

No.A-35015/1/2017-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 03.05.2017.

C I R C U L A R

Sub: Public Services – Filling up of one post of English Reporter in the Legislative Assembly Secretariat, Puducherry on deputation basis- Reg.

It is proposed to fill up one post of English Reporter in Level 7 in the Pay Matrix in the Legislative Assembly Secretariat, Puducherry on deputation basis from among the Officers/Officials as per the following eligibility conditions:

- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with 5 years' of service in the grade rendered after appointment thereto on a regular basis in posts in the Level 6 in the Pay Matrix; or
- (iii) with 11 years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level 5 in the Pay Matrix; and
- (b) possessing the following educational qualifications and experience:
 - (i) Degree of a recognized University.
 - (ii) A pass in Stenography with 150 words per minute in English shorthand, conducted by a recognized Central/State Government Institution.
 - (iii) A pass in Typewriting (English) in the Higher Grade, conducted by a recognized Central/State Government Institution.

Experience: Two years of experience in the field of Reporting or Editing work in any news paper/news agency/ magazine in a listed private organization or a Government Department.

2. It is therefore requested that this may be widely circulated among the Officers/Officials working in this Administration and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded along with their APARs for the last five years, to this Department on or before 19.05.2017 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 need not be forwarded.

Encl: As above.

To
All heads of Departments/Offices.

Copy to:

- 1. The Secretary, Legislative Assembly Secretariat, Puducherry.
- 2. Spare copy.


(S. SREENIVASAN) 3/5/17
DEPUTY SECRETARY TO GOVERNMENT

PROFORMA

1. Name of the Authority :: Legislative Assembly Secretariat,
Pudducherry.
2. Post applied for :: English Reporter.
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. Details of English Stenography passed ::
12. Details of English Typewriting passed ::
13. Details of Computer Knowledge ::
14. Experience in the field of Reporting/Editing ::
15. Details of Service (including deputation service) ::

Sl. No.	Designation	Department	Period		Grade Pay
			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: