

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

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No.A-35015/1/2019-DP&AR/SS.II(1)

Puducherry, dt. 11.03.2026

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

Sub: Public Services – Filling up of the posts in the Local Administration  
Department, Puducherry on deputation basis - Reg.

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It is proposed to fill up the following posts in the Local Administration Department, Puducherry on deputation basis without deputation allowances as per the following eligibility criteria:

Sl. No.	Name of the Post	Pay Level	No. of posts	Eligibility Criteria
1	Assistant Director (Administration/ Common Service)	Level-7	2	(a) (i) Holding analogous post on a regular basis (OR) (ii) Posts in the scale of pay Rs.5500-175-9000 with 3 years of regular service and a pass in Accounts Test for Sub-ordinate Officers conducted by the Government. (b) Possessing experience in Administration, Establishment and Accounts matters at least for a period of two years.
2	Panchayat Officer Gr.I	Level-6	2	(a) (i) Holding analogous post on a regular basis. (OR) (ii) Posts in the scale of pay Rs.5000-150-8000 with 3 years of regular service; (b) Possessing adequate knowledge of reading and writing in the regional language and experience in Administration, Establishment and Accounts matters at least for a period of two years. (c) Pass in the Accounts test for Sub-ordinate Officers conducted by the Government.
3	Municipal Officer Gr.I		1	
4	Panchayat Officer Gr.II/Municipal Officer Gr.II	Level-5	4	(a) (i) Holding analogous post on a regular basis. (OR) (ii) with 5 years of regular service posts in the scale of Pay of Rs.4000-100-6000; (b) Possessing a degree in Arts, Science or Commerce of a recognized University. <b><u>Desirable:</u></b> (c) A Degree in Law.

2. It is therefore requested that this may be widely circulated among the Officers holding the analogous posts and **Superintendents / Tahsildars / Assistants/ Deputy Tahsildars / Upper Division Clerks of this Union Territory Administration of Puducherry**. The 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 **31.03.2026** 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 the receipt of application need not be forwarded.**

(S. MURUGESAN)  
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To

All Heads of Departments/Offices.

Copy To:

1. The Director, Local Administration Department, Puducherry.
2. Spare copy.

## P R O F O R M A

1. Name of the Authority ::
2. Post applied for ::
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: 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: