

No.A-35016/11/2001-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 12.06.2020

C I R C U L A R

Sub: Public Services – Filling up of vacant posts in the Pondicherry Institute of Hotel Management & Catering Technology (PIHM&CT), Puducherry on deputation basis - Reg.

It is proposed to fill up the following posts in the Pondicherry Institute of Hotel Management & Catering Technology (PIHM&CT), Puducherry on deputation basis as per the following eligibility criteria:

S. No.	Name of the post	No. of Post	Eligibility Condition
1	Administrative-cum-Accounts Officer (Level-7 in Pay Matrix)	1	Superintendent with 2 years of service or Assistant with 5 years of service with atleast two years experience in establishment matters. i) A pass in Accounts Test (Higher). ii) Educational Qualification – Any degree. iii) Desirable Qualification – Knowledge of Computers.
2	Stenographer Gr.I (Level-6 in Pay Matrix)	1	Stenographer Gr-I or Stenographer Gr-II with 5 years of service
3	Cashier-cum-Accounts Clerk (Level-4 in Pay Matrix)	1	U.D.C or L.D.C with 5 years of service

2. It is therefore requested that this may be widely circulated among the officials concerned working under the cadre control of this Department as per the eligibility conditions mentioned above. 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 **30.06.2020** 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 need not be forwarded.


(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To

All Heads of Departments/ Offices.

Copy To:

1. The Principal, Pondicherry Institute of Hotel Management & Catering Technology, Puducherry.
2. Spare copy.

PROFORMA

1. Name of the Authority :: Pondicherry Institute of Hotel Management & Catering Technology, Puducherry.
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 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: