

No.A-35016/11/2002-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 21.06.2019

CIRCULAR

Sub: Public Services – Filling up of two posts of Senior Assistant in the Pondicherry Urban Development Agency, Puducherry on deputation basis - Reg.

It is proposed to fill up two posts of Senior Assistant (Level-4 in the Pay Matrix) in the Pondicherry Urban Development Agency, Puducherry on deputation basis from among the Upper Division Clerks or else Lower Division Clerks with five years of service.

2. It is therefore requested that this may be widely circulated among the 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 along with their APARs for the last five years, to this Department on or before **12.07.2019** 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.

Copy to:

1. The Project Officer, Pondicherry Urban Development Agency, Puducherry.
2. Spare copy.

PROFORMA

1. Name of the Authority :: Pondicherry Urban Development Agency, Puducherry.
2. Post applied for :: Senior Assistant
3. Name of the Applicant (in BLOCK LETTERS) ::
4. Name of father/ husband ::
5. Present post held ::
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. Whether passed Departmental Tests viz. CGDT, ATSO (Part I & II) ::
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:
Date:

Signature of Applicant

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: