



GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ESTT.), GOUBERT AVENUE, PUDUCHERRY – 605 001

No.49267/CS(Estt.)/PGGH-CH/ E7/2025

Puducherry, dated, 07.10.2025

CIRCULAR

Sub:Public Services-Filling up the post of Room Attendant in the Puducherry Guest House ,Chennai on deputation basis-Application called for.

It is proposed to fill up to Room Attendant posts in the Puducherry Guest House, Chennai on deputation basis from the officials as per the eligibility criteria mentioned below:

| Sl. no | Name of the Deputation Post | No.of Posts | Eligibility criteria for deputation |
|--------|--|-------------|---|
| 1 | Room Attendant (Level- 1 in 7 th CPC) | 7 | Persons working under the Puducherry Administration- a) Holding analogous Posts on regular basis in the parent cadre/Department and b) Possessing the educational qualifications- A pass in S.S.L.C (10 th class) or its equivalent from a recognized Board. |

2. It is therefore requested that this may be widely circulated among the persons working under this Administration and applications as per the proforma enclosed be obtained from willing and eligible persons and forwarded this Department on or before **05.11.2025** duly certifying that the particulars furnished by the person are verified and found to be correct

SUNDARARAJAN.P

JOINT SECRETARY TO GOVERNMENT (Estt.)

Encl: As Above

To

1. All Heads of Departments/Offices.
2. The Under Secretary to Govt (DP&AR),Chief Secretariat, Puducherry

PROFORMA

1. Name of the Authority :: Chief Secretariat (Establishment), Puducherry
2. Post applied for :: Room Attendant
3. Name of the Applicant ::
(in BLOCK LETTERS)
4. Name of the father/husband ::
5. Present post held and since when ::
6. Level in the pay matrix and present pay drawn ::
7. Date of regular appointment ::
In the present post
8. Department in which working ::
at present
9. Date of Birth ::
10. Educational Qualification ::
11. Details of Services ::
(including deputation service)

| Sl.no | Designation | Department | Period | |
|-------|-------------|------------|--------|----|
| | | | From | To |
| | | | | |

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

Place:

Signature of the Candidate

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 proceeding are either pending or contemplated against the person.

SIGNATURE OF
HEAD OF DEPARTMENT/OFFICE
SEAL: