

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

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No.A-35015/1/2003-DP&AR/SS.II(1)/PF

Puducherry, dated 24.10.2024

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

Sub: Public Services – Filling up of the posts of Commissioner Gr.I/Gr.II in various Commune Panchayats under the control of Local Administration Department, Puducherry on deputation basis – Applications called for.

- Ref: 1. This department's Circular of even no. dated 07.10.2024.  
2. Letter No.7988/LAD/Estt/E3/2024 dt.09.10.2024 of the Deputy Director (RD), Local Administration Department, Puducherry.

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In supersession of this Department's Circular under reference first cited, it is proposed to fill up the post of Commissioner Gr.I/Gr.II in the following Commune Panchayats under the control of Local Administration Department, Puducherry on deputation basis without deputation allowance from among the Officials as per the eligibility criteria mentioned in the Recruitment Rules:

Sl. No.	Name of the Commune Panchayat	Eligibility Criteria for Commissioner Gr.I & Gr.II
1	Villianur Commune Panchayat, Puducherry. (Commissioner Gr.I)	(a)Officers at this Union Territory of Puducherry Administration ; (i) Holding analogous post on regular basis in the pay scale of Pay Rs.6500-200-10500;(or) (ii) Posts in the scale of pay Rs. 5500-9000 with 3 years regular service and a pass in the Departmental test in Panchayat/Municipal Administration and Account Test for Sub-ordinate officers,conducted by the Government ; and
2	Bahour Commune Panchayat, Puducherry. (Commissioner Gr.I)	(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.
3	Kottucherry Commune Panchayat, Karaikal. (Commissioner Gr.II)	(a)Officers at this Union Territory of Puducherry Administration ; (i) Holding analogous post on regular basis in the pay scale of Pay Rs.5500-175-9000;(or) (ii) Posts in the scale of pay Rs. 5500-150-8000 with 3 years regular service and a pass in the Departmental test in Panchayat/Municipal Administration and Account Test for Sub-ordinate officers,conducted by the Government ;and (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.

2. It is therefore requested that this may be widely circulated among the officials working under the Union Territory of Puducherry. The applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded along with their APARs for the last five years, to this Department on or before **18.11.2024** duly certifying that the particulars furnished by the officials are verified and found to be correct.

(V. JAISANKAR)

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 :: Local Administration Department,  
Puducherry.
2. Name of the Commune Panchayat ::
3. Name of the Applicant ::  
(in BLOCK LETTERS)
4. Present post held and since when ::
5. Level in the pay matrix and present pay drawn ::
6. Date of Birth ::
7. Department in which working at present ::
8. Date of initial appointment & post ::
9. Total No. of years of service in the present grade ::
10. Educational Qualification ::
11. Technical Qualification ::
12. Details of Computer Knowledge ::  
(Enclose copies of certificate/details of courses completed in computer)
13. Whether passed Departmental Test ::  
Viz.,CGDT & ATSO(Part-I & II) with date,  
Municipal/Commune Panchayat tests passed in full Part-I & II with date
14. Details of Service ::  
**(including deputation service)**

Sl. No.	Designation	Department	Period	
			From	To

15. Whether belongs to OBC/SC/ST/ Ex-servicemen category ::
16. Residential Address with contact 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: