

No.A-35016/4/2006-DPAR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 16.12.2013

**CIRCULAR**

Sub: Public Services – Filling up of Stenographer posts in the Govt. Aided Autonomous bodies / Institutions / Agencies, on deputation basis – Applications called for.

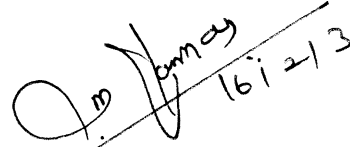
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It is proposed to fill up Stenographer posts in the Government aided Autonomous bodies / Institutions / Agencies, on deputation basis as indicated in the Annexure to this Circular.

2. It is therefore requested that this may be widely circulated among the Stenographers of this Administration who are 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 Annual Performance Assessment Report for the last five years, to this Department on or before **10.01.2014** 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 are likely to superannuate within a period of three years need not be forwarded.**

**4. In case, if any official intends to apply for more than one post, he/she should apply separately for each post.**

  
16/12/13

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

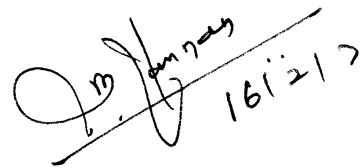
Encl: As stated.

To  
All Heads of Departments / Offices.  
*Puducherry Region.*  
Copy to:

1. The Heads of Govt. Aided Autonomous body / Institute / Agency concerned.
2. Spare copy.

**ANNEXURE**

Sl. No.	Name of the Govt. Aided Autonomous body / Institute	Name of the deputation post and Grade Pay	No. of posts	Eligibility Criteria
1	Renewable Energy Agency, Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I (or) Stenographer Gr.II with 3 years of service.
2	District Rural Development Agency, Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I
		Stenographer Gr.II PB1, GP: ₹2400/-	1	Stenographer Gr.II
3	Puducherry Power Corporation Ltd., Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I
4	Rajiv Gandhi Institute of Veterinary Education & Research, Kurumbapet, Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I (or) Stenographer Gr.II with 3 years of service
5	Indira Gandhi Medical College & Research Institute, Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I (or) Stenographer Gr.II with 3 years of service
6	Puducherry Agro Products, Food and Civil Supplies Corporation Ltd., Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I (or) Stenographer Gr.II with 5 years of service.
7	Puducherry Planning Authority, Puducherry	Stenographer Gr.I PB2, GP: ₹4200/-	1	Stenographer Gr.I (or) Stenographer Gr.II with 5 years of service



(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)



P R O F O R M A

1. Name of the Authority ::
2. Post applied for ::
3. Name of the Applicant ::  
(in BLOCK LETTERS)
4. Name of father/ Spouse ::
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 deputation service)**

Sl. No.	Designation	Department	Period	
			From	To

12. Details of Departmental Exams passed ::

Sl. No.	Name of the Departmental Examination	Date of passing	
		Part I	Part II

13. Whether belongs to SC/ST ::
14. Residential Address ::
15. Remarks ::

Place:  
candidate  
Date:

Signature of

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: