

No.A-35016/1/2018-DPAR/SS.II(2)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 30.01.2018.

**CIRCULAR**

Sub: Public Services - Filling up of the posts of full time Personal Assistant and Clerk in the Puducherry Commission for Protection of Child Rights, Puducherry on deputation basis - Regarding.

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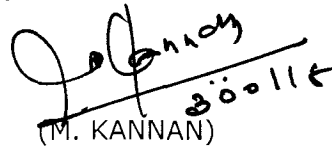
It is proposed to fill up the following posts in the Puducherry Commission for Protection of Child Rights, Puducherry on deputation basis as per the eligibility criteria mentioned against the post:

Sl. No.	Name of the Post	No. of vacancy	Eligibility Criteria
1	Personal Assistant	1	Stenographers Gr.II with a minimum of 2 years of experience.
2	Clerk	1	UDCs with a minimum of 2 years experience.

2. It is therefore requested that this may be widely circulated among the Stenographer Gr.II and UDCs working under the control of this Department in this Administration and applications as per the proforma enclosed may be obtained from the willing and eligible officials and forwarded along with their APARS, to this Department on or before **23.02.2018** 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.**

4. It may be informed that the candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To  
All the Head of Departments/ Offices,  
Puducherry.

Copy to:  
The Director, Dept. of Women and Child Development, Puducherry.

P R O F O R M A

1. Name of the Department :: Puducherry Commission for Protection of Child Rights, Puducherry.
2. Post applied for :: Personal Assistant / 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:

Signature of candidate

Date:

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: