

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No.H.36018/02/2016/DPAR/CCD(1)

Puducherry, dated 23.08.2016.

C I R C U L A R

Sub: Public Services – Filling up of three posts of Tamil Reporter in the Legislative Assembly Secretariat, Puducherry on deputation basis – Inviting applications - reg.

It is proposed to fill up three posts of Tamil Reporter in the Legislative Assembly Secretariat, Puducherry on deputation basis in the Pay Band – 2 : ₹9,300-34,800 + Grade Pay ₹4,600, with the following eligible criteria:-

(1) Deputation from Officers/Officials

(a)(i) holding analogous posts on regular basis in the parent cadre/ Department; or

(ii) With 5 years service rendered after appointment thereto on regular basis in the posts in Pay Band-2: ₹9,300 - ₹34,800 with Grade Pay ₹4,200; or

(iii) With 11 years service rendered after appointment thereto on regular basis in the posts in Pay Band-1: ₹ 5,200 - ₹20,200 with Grade Pay ₹2,800; or

(iv) With 15 years service rendered after appointment thereto on regular basis in the posts in Pay Band-1: ₹5,200 - ₹20,200 with Grade Pay ₹2,400; and

(b) Possessing the following educational qualifications and experience:-

(i) Degree of a recognised University

(ii) A pass in stenography with 150 words per minute in Tamil shorthand conducted by a recognised Central/State Government Institution.

(iii) A pass in typewriting (Tamil) in the Higher Grade conducted by a recognised Central/State Government Institution.

Experience: Two years of experience in Reporting or Editing work in any news paper /new agency /magazine in a listed private organisation or a Government Department.

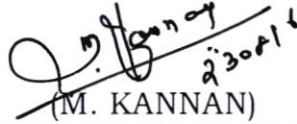
2. It is therefore requested that this may be widely circulated among the eligible employees serving under your control and application as per the proforma enclosed be obtained from willing officials and forwarded alongwith their Confidential Reports for the last five years to the Legislative Assembly Secretariat **on or before 09.09.2016** duly verified and certified by the Head of Office concerned that the particulars furnished by the officials are correct.


2308

2/-

3. It is also requested that the application of the ineligible officials and the application of the officials who are likely to superannuate during the tenure of deputation need not be forwarded.

4. The candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

Encl: Above.

To

1. All Heads of Departments/Offices, Puducherry.
2. All Autonomous Bodies in this Administration.

Copy to:

The Secretary,
Legislative Assembly Secretariat, Puducherry. --- with a request to receive the
applications, if any.

P R O F O R M A

1. Name of the Department :: Legislative Assembly Secretariat
2. Post applied for :: Tamil Reporter
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 deputation service)

Sl. No.	Designation	Department	Period	
			From	To

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

Signature of Candidate

Place:
Date:

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