

No.A-35016/16/99-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 06.08.2019

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

Sub: Public Services – Filling up the post of Stenographer Grade-I in the Rajiv Gandhi Institute of Veterinary Education & Research (RIVER), Kurumbapet, Puducherry on deputation basis – Applications called for.

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It is proposed to fill up one post of Stenographer Grade-I in the Rajiv Gandhi Institute of Veterinary Education & Research (RIVER), Kurumbapet, Puducherry on deputation basis from the Stenographer Grade-I and Stenographers Grade-II having 8 years of service.

2. It is therefore requested that this may be widely circulated among the Stenographers Grade-I and Stenographers Grade-II who are 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 Annual Performance Assessment Report for the last five years, to this Department on or before **28.08.2019** duly verified and certified that the particulars furnished by the officials are correct.

**3. It is also requested that the application of the ineligible officials and the application of the officials who are likely to superannuate within a period of three years need not be forwarded.**

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As stated.

To

All Heads of Departments / Offices.

Copy to:

1. The Dean, Rajiv Gandhi Institute of Veterinary Education & Research (RIVER), Kurumbapet, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Institute/Authority :: RAJIV GANDHI INSTITUTE OF VETERINARY EDUCATION & RESEARCH, PUDUCHERRY
2. Post applied for :: STENOGRAPHER GR.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 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. 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 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: