

No.A-35016/11/2006-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 20.11.2023

**C I R C U L A R**

Sub: Public Services – Filling up of two posts of Assistant in the District Rural Development Agency (DRDA), Puducherry on deputation basis - Reg.

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It is proposed to fill up two posts of Assistant in the District Rural Development Agency (DRDA), Puducherry on deputation basis from among the U.D.Cs with 5 years of service having passed the Departmental Tests viz. CGDT and ATSO (I&II).

2. It is therefore requested that this may be widely circulated among the U.D.Cs working under the cadre control of this Department and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded alongwith their APARs for the last five years, to this Department on or before **12.12.2023** duly certifying that the particulars furnished by the officials are verified and found to be correct.

**3. It is also requested that the application of the ineligible officials and the application of the officials who are likely to superannuate within a period of three years need not be forwarded.**



(V. JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To  
All Heads of Departments/Offices.

Copy to:

1. The Project Director, District Rural Development Agency, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: District Rural Development Agency  
(DRDA), Puducherry.
2. Post applied for :: Assistant
3. Name of the Applicant ::  
(in BLOCK LETTERS)
4. Name of 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. Technical Qualification ::
12. Details of Computer Knowledge ::
13. Whether passed Departmental Test::  
Viz., CGDT & ATSO (I&II) with date
14. Details of Service ::  
**(including deputation service)**

Sl. No.	Designation	Department	Period	
			From	To

15. Whether belongs to SC/ST ::
16. Residential Address ::
17. Remarks ::

Place:  
Date:

Signature of candidate

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: