

No.A-35015/2/2006-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 03.04.2018

CIRCULAR

Sub: Public Services – Filling up of Manager, Assistant and LDC in
Puducherry Distilleries Limited, Puducherry on deputation basis
– Applications called for.

It is proposed to fill up the posts of Manager(Personnel & Administration), Assistant and LDC in the Puducherry Distilleries Limited, Puducherry on deputation basis from among the Superintendents, Assistants and LDCs respectively:

Sl. No.	Name of the Post	No. of posts	Eligible officials	Desirable Qualification
1	Manager (Personnel & Administration) (GP:₹4600 pre-revised)	1	Superintendent	Certificate / Diploma in Computer Application
2	Assistant (GP:₹4200 pre-revised)	1	Assistant	
3	Lower Division Clerk (GP:₹1900 pre-revised)	3	Lower Division Clerk	

2. It is therefore requested that this may be widely circulated among the Superintendents, Assistants and LDCs of this Administration working under the cadre control of this Department and applications as per the proforma enclosed be obtained from the eligible willing 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 /


(M. KANNAN) 03-04-18

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To

All Heads of Departments/ Offices.

Copy To:

1. The Managing Director, Puducherry Distilleries Ltd., Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Municipality :: Puducherry Distilleries Limited,
Puducherry
2. Post applied for ::
3. Name of the Applicant ::
(in BLOCK LETTERS)
4. Name of father/ husband ::
5. Present post held and since when ::
6. Level in the Pay matrix and present pay drawn ::
7. Department in which working at present ::
8. Date of Birth ::
9. Educational Qualification ::
10. Technical Qualification ::
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/ Phone Number ::

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: