

No.A-35016/4/2013-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 12.09.2014.

CIRCULAR

Sub: Public Services – Filling up of one post of Cashier cum Accounts Clerk in the Puducherry Institute of Hotel Management & Catering Technology, Puducherry, on deputation basis - Regarding.

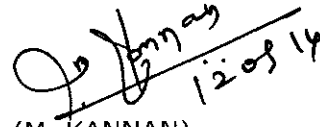
The Puducherry Institute of Hotel Management & Catering Technology, Puducherry, requires the services of Lower Division Clerk having the following qualifications to fill up one post of Cashier cum Accounts Clerk carrying a Pay band of Rs.5200-20200 with Grade pay of Rs.2400 in the Institute, on deputation basis.

- Lower Division Clerk must be a graduate. Preference will be given to Commerce graduate.
- He should possess a minimum of 3 years experience in his original cadre.
- Candidate who is having knowledge in computer is desirable.

2. It is therefore requested that this may be widely circulated among the Lower Division Clerks working in Puducherry region of this Administration and applications as per the proforma enclosed may be obtained from the willing and eligible officials and forwarded along with their upto date Annual Confidential Reports for the last three years, to this Department on or before **10.10.2014** duly certifying that the particulars furnished by the officials are correct.

3. It is also requested that the applications of the ineligible officials and officials who are likely to superannuate within a period of three years need not be forwarded.

4. The candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.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 Principal (i/c),
Pondicherry Institute of Hotel Management & Catering Technology, Puducherry.

P R O F O R M A

1. Name of the Institute :: PONDICHERRY INSTITUTE OF HOTEL
MANAGEMENT & CATERING
TECHNOLOGY, PUDUCHERRY.
2. Post applied for :: CASHIER CUM ACCOUNTS 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: