



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

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No.60921/CS(Estt.)/PGGH-CH/2021/E7

Puducherry, dated, 23.09.2021

To

1. Secretaries of all Ministries/Departments of Govt. of India.
2. All Chief Secretaries to the State Government/Administrators of U.Ts.

Sir,

Sub:- CS(Estt.) - Filling up one vacancy of the post of Assistant Director Group B (Gazetted), in Level-7 (pre-revised:PB-2, Rs.9300-34800/- Grade Pay of Rs.4600/-) in Puducherry Government Guest House, Chennai on Composite Method [Promotion/Deputation (including Short term contract)) basis - Reg.

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I am directed to state that one vacancy of the post of Assistant Director in Level-7 (pre-revised:PB-2, Rs.9300-34800/- Grade Pay of Rs.4600/-) in the Puducherry Government Guest House, Chennai is required to be filled up by Composite Method [Deputation (including short term contract) plus promotion] basis for which the educational and other qualifications have been prescribed as under:-

Officers of the Central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous bodies:

- (a) (i) holding analogous posts on regular basis in the Parent cadre or Department; Or
- (ii) with five (5) years regular service in posts in the Pay Level 6 in the Pay Matrix or equivalent in Parent Cadre or Department; Or
- (iii) with eleven (11) years regular service in posts in Pay Level 5 in the Pay Matrix or Equivalent in the Parent Cadre or Department; and

(b) Possessing the following educational qualification and experience:

- (i) Postgraduate Degree from a recognized University/ Institution.
- Or
- (ii) A Degree in Hotel Management and Catering Technology from a Recognized University/ Institution.
- Or
- (iii) Any Degree with Post Graduate Diploma in Hotel Management and Catering Technology of a Recognized University/Institution.

And

Possessing five years experience in guest house management.

Note 1: The Departmental Manager in Level 5 of Pay Matrix with 11 years regular service in the post having the educational and other qualifications prescribed for deputationists will also be considered along with the outsiders and in case, he is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.

Note 2: The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: 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 Organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be "not exceeding 56 years" as on the closing date of receipt of applications.

2. Duties attached to the post of Assistant Director, Puducherry Government Guest House, Chennai, in brief, are as follows:-

(1) To provide protocol arrangement to Hon'ble Lt.Governor/Hon'ble Chief Minister/Other Ministers and dignitaries during their stay at Puducherry Government Guest House, Chennai. (2) To handle all Establishment, Administrative & Accounts matters relating to the Guest House (3) To act as Drawing & Disbursing Officer for the said Guest House (4) Overall in-charge of the Guest House.

3. The selected Departmental candidates will be appointed on promotion and outsiders will be appointed on deputation basis for a period of three years, which may be extended or curtailed in the interest of administrative exigencies. The officer selected on 'deputation' basis will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with the Department of Personnel & Training O.M. No.2/22(B)/2008-Estt.(Pay II) dated 03/09/2008 and O.M.No.6/8/2009-Estt.(PayII) dated 17.06.2010 as amended from time to time.

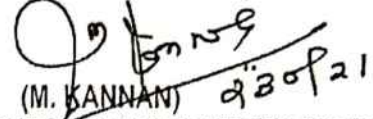
4. Applications of only such officer will be considered as are routed through proper channel and are accompanied by (i) Bio-data (in duplicate) in the enclosed proforma (Annexure -I) (ii) Photocopies of Annual Performance Appraisal Reports of last five years (attested) (iii) Integrity Certificate (iv) Certificate stating that no vigilance case is either pending or contemplated against the officer (v) No Penalty Certificate stating that no major/minor penalty has been imposed on the officer or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years.

5. Applications of willing, suitable and eligible officers and those who could be spared in the event of their selection, may kindly be forwarded to the Under Secretary to Govt.(Estt.), Chief Secretariat, Goubert Avenue, Puducherry, within a period of 60 days from the date of publication of this vacancy circular in Puducherry Government websites viz., <https://py.gov.in> ; <https://dpar.py.gov.in> and <https://py.nic.in>. While forwarding the application, it may also be verified and certified that the particulars furnished are correct. The applications in the prescribed format, received without being countersigned by the Head of Department in the manner provided for in the format, will be summarily rejected.

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6. Applications received after expiry of last date or without the APARs attested, Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, If any, imposed on the officers during the last 10 years or otherwise found incomplete, shall liable to be rejected.

Yours faithfully,

  
(M. KANNAN) 23/09/21

UNDER SECRETARY TO GOVERNMENT (ESTT.)  
(Telephone/Telefax No.0413-2336467)

Copy to:-

1. The P.S. to Chief Secretary, Government of Puducherry.
2. The Resident Commissioner, Government Guest House, New Delhi.
3. The Director, Dte. of Tourism Department, Puducherry.
4. The Director, Dte. of Information & Publicity, Puducherry.
5. The Technical Director, National Informatics Centre, Puducherry.,, with a request to upload this advertisement on NIC website.
6. The Director, Dte. of Information Technology, Puducherry... with a request to upload this advertisement in Government Website.
- ✓ 7. The Under Secretary to Govt.(DP&AR), Chief Secretariat, Puducherry ... with a request to upload this advertisement in DP&AR website.



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Government/U.T. Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
	<b>Qualification/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
	A) Qualification B) Experience	A) Qualification B) Experience
5.1	<b>Note:</b> This column needs to be amplified to indicate Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	
6.	Please State clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.	
6.1	<b>Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\* Important:** Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent.		
9.	In case the present employment is held on deputation/contract basis, please state;		
	a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs
			d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the Parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2.	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column.) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		

12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments
16.A	Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience and above prescribed in the Vacancy Circular) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
16.B	<b>Achievements:</b> The candidates are requested to indicate information with regard to; (i) Awards/Scholarships/Official Appreciation (ii) Any research/innovative measure involving official recognition (iii) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_



Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above applications by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/Her Integrity is certified.
- iii) His/Her attested photocopies of the ACRs for the last 5 years are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)