No.A-35016/23/2000-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
*****

Puducherry, dated 30.05.2019.

CIRCULAR

Sub: Public Services – Filling up of one post of Assistant and L.D.C in the Indira Gandhi Polytechnic College, Mahe on deputation basis - Reg.

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It is proposed to fill up one post of Assistant and L.D.C in the Indira Gandhi Polytechnic College, Mahe on deputation basis as per the eligibility criteria mentioned against each:

Sl. No.	Name of the Post	Eligibility Criteria
1	Assistant	Assistant
2	Lower Division Clerk	Lower Division Clerk who have completed three years of service and passed CGDT and ATSO(I &II)

2. It is therefore requested that this may be widely circulated among the Assistants and L.D.Cs working under the cadre control of this Department and applications as per the proforma enclosed be obtained from the eligible willing officials and forwarded alongwith their APARs for the last five years, to this Department on or before **17.06.2019** 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 have crossed 56 years of age need not be forwarded.

30.5.19

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

Encl: As above.

To
All Heads of Departments/Offices.

Copy to:
1. The Member Secretary, Pondicherry Institute of Post-Matric Technical Education, Puducherry.
2. The Principal, Indira Gandhi Polytechnic College, Mahe.
3. Spare copy.

PROFORMA

1. Name of the Authority :: INDIRA GANDHI POLYTECHNIC COLLEGE, MAHE.

2. Post applied for :: Assistant/L.D.C

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. Department in which working at present ::

8. Date of Birth ::

9. Educational Qualification ::

10. Technical Qualification ::

11. Details of Computer Knowledge ::

12. Whether passed Departmental Tests Viz. CGDT, ATSO(I&II) :: Yes / No, Date:

13. Details of Service (**including deputation service**) ::

Sl. No.	Designation	Department	Period	
			From	To

14. Whether belongs to SC/ST ::

15. Residential Address ::

16. Remarks ::

Place: Signature of candidate
Date:

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: