

No.A-35015/1/2002-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 27.11.2018

CIRCULAR

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

It is proposed to fill up the following posts in the Pondicherry Industrial Promotion Development and Investment Corporation Ltd., Puducherry on deputation basis as per the eligibility criteria mentioned below:

Sl. No.	Name of the post	No. of post	Eligibility criteria
1	Stenographer Gr.I (Level 6 in Pay Matrix)	1	Stenographer Gr.I (or) Stenographer Gr.II with 8 years of service
2	Senior Assistant (Level 4 in Pay Matrix)	6	U.D.C
3	Junior Assistant (Level 2 in Pay Matrix)	6	L.D.C

2. It is therefore requested that this may be widely circulated among the Stenographers Gr.I / Gr.II, U.D.Cs and L.D.Cs, 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 **20.12.2018** 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(DP&AR)

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 ::
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. Department in which working at present ::
8. Date of Birth ::
9. Educational Qualification ::
10. Technical Qualification ::
11. Details of Computer Knowledge ::
12. Whether passed Common General Departmental Test :: Yes / No, Date:
13. Whether passed ATSO :: Part-I : Yes / No, Date:
Part-II: Yes / No, 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:
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: