

No.A.35016/2016/DPAR/CCUI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 20-09-2018

CIRCULAR

Sub: Public Services – Filling up of the post of **Lower Division Clerk** on deputation basis – Applications called for – Reg.

It is proposed to fill up one post of Lower Division Clerk in the Pondicherry Society for the care of the Aged [PONCARE] on deputation basis from among the LDCs with three years of continuous service in the post of Lower Division Clerk and a pass in Accounts(Lower).

I. **Lower Division Clerk:** (Pay Level in Pay Matrix : Level 2

Pre-revised: ₹ 5200-20200 Grade Pay: ₹ 1900)

Sl.No.	Name of the Office	No. of Post	Eligibility Criteria
1	Pondicherry Society for the Care of the Aged, Puducherry.	1	Three years of continuous service in the post of Lower Division Clerk and a pass in Accounts(Lower).

2. It is therefore requested that this may be widely circulated among the Lower Division Clerks working under the Cadre Control of this Department and applications as per the proforma enclosed be obtained from willing and eligible officials and forwarded along with their APARs for last three years to this Department on or before **12/10/2018** 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. The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.


(V. JAISANKAR) 20.9.18

UNDER SECRETARY TO GOVERNMENT

Encl: As stated

To
✓ All Heads of Departments / Offices, Puducherry/Karaikal/Mahe.

Copy to:

1. The Secretary, Pondicherry Society for the care of the Aged [PONCARE], Puducherry.

PROFORMA

1. Name of the Institution/Agency :: Pondicherry Society for the care of the Aged
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, pay level in pay matrix and
pay drawn at present
6. Department in which working
at present ::
7. Date of Birth ::
8. Educational Qualification ::
9. Technical Qualification ::
- 10 Whether passed Departmental test::
- 11 Details of Computer Knowledge ::
- 12 Details of Service (including details of
deputation/ service placement, etc.,) ::

Sl. No.	Designation	Department	Period	
			From	To

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