

No.A-35016/25/2000/DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 02.08.2019.

CIRCULAR

Sub: Public Services – Filling up the post of UDC in the Indira Gandhi Polytechnic College, Mahe, on deputation basis - Regarding.

It is proposed to fill up one post of Upper Division Clerk (Level - 4 in Pay Matrix) in the Indira Gandhi Polytechnic College, Mahe on deputation basis.

2. It is therefore requested that this may be widely circulated among the UDCs working under the cadre control of this Department and applications as per the proforma enclosed may be obtained from the willing and eligible officials and forwarded along with their APARs for the last five years, to this Department on or before **26.08.2019** 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.

4. It may be informed that the candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.

Handwritten signature in blue ink, with the date '2-8-19' written below it.

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To
All the Head of Departments/ Offices,
Puducherry / Karaikal / Mahe / Yanam.

Copy to:
1. The Member Secretary, PIPMATE, Puducherry.
2. The Principal, Karaikal Polytechnic College, Karaikal.
3. Spare copy.

Handwritten signature in blue ink.

PROFORMA

1. Name of the College :: INDIRA GANDHI POLYTECHNIC COLLEGE, MAHE
2. Post applied for :: U.D.C.
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 details of deputation/ service placement, etc.) ::

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: