

No.A-35016/14/2006-DP&AR/SS.II(1)/PF  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 22.02.2022

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

Sub: Public Services – Filling up the posts of Accountant-cum-Cashier and U.D.C in the Mother Theresa Post Graduate & Research Institute of Health Sciences (MTPG&RIHS), Puducherry, on deputation basis.

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It is proposed to fill up the following posts in the Mother Theresa Post Graduate & Research Institute of Health Sciences, Puducherry on deputation basis from among the Assistants, U.D.Cs and L.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	Accountant-cum-Cashier	Level-6 in the Pay Matrix	1	Assistants or U.D.Cs with 7 years of regular service in the grade having passed ATSO and CGDT and working knowledge in Computer.
2	U.D.C	Level-4 in the Pay Matrix	2	U.D.Cs or L.D.Cs with 5 years of regular service in the grade having passed ATSO and CGDT and Typewriting (Lower Grade) in English and working knowledge in Computer.

2. It is therefore requested that this may be widely circulated among the Assistants, U.D.Cs and L.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 **11.03.2022** 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.**



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To  
All Heads of Departments/Offices.

Copy to:

1. The Dean, Mother Theresa Post Graduate and Research Institute of Health Sciences, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: Mother Theresa Post Graduate and Research Institute of Health Sciences, Puducherry.
2. Post applied for :: Accountant-cum-Cashier/U.D.C
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 ::
17. Remarks ::

Place:

Signature of candidate

Date:

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: