

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A-35016/11/2006-DP&AR/SS.II(1)

Puducherry, dated 07.05.2025

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

Sub: Public Services – Filling up of one post of Superintendent and Stenographer Gr.I in the District Rural Development Agency (DRDA), Puducherry on deputation basis - Reg.

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It is proposed to fill up the posts of Superintendent and Stenographer Gr.I in the District Rural Development Agency (DRDA), Puducherry on deputation basis as per the eligibility criteria mentioned below:

Sl. No.	Name of the post	No. of post	Eligibility criteria for deputation
1	Superintendent	1	Superintendent or Assistant with 5 years of regular service in the grade having passed Accounts Test (Higher).
2	Stenographer Gr.I	1	Stenographer Gr.I or Stenographer Gr.II with 3 years of regular service, having a degree and knowledge in computer.

2. It is therefore requested that this may be widely circulated among the Superintendents, Assistants, Stenographer Gr.I and Stenographer Gr.II 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 **27.05.2025** 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 have crossed 56 years of age as on the closing date for receipt of application need not be forwarded.

A handwritten signature in blue ink is written over a rectangular date stamp. The date stamp contains the text "7.5.25" and "1558/255" in a stylized font.

(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,  
Puducherry.
2. Post applied for :: Superintendent/Stenographer Gr.I
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 Accounts Test (Higher) :: Part-I:Yes / No, Date:  
Part-II:Yes / No, Date:
14. Details of Service (including deputation service) ::

Sl. No.	Designation	Department	Period	
			From	To

15. Whether belongs to SC/ST ::
16. Residential Address with Mobile No.::
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: