

No.A-35016/14/2003-DP&AR/SS.II(1)/PF
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 18.02.2022

C I R C U L A R

Sub: Public Services – Filling up of one post of Superintendent and Assistant in Pandit Jawaharlal Nehru College of Agriculture and Research Institute (PAJANCOA&RI), Karaikal on deputation basis - Reg.

It is proposed to fill up one post of Superintendent and Assistant in the Pandit Jawaharlal Nehru College of Agriculture and Research Institute (PAJANCOA&RI), Karaikal 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 | No. of Posts | Eligibility criteria for deputation |
|---------|-----------------------------|--------------|---|
| 1 | Superintendent | 1 | Superintendent (or) Assistant with 3 years of service having passed Accounts Test (Higher). |
| 2 | Assistant | 1 | 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 **04.03.2022** 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.


18/2/22

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To

All Heads of Departments/ Offices.

Copy To:

1. The Dean, Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: Pandit Jawaharlal Nehru College of Agriculture and Research Institute, Karaikal.
2. Post applied for :: 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: _____ 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
CEAI .