

No.A-22015/7/2012-DPAR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\*\*\*\*\*

Puducherry, dated 01.12.2017

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

Sub: Public Services - Filling up the post of Stenographer Gr.I in various Autonomous bodies Applications called for.

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It is proposed to fill up one post of Stenographer Gr.I each in the following Autonomous bodies on deputation basis from among the Stenographers Gr.I or else Stenographers Gr.II with eight years of service:

| Sl. No. | Name of the Autonomous body   |
|---------|---|
| 1       | Pondicherry AIDS Control Society, Puducherry                          |
| 2       | Puducherry Planning Authority, Puducherry                             |
| 3       | Rajiv Gandhi Institute of Veterinary Education & Research, Puducherry |
| 4       | Indira Gandhi Medical College & Research Institute, Puducherry        |

2. It is therefore requested that this may be widely circulated among the Stenographers Gr.I and Gr.II of this Administration working under the cadre control of this Department and applications as per the proforma enclosed be obtained from the eligible willing officials and forwarded alongwith their APARs for the last five years, to this Department on or before **22.12.2017** 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.**

/ BY ORDER /

*S. Thammuganapathy*  
(S. THAMMU GANAPATHY)

DEPUTY SECRETARY TO GOVERNMENT

Encl: As above.

To  
All Heads of Departments/ Offices.

Copy To:  
1. The Heads of Autonomous bodies concerned.  
2. Spare copy.

**PROFORMA**

1. Name of the Autonomous body        ::
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. Department in which working        ::  
at present
8. Date of Birth                            ::
9. Educational Qualification            ::
10. Technical Qualification             ::
11. Details of Computer Knowledge     ::
12. Details of Service                    ::  
(including deputation service)

| Sl. No. | Designation | Department | Period |    |
|---------|-------------|------------|--------|----|
|         |             |            | From   | To |
|         |             |            |        |    |

13. Whether belongs to SC/ST         ::
14. Residential Address                 ::
15. 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: