GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

CIRCULAR

Puducherry, dt. 11.05.2012.

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

It is proposed to fill up Sub-Registrar posts as indicated below in the
Registration Department in the Puducherry, Karaikal and Mahe regions by selection
from among the Assistants with three years of regular service and having
knowledge of reading and writing in the concerned regional language, on
deputation basis without deputation allowance.

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<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the region</th>
<th>Number of posts</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Puducherry</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Karaikal</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Mahe</td>
<td>1</td>
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</table>

2. It is therefore requested that this may be widely circulated among the
Assistants of this Administration working in the Puducherry, Karaikal & Mahe
regions and applications as per the proforma enclosed be obtained from willing and
eligible officials and forwarded alongwith their Confidential Reports for the last five
years, to this Department on or before 21.05.2012 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
during the tenure of deputation 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 The candidature of the applicants will not be allowed to be withdrawn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.

(GIDDI MRUTHYUNJAYA DURGA KAU)
UNDER SECRETARY TO GOVERNMENT(DPAR)

Encl: As above.

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

Copy to:
1. The Special Secretary to Govt., Dept. of Revenue & Disaster Management,
Puducherry.
2. The Private Secretary to Chief Secretary, Puducherry.
3. Spare copy.
1. Name of the Department

2. Post applied for

3. Name of the Official (in BLOCK LETTERS)

4. Date of birth

5. Educational Qualification

6. Department/Office in which working

7. Whether belongs to OBC/SC/ST/ex-servicemen category

8. Date of initial appointment

9. Date of appointment in the present grade

10. Date of retirement

11. Total number of years of service in the present grade

12. Proficiency in reading and writing of Tamil / Malayalam

13. Details of departmental tests passed

14. Whether Registration test passed in full i.e. Part I & II

15. Whether the applicant is having proficiency in computer usage

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

Signature of
HEAD OF DEPARTMENT/Office

Date

PROFORMA-II

SERVICE DETAILS

<table>
<thead>
<tr>
<th>Name of the Official</th>
<th>Service particulars including deputation from the date of initial appointment to till date</th>
<th>Reference to the ID No. Mm. No. and date from which disciplinary action was taken against the individual if any pending in the Dept./Office as on date</th>
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<td>K</td>
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HEAD OF DEPARTMENT/Office