

No.A-22015/3/2018-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 03.04.2018

C I R C U L A R

Sub: Public Services – Filling up of one post of Assistant in the District Institute of Education and Training, Lawspet, Puducherry on deputation basis - Reg.

It is proposed to fill up one post of Assistant in the District Institute of Education and Training, Puducherry on deputation basis from among the Assistant or else Upper Division Clerk with five years of service having passed Accounts Test(Higher). Preference will be given to those who have working knowledge in grant-in-aid Institutions.

2. It is therefore requested that this may be widely circulated among the Assistants and UDCs working 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 **02.05.2018** 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 have crossed 56 years of age need not be forwarded.

/ BY ORDER /


03.04.18

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To
All Heads of Departments/Offices.

Copy to:

1. The Principal, District Institute of Education and Training, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Authority :: District Institute of Education and Training, Puducherry.
2. Post applied for :: 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. Details of Computer Knowledge ::
11. Whether passed Accounts Test (Higher) :: Part-I : Yes / No, Date:
Part-II: Yes / No, Date:
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: