

No.A-35015/2/2014-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 23.09.2016.

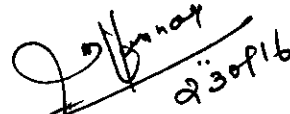
C I R C U L A R

Sub: Public Services - Filling up one post of Assistant Administrative Officer and one post of Assistant Finance Officer in Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry on deputation basis - Reg.

It is proposed to fill up one post of Assistant Administrative Officer and one post of Assistant Finance Officer carrying the scale of pay in Pay Band-3 ₹15600-39100 + Grade Pay ₹5400 in the Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry on deputation basis from among the Superintendents with 5 years of service in this Administration.

2. It is therefore requested that this may be widely circulated among the Superintendents working in this Administration 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 **14.10.2016** 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.**


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To
All Heads of Departments/ Offices,
Puducherry / Karaikal / Mahe / Yanam region.

Copy to:

1. The Director, Indira Gandhi Medical College and Research Institute
Puducherry.
2. Spare copy.

PROFORMA

1. Name of the Authority :: INDIRA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE, PUDUCHERRY.
2. Post applied for :: ASSISTANT ADMINISTRATIVE OFFICER / ASSISTANT FINANCE OFFICER
3. Name of the Applicant (in BLOCK LETTERS) ::
4. Name of father/ husband ::
5. Present post held and since when, scale of pay and pay drawn at present ::
6. Department in which working at present ::
7. Date of Birth ::
8. Educational Qualification ::
9. Technical Qualification ::
10. Details of Computer Knowledge ::
11. Details of Service (including deputation service) ::

Sl. No.	Designation	Department	Period		Grade Pay
			From	To	

12. Whether belongs to SC/ST ::
13. Residential Address ::
14. 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: