

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

-oOo-

Puducherry, dt. 25.09.2017

CIRCULAR

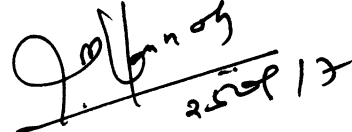
Sub: Public Services – Filling up of two posts of Sub-Registrar one each in Karaikal and Yanam regions in the Registration Department on deputation basis - Reg.

-oOo-

It is proposed to fill up Sub-Registrar posts, one post each in Thirunallar, Karaikal and Yanam region in the Registration Department from among the Assistants with three years of regular service and having knowledge of reading and writing in Tamil / Telugu language, on deputation basis without deputation allowance.

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 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 **13.10.2017** 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 have crossed 56 years of age need not be forwarded.**

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As above.

To  
All Heads of Departments / Offices,

Copy to:

1. The District Registrar, Registration Department, Puducherry.
2. Spare copy.

PROFORMA-I

1. Name of the Department :: Registration Department,  
Puducherry.
2. Post applied for :: Sub-Registrar  
Karaikal / Yanam
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 / Telugu ::
- 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  
SEAL:

Place :  
Date :

**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: