GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
*****

Puducherry, dated　23.07.2019

CIRCULAR

Sub:　Public Services – Filling up of the posts of Superintendent and U.D.C in the Women's Polytechnic College, Puducherry on deputation basis-Reg.

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It is proposed to fill up the posts of Superintendent and U.D.C in the Women's Polytechnic College, Puducherry on deputation basis as per the eligibility criteria mentioned below:

Sl. No.	Name of the post	No. of post	Eligibility criteria
1	Superintendent	1	Superintendent or Assistant with 5 years of service and having passed Accounts Test (Higher)
2	U.D.C	1	U.D.C or L.D.C with 3 years of service.

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 and 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.

Copy To:
1. The Member Secretary, PIPMATE, Puducherry.
2. The Principal, Women's Polytechnic College, Puducherry.
3. Spare copy.

PROFORMA

1. Name of the Authority　　　　:: Women's Polytechnic College, Puducherry.

2. Post applied for　　　　　　:: Superintendent/ U.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:　　　　　　　　　　　　　　　　　　Signature of candidate
Date:

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.