

No.A-35016/16/99-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 15.09.2014

**CIRCULAR**

Sub: Public Services – Filling up the post of Stenographer Grade-I in the Govt. Aided Institutions / Authority, on deputation basis – Applications called for.

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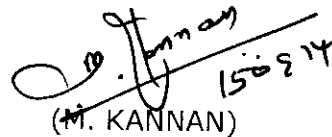
It is proposed to fill up Stenographer Grade-I post in the following Government aided Institutions / Authority from the Stenographer Grade-I on deputation basis :

Sl. No.	Name of the Institute/Authority	No. of posts
1	Rajiv Gandhi Institute of Veterinary Education & Research, Kurumbapet, Puducherry	1
2	Puducherry Planning Authority, Puducherry	1
3	Pondicherry Institute of Hotel Management & Catering Technology, Puducherry	1
4	Project Implementation Agency, Puducherry	1

2. It is therefore requested that this may be widely circulated among the Stenographers Grade-I 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 **03.10.2014** 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.

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As stated.

To

All Heads of Departments / Offices.

Copy to:

1. The Heads of Govt. Aided Institutes / Authority concerned.
2. Spare copy.

P R O F O R M A

1. Name of the Institute/Authority     ::
2. Post applied for                     :: STENOGRAPHER GR.I
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. Whether belongs to SC/ST       ::
13. Residential Address               ::
14. Remarks                            ::

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: