

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

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

Puducherry, dated 09.09.2025

C I R C U L A R

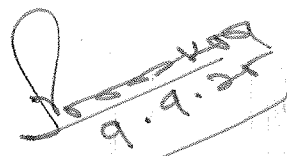
Sub: Public Services – Filling up of the post of Stenographer in District Rural Development Agency (DRDA), Puducherry on deputation basis - Reg.

It is proposed to fill up the post of Stenographer in District Rural Development Agency, Puducherry on deputation basis as per the following eligibility criteria:

Sl. No.	Name of the Deputation Post	No. of Posts	Eligibility criteria for deputation
1	Stenographer (Level 6 in Pay Matrix)	2	Stenographers Gr.I (or) Stenographers Gr.II having a degree, 5 years of regular service and knowledge in computer.

2. It is therefore requested that this may be widely circulated among the Stenographers Gr.I and Stenographers Gr.II working under the cadre control of this Department in this Administration 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 **30.09.2025** 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.



(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.

PROFORMA

1. Name of the Authority :: District Rural Development Agency,
Puducherry.
2. Post applied for :: Stenographer
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 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 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: