

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

\*\*\*

Puducherry, dt. 26/10/2016

**CIRCULAR**

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

\*\*\*

It is proposed to fill up the post of Welfare Organiser / Lower Division Clerks in the following offices, on deputation basis initially for a period of one year.

I. **Welfare Organiser:** (Pay Level in Pay Matrix : Level 2

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

Sl.No.	Name of the Office	No. of posts	Eligibility Criteria
1	Department of Sainik Welfare, Puducherry.	1	Lower Division Clerk in Ex-Servicemen Category.

II. **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 posts	Eligibility Criteria
1	Pondicherry Society for the Care of the Aged, Puducherry. (Puducherry – 1 No. / Karaikal - 1 No. )	2	Lower Division Clerk
2	Puducherry Seed Certification Agency, Puducherry.	1	Lower Division Clerk

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 to this Department on or before **18/11/2016** 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.

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 The candidature of the applicant will not be allowed to be withdrawn once selection is conveyed.

  
26.10.16  
(M. KANNAN)

**UNDER SECRETARY TO GOVERNMENT**

Encl: as stated

To

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

Copy to:

1. The Heads of Govt. Undertaking Societies/Institutions concerned.

**PROFORMA**

1. Name of the Institution/Agency ::
2. Post applied for :: Welfare Organiser /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 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: