



GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL WING)
Chief Secretariat, Goubert Avenue, Puducherry – 605 001

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No.A-35016/4/2001/DPAR/CC.UI

Puducherry, dt. 21-10-2020

C I R C U L A R

Sub: Public Services – Filling up of two posts of Lower Division Clerk on deputation basis in the Puducherry Government Guest House, New Delhi – Regarding.

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The Puducherry Government Guest House, New Delhi requires the services TWO Lower Division Clerks to work in the same capacity in the O/o the Resident Commissioner, Puducherry Government Guest House, Chanakyapuri, New Delhi on deputation basis, in the Pay of Level-2 of Pay Matrix for a period of one year.

2. The Heads of Department / Offices concerned are, therefore, requested that this may widely be circulated among the LDCs working under their control. Applications as per the proforma enclosed received from willing LDCs may be forwarded to this Department on or before 13.11.2020 alongwith the APARs for the last 5 years.

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 The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.

(Handwritten signature and date)
21-10-2020

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

To

A) The Heads of Department / Offices

Copy to:

The Special Resident Commissioner,
PGGH., New Delhi.

PROFORMA

1	Name of the Institution	::	Puducherry Govt. Guest House, New Delhi.
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 & 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 details of deputation / service placement, etc.)	::	

Sl. No.	Designation	Department	Period		Remarks
			From	To	

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

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE

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 DEPT./ OFFICE

SEAL: