

No.A-35015/2/2018-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 12.02.2019

**CIRCULAR**

Sub: Public Services – Filling up of the posts of Superintendent and Upper Division Clerk in the Pondicherry Institute of Post-Matric Technical Education (PIPMATE), Puducherry and Women's Polytechnic College, Puducherry on deputation basis-Reg.

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It is proposed to fill up the posts of Superintendent and Upper Division Clerk in the Pondicherry Institute of Post-Matric Technical Education (PIPMATE), Puducherry and Women's Polytechnic College, Puducherry on deputation basis as per the eligibility criteria mentioned below:

Sl. No.	Name of the Institution	Name of the post	No. of post	Eligibility criteria
1	PIPMATE Office, Puducherry	Superintendent	1	Superintendent or else Assistant with 5 years of service and having passed Accounts (Higher) Test
2	PIPMATE Office, Puducherry.	Upper Division Clerk	1	Upper Division Clerk or else Lower Division Clerk with 3 years of service.
3	Women's Polytechnic College, Puducherry.	Upper Division Clerk	1	

2. It is therefore requested that this may be widely circulated among the Superintendents, Assistants, Upper Division Clerks and Lower Division Clerks 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 **01.03.2019** 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.**

  
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To

All Heads of Departments/ Offices.

Copy To:

1. The Member Secretary, PIPMATE, Puducherry.
2. The Principal, Women's Polytechnic College, Puducherry.
3. Spare copy.

P R O F O R M A

1. Name of the Authority :: PIPMATE / Women's Polytechnic College, Puducherry.
2. Post applied for :: Superintendent / U.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. Date of regular 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 (Higher) Test :: 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: