

**No.A.35016/2020/Deptn(PC)/DPAR/CCUI**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**

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Puducherry, dt. 05/08/2020

**CIRCULAR**

Sub: Public Services – Filling up of the post of **Lower Division Clerk** on deputation basis – Applications called for – Reg.

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It is proposed to fill up **SEVEN** posts of Lower Division Clerk in the Puducherry Power Corporation Limited, Karaikal on deputation basis from among the LDCs with two years of continuous service in the post of Lower Division Clerk.

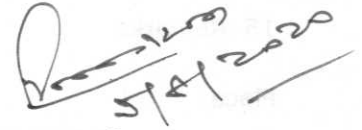
- I. **Lower Division Clerk:** (Pay Level in Pay Matrix : Level 2  
Pre-revised: Rs. 5200-20200 Grade Pay: R. 1900)

Sl.No.	Name of the Office	No. of Post	Eligibility Criteria
1	Puducherry Power Corporation Limited, Karaikal.	7	1. A degree in Commerce from a recognized University or its equivalent. 2. A pass in English Typewriting (Junior Grade)

2. It is therefore requested that this may be widely circulated among the Lower Division Clerks working under the Cadre Control of this Department and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded along with their APARs for last three years to this Department on or before **21/08/2020** duly verified and certified that the particulars furnished by the officials are correct.

3. It is also requested that the application of the ineligible officials and the application of the officials who are likely to superannuate within a period of three years need not be forwarded.

4. The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.



**(V. JAISANKAR)**

**UNDER SECRETARY TO GOVERNMENT**

Encl: As stated

To

All Heads of Departments / Offices, Puducherry/Karaikal/Mahe.

Copy to:

1. The Managing Director, Puducherry Power Corporation, Project Office, Karaikal.

**PROFORMA**

1. Name of the Institution/Agency :: Puducherry Power Corporation Limited.
2. Post applied for :: Lower Division Clerk
3. Name of the Applicant ::  
(in BLOCK LETTERS)
4. Name of father/ husband ::
5. Present post held and since ::  
when, pay level in pay matrix and  
pay drawn at present
6. Department in which working  
at present ::
7. Date of Birth ::
8. Educational Qualification ::
9. Technical Qualification ::
- 10 Whether passed Departmental test::
- 11 Details of Computer Knowledge ::
- 12 Details of Service (including details of  
deputation/ service placement, etc.,) ::

Sl. No.	Designation	Department	Period	
			From	To

- 13 Whether belongs to SC/ST ::
- 14 Residential Address ::
- 15 Remarks ::

Place:

Signature of candidate

Date:

**To be certified by the Office**

Certified that the particulars of the applicant have been verified and found correct.

No vigilance / disciplinary proceedings are either pending or contemplated against the official.

SIGNATURE OF HEAD OF DEPARTMENT/OFFICE

SEAL: