

No.A-35016/1/2011-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 17.06.2015

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

Sub: Public Services – Filling up the deputation posts in Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry – Applications called for.

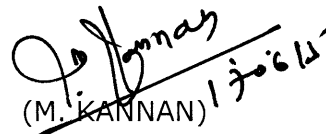
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It is proposed to fill up the following posts on deputation basis in Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry:

Sl. No.	Name of the Post	No. of Posts	Eligibility Conditions
1	Superintendent	1	Superintendents/Assistants with minimum of two years of experience having passed Accounts Test (Higher)
2	Assistant	1	Assistants/UDCs with minimum of two years of experience having passed Accounts Test (Higher)
3	UDC	2	U.D.Cs / L.D.Cs with minimum of two years of experience having passed CGDT and ATSO (Part I & II)

2. It is therefore requested that this may be widely circulated among the Ministerial staff working under the cadre control of this department in Puducherry region and applications as per the proforma enclosed be obtained from the eligible willing officials and forwarded along with their APARs for the last five years, to this Department on or before **13.07.2015** 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 are likely to superannuate within a period of three years need not be forwarded.**

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: As above.

To

All Heads of Departments/ Offices, Puducherry region.

Copy To:

1. The Member Secretary, Pondicherry Society for Higher Education, Puducherry.
2. The Principal, Rajiv Gandhi Arts and Science College, Thavalakuppam, Puducherry.
3. Spare copy.

P R O F O R M A

1. Name of the Authority :: RAJIV GANDHI ARTS AND SCIENCE COLLEGE, PUDUCHERRY.
2. Post applied for :: SUPERINTENDENT / ASSISTANT / U.D.C
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. Whether passed Departmental Tests (CGDT, ATSO)-To be filled in by the official who apply for the post of UDC ::
12. Whether passed Accounts Test (Higher) Part-I : Yes / No, Date: :: Part-II: Yes / No, Date:
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: