

No.A.35016/2015/DPAR/CCUI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 03/07/2015

CIRCULAR

Sub: Public Services - Filling up of the post of **Lower Division Clerk** in the Govt. Undertaking Societies/Institutions on deputation basis - Applications called for - Reg.

It is proposed to fill up Lower Division Clerk post in the pay band of Rs. 5200-20200 with Grade Pay of Rs. 1900, in the following Government Undertaking Societies / Institutions on deputation basis initially for a period of one year.

Sl.No.	Name of the Institute / Authority	No. of posts	Eligibility Criteria
1	Puducherry Seed Certification Agency, Puducherry.	1	Lower Division Clerk
2	Pondicherry Aids Control Society, Puducherry.	1	LDC with Computer Knowledge and one year experience.
3	Puducherry State Level Commission for Backward Classes, Puducherry.	2	Lower Division Clerks
4	Indira Gandhi Polytechnic College, Mahe	1	Lower Division Clerk
5	Puducherry Power Corporation Ltd, Project Office, T.R. Pattinam, Karaikal	3	Lower Division Clerks

2. It is therefore requested that this may be widely circulated among the Lower Division Clerk working under the cadre control of this Department and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded to this Department on or before **31/07/2015** 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.

4. In case, if any official intends to apply for more than one post, he / she should apply separately for each post.

5. The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

Encl: as stated

To
All Heads of Departments / Offices.
Puducherry/Karaikal/Mahe.

Copy to:

1. The Heads of Govt. Undertaking Societies/Institutions concerned.

PROFORMA

1. Name of the Institution/Agency ::
2. Post applied for :: Lower Division Clerk
3. Name of the Applicant (in BLOCK LETTERS) ::
4. Name of father/ husband ::
5. Present post held and since when, scale of pay and pay drawn at present ::
6. Department in which working at present ::
7. Date of Birth ::
8. Educational Qualification ::
9. Technical Qualification ::
- 10 Details of Computer Knowledge ::
- 11 Details of Service (including details of deputation/ service placement, etc.) ::

Sl. No.	Designation	Department	Period	
			From	To

- 12 Whether belongs to SC/ST ::
- 13 Residential Address ::
- 14 Remarks ::

Place:
Date:

Signature of candidate

To be certified by the 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: