

GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT

No.H.36018/01/2016/DPAR/CCD(1)

Puducherry, dated 29.10.2019.

C I R C U L A R

Sub: Public Services – Filling of one post of Reference Officer
in the Legislative Assembly Secretariat, Puducherry
on deputation basis – Inviting applications - reg.

It is proposed to fill up one post of Reference Officer in Level -6 in the
Legislative Assembly Secretariat, Puducherry on deputation basis, with the
following eligible criteria:-

Sl. No.	Name of post	No. of post	Eligibility criteria
1	Reference Officer	One	<p><u>Deputation (Including Short -Term Contract):</u> Officers under the Central /State Governments/ Union Territories/ Public Sector Undertakings/ Recognized Research Institutions /Universities/ Semi Government /Statutory / Autonomous Organizations;</p> <p>A (i) Holding analogous posts on regular basis in the parent cadre/Department ;or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band - 1 Rs. 5,200-20,200 plus Grade Pay of Rs. 2,800 or equivalent in the parent cadre/Department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band - 1 Rs. 5,200-20,200 plus Grade Pay of Rs.2,400 or equivalent in the parent cadre/Department;</p> <p>(Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications)].</p> <p><u>Note:</u> For the purpose of appointment on deputation (ISTC) basis, the service rendered on a regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into</p>

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			<p>one grade with a common Grade Pay/Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.</p> <p>and</p> <p>(B) Possessing the following educational qualifications and experience:-</p> <p>Essential:</p> <p>Master's Degree of a recognized University in Tamil with English as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(or)</p> <p>Master's Degree of a recognized University in English with Tamil as a compulsory or elective subject or as a medium of examination at the Degree level.</p> <p>(or)</p> <p>Master's Degree of a recognized University in any subject other than Tamil or English, with Tamil medium and English as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(or)</p> <p>Master's Degree of a recognized University in any subject other than Tamil or English, with English medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(or)</p> <p>Master's Degree of a recognized University in any subject other than Tamil or English, with Tamil and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p>Desirable:</p> <p>(i) Recognized Diploma/Certificate Course in Translation from Tamil to English or vice-versa from an Institute / University recognized by Government of India / UGC.</p> <p>(ii) Two years experience of Translation work from Tamil to English and vice versa in Central or State Government Offices including Government of India Undertaking.</p>
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2. It is therefore requested that this may be widely circulated among the eligible employees serving under your control and application as per the proforma enclosed be obtained from willing officials and forwarded alongwith their Annual Performance Assessment Reports (APARs) for the last five years to the undersigned on or before **20.11.2019** duly verified and certified by the Head of Department/Office concerned that the particulars furnished by the officials are correct.

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3. It is also requested that the application of the ineligible officials and the application of the officials who are likely to superannuate during the tenure of deputation need not be forwarded.

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


(M. KANNAN) 2/2/19

UNDER SECRETARY TO GOVERNMENT

Encl: Above.

To

1. All Heads of Departments, Puducherry.
2. All Autonomous Bodies in this Administration.

Copy to:

The Secretary,
Legislative Assembly Secretariat, Puducherry.

P R O F O R M A

1. Name of the Authority :: Legislative Assembly Secretariat
2. Post applied for :: Reference Officer
3. Name of the Applicant ::
(IN BLOCK LETTERS)
4. Name of Father/ Husband ::
5. Present post held and since when, ::
scale of pay and pay drawn at present
6. Department in which working at present ::
7. Date of Birth ::
8. Educational Qualification ::
9. Technical Qualification ::
10. Details of Computer knowledge ::
11. Details of service
(including deputation service)

Sl. No.	Designation	Department	Period	
			From	To

12. Whether belongs to SC / ST ::
13. Residential Address ::
14. Remarks ::

Signature of Candidate

Place:

Date:

To be certified by the Head of 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