

No.A.35016/17/2003-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 15.02.2016.

CIRCULAR

Sub: Public Services – Filling up the posts of Public Relations Assistant in the Karaikal, Mahe and Yanam regional offices of the Department of Information & Publicity, on deputation basis.

It is proposed to fill up three posts of Public Relations Assistant in the Pay Band of ₹5200-20200 with Grade pay of ₹2800 in following regional offices under the control of the Department of Information & Publicity, Puducherry on deputation basis as per the eligibility criteria mentioned below:

Sl. No.	Name of the office	No. of vacancy	Eligibility Criteria
1	Office of the Assistant Director of Information and Publicity, Karaikal.	1	(a) (i) holding analogous posts on regular basis; (or) (ii) with 5 years of regular service in posts in the pay band of ₹ 5200-20200 + Grade pay ₹ 2400/-; (or) (iii) with 13 years of regular service in posts in the pay band of ₹ 5200-20200 + Grade pay ₹ 1900/-.
2	Office of the Regional Administrator, Mahe	1	(b) Possessing a Degree of a recognized University.
3	Office of the Regional Administrator, Yanam	1	(c) Proficiency in Tamil/Malayalam/Telugu (depends upon region-wise vacancy)

Preferable:

(a)	Two years experience in Public Relations/ Publicity/ Exhibition work (or)
(b)	Possessing a Diploma in Journalism/ Mass Communication/ Public Relations/ Advertising from a recognized Institution or equivalent.

2. It is therefore requested that this may be widely circulated among the officials 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 **04.03.2016** 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 It may be informed that the candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.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 / Karaikal / Mahe / Yanam.

Copy to: The Director of Information & Publicity, Puducherry.

P R O F O R M A

1. Name of the Department :: DEPARTMENT OF INFORMATION & PUBLICITY, KARAIKAL / MAHE / YANAM.
2. Post applied for :: PUBLIC RELATIONS 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 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: