

No.A-35016/3/2010-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 06.04.2015

C I R C U L A R

Sub: Public Services - Filling up one post of Administrative Assistant in the Pondicherry Aids Control Society, Puducherry on deputation basis - Reg.

It is proposed to fill up one post of Administrative Assistant in the Pondicherry Aids Control Society, Puducherry on deputation basis as per the following eligibility criteria:

Sl. No.	Name of the Post	No. of Posts	Eligibility Criteria
1	Administrative Assistant PB-1, GP: ₹2400.	1	UDCs / LDCs with a minimum of 5 years of experience. <u>Desirable:</u> i) Degree in Commerce. ii) Computer knowledge.

2. It is therefore requested that this may be widely circulated among the UDCs and LDCs working in the Puducherry region 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 **30.04.2015** 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 Vice-Chairman, Pondicherry Aids Control Society, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: Pondicherry Aids Control Society,
Puducherry.
2. Post applied for :: Administrative Assistant
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 Whether passed Departmental Tests::
i.e. CGDT, ATSO
- 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: