

No.A-35015/2/2006-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 05.07.2021

C I R C U L A R

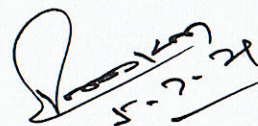
Sub: Public Services – Filling up of ministerial posts in Puducherry
Distilleries Limited, Puducherry on deputation basis - Reg.

It is proposed to fill up the following posts in Puducherry Distilleries Limited, Puducherry on deputation basis as per the eligibility criteria mentioned against each:

Sl. No.	Name of the deputation post	No. of post	Eligible Officials	Desirable Qualification
1	Assistant	2	Assistant	Certificate/Diploma in Computer Application
2	U.D.C	1	U.D.C	
3	Stenographer Grade I	1	Stenographer Grade I	

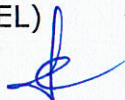
2. It is therefore requested that this may be widely circulated among the Assistants, U.D.Cs and Stenographers Grade I working under the cadre control of this Department and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded alongwith their APARs for the last five years, to this Department on or before **28.07.2021** 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 have crossed 56 years of age need not be forwarded.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)



Encl: As above.

To
All Heads of Departments/Offices.

Copy to:

1. The Managing Director, Puducherry Distilleries Limited, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: Puducherry Distilleries Limited,
Puducherry.
2. Post applied for :: Assistant/U.D.C/Stenographer Grade I
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 appointment in the present post ::
8. Department in which working at present ::
9. Date of Birth ::
10. Educational Qualification ::
11. Technical Qualification ::
12. Details of Computer Knowledge ::
13. Whether passed Departmental Test: ::
Viz., CGDT & ATSO with date
14. Whether passed Accounts Test (Higher) :: Part-I:Yes / No, Date:
Part-II:Yes / No, Date:
15. Details of Service (including deputation service) ::

Sl. No.	Designation	Department	Period	
			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: