

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

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Puducherry, dated 28.06.2021

**C I R C U L A R**

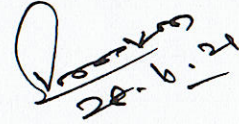
Sub: Public Services - Filling up of one post of Assistant Administrative Officer in the Indira Gandhi Medical College and Research Institute, Puducherry, on deputation basis.

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It is proposed to fill up one post of Assistant Administrative Officer in the Indira Gandhi Medical College and Research Institute, Puducherry on deputation basis from among the Superintendents with five years of service.

2. It is therefore requested that this may be widely circulated among the Superintendents 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 **16.07.2021** 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.**

  
28.6.21

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

To  
All Heads of Departments/Offices.

Copy to:

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

PROFORMA

1. Name of the Authority :: INDIRA GANDHI MEDICAL COLLEGE & RESEARCH INSTITUTE, PUDUCHERRY.
2. Post applied for :: Assistant Administrative 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	
			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: