

No.A-35016/12/2005-DP&AR/SS.II(1)/PF.2
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 02.02.2022

C I R C U L A R

Sub: Public Services – Filling up of the posts of Office Superintendent and Assistant in the Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry, on deputation basis.

It is proposed to fill up the following posts in the Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry on deputation basis from among the Superintendents, Assistants and U.D.Cs as per the eligibility criteria mentioned against the posts:

Sl. No.	Name of the Deputation Post	Scale of Pay	No. of Posts	Eligibility criteria for deputation
1	Office Superintendent	Level-7 PB-2- Rs. 9300-34800 + Rs. 4600 Grade Pay (Pre-revised Scale)	2	Superintendent (or) Assistant with 3 years of service having passed Accounts Test (Higher).
2	Assistant	Level-6 PB-2- Rs. 9300-34800 + Rs. 4200 Grade Pay (Pre-revised Scale)	7	Assistant (or) U.D.C with 3 years of service.

2. It is therefore requested that this may be widely circulated among the Superintendents, Assistants and U.D.Cs 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 **21.02.2022** 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.

4. In case, if any official intends to apply for more than one post, he/she should apply separately for each post.


2-2-22

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To
All Heads of Departments/Offices.
Copy to:
1. The Director, Indira Gandhi Medical College & Research Institute, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: Indira Gandhi Medical College & Research Institute, Kathirkamam, Puducherry.
2. Post applied for :: Office Superintendent/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 with date ::
14. Whether passed Accounts Test (Higher) :: Part-I:Yes / No, Date: Part-II:Yes / No, Date:
15. Details of Service (including deputation service) ::

Sl. No.	Designation	Department	Period	
			From	To

16. Whether belongs to SC/ST ::
17. Residential Address ::
18. 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: