

No.A-35015/5/2017-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 23.07.2019

CIRCULAR

Sub: Public Services – Filling up of ministerial posts in the Pondicherry Society for Higher Education (PONSHE), Puducherry and various colleges functioning under PONSHE, Puducherry on deputation basis-Reg.

It is proposed to fill up the following ministerial posts in the Pondicherry Society for Higher Education (PONSHE), Puducherry and various colleges functioning under PONSHE, Puducherry on deputation basis as per the following eligibility criteria:

| Sl. No. | Name of the Office/ College | Name of the Deputation Post | | | |
|---------|---|-----------------------------|-----------|-------|-------|
| | | Superintendent | Assistant | U.D.C | L.D.C |
| 1 | PONSHE Office, Puducherry. | 1 | 1 | 1 | 1 |
| 2 | Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry. | --- | 1 | 1 | --- |
| 3 | Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam, Puducherry. | 1 | 1 | --- | --- |

Eligibility Conditions:

- i) Superintendent – Superintendents or Assistants who have completed two years of service and having passed Accounts Test (Higher).
- ii) Assistant - Assistants or U.D.Cs who have completed two years of service and having passed the Departmental tests.
- iii) U.D.C - U.D.Cs or L.D.Cs with a minimum of two years of service and having passed the Departmental tests.
- iv) L.D.C- L.D.Cs having passed the Departmental tests.

2. It is therefore requested that this may be widely circulated among the Superintendents, Assistants, U.D.Cs and L.D.Cs working under the cadre control of this Department. The 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 **17.08.2019** 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 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,
Puducherry/Karaikal/Mahe/Yanam.

Copy To:

1. The Member Secretary, Pondicherry Society for Higher Education, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority ::
2. Post applied for :: Superintendent/ Assistant/U.D.C/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. 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 Test :: Part-I:Yes / No, Date:
(Higher) 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: