

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

No.A-35015/1/2002-DP&AR/SS.II(1)

Puducherry, dt. 22.09.2025

C I R C U L A R

Sub: Public Services – Filling up of one post of Stenographer Gr.I in Pondicherry Industrial Promotion Development and Investment Corporation (PIPDIC) Ltd., Puducherry on deputation basis - Reg.

It is proposed to fill up one post of Stenographer Gr.I (Level-6 in Pay Matrix) in the Pondicherry Industrial Promotion Development and Investment Corporation Ltd., Puducherry on deputation basis from among the Stenographer Gr.I or Stenographer Gr.II with 8 years of service.

2. It is therefore requested that this may be widely circulated among the Stenographers Gr.I and Stenographers Gr.II, working under the cadre control of this Department 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 **10.10.2025** 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 receipt of application need not be forwarded.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl: As above.

To
All Heads of Departments/ Offices,

Copy to:

1. The Managing Director, Pondicherry Industrial Promotion Development and Investment Corporation Ltd., Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Institution :: PIPDIC, Puducherry.
2. Post applied for :: Stenographer Gr.I
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 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: