

No.A.35015/1/2023-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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Puducherry, dt. 08.07.2024

CIRCULAR

Sub: Public Services – Filling up of Sub-Registrar posts in the Registration Department in Puducherry, Karaikal and Yanam regions on deputation basis - Reg.

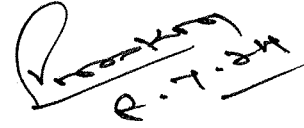
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It is proposed to fill up Sub-Registrar posts in the Registration Department in the Puducherry, Karaikal and Yanam regions by selection from among the Assistants with three years of regular service and having knowledge of reading and writing in the respective regional language, on deputation basis without deputation allowance. Preference will be given to the Assistants who have proficiency in computer usage and had cleared "Registration Test".

| Sl. No. | Name of the region | Number of posts |
|---------|--------------------|-----------------|
| 1 | Puducherry | 1 |
| 2 | Karaikal | 2 |
| 3 | Yanam | 1 |

2. It is therefore requested that this may be widely circulated among the Assistants of this Administration working under the cadre control of this Department and applications as per the proforma-I and II enclosed be obtained from willing and eligible officials and forwarded alongwith their APARs for the last five years, to this Department on or before **22.07.2024** duly verified and certified that the particulars furnished by the officials are 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 District Registrar, Registration Department, Puducherry.
2. Spare copy.

PROFORMA - I

- | | |
|---|---|
| 1. Name of the Department | :: Department of Revenue and Disaster Management, Puducherry. |
| 2. Name of the Post applied for | :: Sub-Registrar, Puducherry / Karaikal / Yanam |
| 3. Name of the Official (in BLOCK LETTERS) | :: |
| 4. Present post held | :: |
| 5. Date of birth | :: |
| 6. Educational Qualification | :: |
| 7. Department/Office in which working | :: |
| 8. Whether belongs to OBC/SC/ST/Ex-servicemen category | :: |
| 9. Date of initial appointment | :: |
| 10. Date of appointment in the present grade | :: |
| 11. Date of retirement | :: |
| 12. Total number of years of service in the present grade | :: |
| 13. Proficiency in reading and writing Tamil/ Telugu | :: |
| 14. Details of departmental tests passed | :: |
| 15. Whether Registration test passed in full i.e. Part I & II | :: |
| 16. Whether the applicant is having proficiency in computer usage (Copies of certificate/Details of courses completed in computer to be enclosed) | :: |

Place: _____ Signature of candidate
Date: _____

To be certified by the Head of Office

Certified that the particulars furnished by the applicant have been verified and found correct. The service details of the applicant have also been furnished in the prescribed Proforma-II enclosed herewith.

No vigilance/ disciplinary proceedings are either pending or contemplated against the official.

Certified that the integrity of the official is

SIGNATURE
HEAD OF DEPARTMENT/OFFICE
SEAL

Place :
Date :

**PROFORMA-II
SERVICE DETAILS**

| Sl. No. | Name of the Govt. Servant | Name of the father | Service particulars including deputation from the date of initial appointment to till date | | | | Reference to the I.D. Note/ Mem. No. and date from wherein Disciplinary action was required by the CVO to be taken against the individual, if any pending in the Dept./ Office as on date | Remarks |
|---------|---------------------------|--------------------|---|-------------|------|----|---|---------|
| | | | Name of the Dept./ Office | Designation | From | To | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

SIGNATURE
HEAD OF DEPARTMENT/OFFICE
SEAL

Place :
Date :