

No.A.35016/5/2005-DPAR/SS.II(1)/PF  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 05.08.2021

CIRCULAR

Sub: Public Services – Filling up of Sub-Registrar posts in  
the Registration Department in Puducherry, Karaikal  
and Yanam regions on deputation basis - Reg.

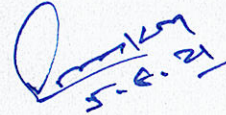
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It is proposed to fill up Sub-Registrar posts in the Registration Department in the Puducherry, Karaikal and Yanam regions by selection from among the Assistants with three years of regular service and having knowledge of reading and writing in the respective regional language, on deputation basis without deputation allowance:

Sl. No.	Name of the region	Number of posts
1	Puducherry	2
2	Karaikal	2
3	Yanam	1

2. It is therefore requested that this may be widely circulated among the Assistants of this Administration working under the cadre control of this Department and applications as per the proforma-I and II enclosed be obtained from willing and eligible officials and forwarded alongwith their APARs for the last five years, to this Department on or before **26.08.2021** 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 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 District Registrar, Registration Department, Puducherry.
2. Spare copy.



P R O F O R M A - I

- |  |   |
|--|---|
| 1. Name of the Department  | :: Registration Dept., Puducherry.              |
| 2. Name of the Post applied for                                  | :: Sub-Registrar, Puducherry / Karaikal / Yanam |
| 3. Name of the Official (in BLOCK LETTERS)                       | ::  |
| 4. Date of birth   | ::  |
| 5. Educational Qualification                                     | ::  |
| 6. Department/Office in which working                            | ::  |
| 7. Whether belongs to OBC/SC/ST/Ex-servicemen category           | ::  |
| 8. Date of initial appointment                                   | ::  |
| 9. Date of appointment in the present grade                      | ::  |
| 10. Date of retirement   | ::  |
| 11 Total number of years of service in the present grade         | ::  |
| 12 Proficiency in reading and writing Tamil/ Telugu              | ::  |
| 13 Details of departmental tests passed                          | ::  |
| 14 Whether Registration test passed in full i.e. Part I & II     | ::  |
| 15 Whether the applicant is having proficiency in computer usage | ::  |

Place:

Signature of candidate

Date:

**To be certified by the Head of Office**

Certified that the particulars furnished by the applicant have been verified and found correct. The service details of the applicant have also been furnished in the prescribed Proforma-II enclosed herewith.

No vigilance/ disciplinary proceedings are either pending or contemplated against the official.

Certified that the integrity of the official is .....

SIGNATURE OF  
HEAD OF DEPARTMENT/OFFICE  
SEAL:

Place :

Date :

**PROFORMA-II  
SERVICE DETAILS**

Sl. No.	Name of the Govt. Servant	Name of the father	Service particulars <b>including deputation</b> from the date of initial appointment to till date				Reference to the I.D. Note/ Mem. No. and date from wherein Disciplinary action was required by the CVO to be taken against the individual, if any pending in the Dept./ Office as on date	Remarks
			Name of the Dept./ Office	Designation	From	To		
1	2	3	4	5	6	7	8	9

HEAD OF DEPARTMENT/ OFFICE