

No.A.35016/2019/DPAR/CCUI  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 28/05/2020

**CIRCULAR**

Sub: Public Services – Filling up of one post of **Lower Division Clerk** on deputation basis in Dr. B.R. Ambedkar Polytechnic College, Yanam – Reg.

Ref: Letter No. 11012/PIPMATE/2016/A3/283 dated 04/05/2020 of the Junior Accounts Officer, PIPMATE, Puducherry.

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The Junior Accounts Officer, Pondicherry Institute of Post-Matric Technical Education (PIPMATE) requires the services of **one** Lower Division Clerk to work as Lower Division Clerk in Dr. B.R. Ambedkar Polytechnic College, Yanam on deputation basis from among the Lower Division Clerks with three years of service.

2. The Heads of Department / Offices concerned are therefore requested that this may widely be circulated among the LDCs working under the cadre control of this Department and applications as per the proforma enclosed received from willing and eligible officials may be forwarded alongwith their upto date APARs, to this department on or before **19.06.2020** duly certifying that the particulars furnished by the officials are verified and found to be correct.

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 The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.

// By Order //

  
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

The Heads of Departments/Offices Concerned.

Copy to :

1. The Junior Accounts Officer, Pondicherry Institute of Post-Matric Technical Education (PIPMATE), Puducherry.
2. The Principal, Dr. B.R. Ambedkar Polytechnic College, Yanam.

**PROFORMA**

1. Name of the Institution/Agency :: Dr. B.R. Ambedkar Polytechnic College,  
Yanam
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 matrix and  
pay drawn at present
6. Department in which working ::  
at present
7. Date of appt. in the present post ::
8. Date of Birth ::
9. Educational Qualification ::
10. Technical Qualification ::
11. Whether passed Departmental Tests ::
12. Details of Computer Knowledge ::
13. Details of Service (including details of  
deputation/ service placement, etc.) ::

Sl. No.	Designation	Department	Period	
			From	To

- 14 Whether belongs to SC/ST ::
- 15 Residential Address ::
- 16 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: