

No.A-35016/11/2001-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\*\*\*\*\*

Puducherry, dated 03.06.2019

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

Sub: Public Services – Filling up of one post of Head Clerk-cum-Accountant in the Pondicherry Institute of Hotel Management & Catering Technology, Puducherry on deputation basis - Reg.

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It is proposed to fill up one post of Head Clerk-cum-Accountant (Level-6 in Pay Matrix) in the Pondicherry Institute of Hotel Management & Catering Technology, Puducherry on deputation basis from among the Assistants or else UDCs with five years of service.

2. It is therefore requested that this may be widely circulated among the Assistants and UDCs working under the cadre control of this Department in Puducherry region 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 **21.06.2019** 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.**

*[Handwritten signature]*  
3.6.19

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As above.

To  
All Heads of Departments/Offices.  
Puducherry region.

Copy to:

1. The Principal, Pondicherry Institute of Hotel Management & Catering Technology, Puducherry.
2. Spare copy.

## P R O F O R M A

1. Name of the Authority :: Pondicherry Institute of Hotel Management & Catering Technology, Puducherry.
2. Post applied for :: Head Clerk-cum-Accountant
3. Name of the Applicant (in BLOCK LETTERS) ::
4. Name of father/ husband ::
5. Present post held and since when ::
6. Level in pay matrix and pay drawn at present
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. 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 Official

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: