Vanathanpalayam Road,<br>Kothapurinatham, Puducherry-605102                     |

*[Handwritten Signature]*  
25.11.25