

No.A.35016/2015/DPAR/CCUI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 04/03/2016

CIRCULAR

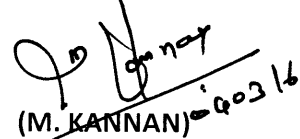
Sub: Public Services – Filling up of two posts of **Lower Division Clerk** on deputation basis in O/o the Resident Commissioner, Puducherry House, New Delhi – Reg.

Ref: Note No. ARC/PH-ND/Estt/2015-16/643 dated 10/12/2015 of O/o the Resident Commissioner, Puducherry House, New Delhi.

The Additional Resident Commissioner, Puducherry Govt. Guest House, New Delhi requires the services of **TWO** Lower Division Clerks to work as Lower Division Clerk in O/o the Addl. Resident Commissioner, Puducherry Govt. Guest House, New Delhi on deputation basis in the pay band of Rs. 5200-20200 with Grade Pay Rs. 1900/- , for a period of one year.

2. The Heads of Department / Offices concerned are therefore requested that this may widely be circulated among the LDCs. Applications as per the proforma enclosed to be obtained from willing LDCs and forwarded to this department on or before **01/04/2016**.

3. The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.


(M. KANNAN) 04/03/16

UNDER SECRETARY TO GOVERNMENT

Encl: as above.

To

The Heads of Departments/Offices Concerned.

Copy to :

The Addl. Resident Commissioner
Puducherry Govt. Guest House,
New Delhi.

PROFORMA

1. Name of the Institution/Agency :: O/o Addl. Resident Commissioner ,
Puducherry Govt. Guest House, New Delhi.
2. Post applied for :: Lower Division 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 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: