

No.A.35016/5/2005-DPAR/SS.II(1)/PF
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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Puducherry, dt. 09.05.2015

CIRCULAR

Sub: Public Services – Filling up of Sub-Registrar posts in the Registration Department in Puducherry, Karaikal and Mahe regions on deputation basis - Reg.

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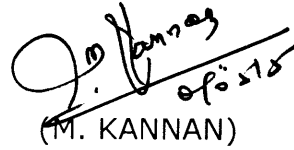
It is proposed to fill up five posts of Sub-Registrar in the Registration Department in Puducherry, Karaikal and Mahe regions by selection from among the Assistants with three years of regular service and having the knowledge of reading and writing in Tamil / Malayalam language, on deputation basis without deputation allowance. Preference will be given to those who are having proficiency in computer usage and cleared Registration Test.

2. It is therefore requested that this may be widely circulated among the Assistants of this Administration working under the cadre control of this Department in Puducherry, Karaikal and Mahe regions and applications as per the proforma I & II enclosed be obtained from willing and eligible Assistants and forwarded alongwith their APARs for the last five years, to this Department on or before **25.05.2015** 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. The candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.

5. This Circular is hosted in the official website of this Department (<http://dpar.puducherry.gov.in>) for information.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: As above.

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

Copy to:

1. The Special Secretary to Govt., Dept. of Revenue & Disaster Management, Puducherry.
2. Spare copy.

PROFORMA-I

1. Name of the Department :: Department of Revenue and Disaster Management, Puducherry.
2. Post applied for :: Sub-Registrar, Puducherry / Karaikal / Mahe region
3. Name of the Official (in BLOCK LETTERS) ::
4. Present post held ::
5. Date of birth ::
6. Educational Qualification ::
7. Department/Office in which working ::
8. Whether belongs to OBC/SC/ST/Ex-servicemen Category ::
9. Date of initial appointment ::
10. Date of regular appointment in the present grade ::
11. Date of retirement ::
12. Total number of years of service in the present grade ::
13. Proficiency in reading and writing Tamil/Malayalam ::
14. Details of departmental tests passed ::
15. Whether Registration test passed in full i.e. Part I & II ::
16. Whether the applicant is having proficiency in computer usage (Copies of certificate / Details of courses completed in computer to be enclosed) ::

Place:
Date:

Signature of candidate

To be certified by the Head of Office

Certified that the particulars furnished by the applicant have been verified and found correct. The service details of the applicant have also been furnished in the prescribed Proforma-II enclosed herewith.

No vigilance/ disciplinary proceedings are either pending or contemplated against the official.

Certified that the integrity of the official is

Place :
Date :

SIGNATURE OF
HEAD OF DEPARTMENT/OFFICE
SEAL:

PROFORMA-II
SERVICE DETAILS

Sl. No.	Name of the Govt. Servant	Name of the father	Service particulars including deputation from the date of initial appointment to till date				Reference to the I.D. Note/ Mem. No. and date from wherein Disciplinary action was required by the CVO to be taken against the individual, if any pending in the Dept./ Office as on date	Remarks
			Name of the Dept./ Office	Designation	From	To		
1	2	3	4	5	6	7	8	9

SIGNATURE
HEAD OF DEPARTMENT/ OFFICE
SEAL