

No.A.35016/1/2013-DPAR/SS.II(2)/PF.1
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 19.09.2018.

C I R C U L A R


Sub: Public Services – Filling up of one post of Upper Division Clerk in the Puducherry Seed Certification Agency, Puducherry, on deputation basis - Regarding.

It is proposed to fill up one post of UDC in the Puducherry Seed Certification Agency, Puducherry on deputation basis from among the UDCs or else LDCs with three years of service having computer knowledge.

2. It is therefore requested that this may be widely circulated among the UDCs and LDCs working under the cadre control of this Department and applications as per the proforma enclosed be obtained from the willing and eligible officials and forwarded along with their APARs for last five years, to this Department on or before **08.10.2018** duly certifying that the particulars furnished by the officials are verified and found to be correct.

3. It is also requested that the application of the ineligible officials and the application of the officials who have exceeded fifty six years on the closing date of receipt of application need not be forwarded.

4. It may be informed that the candidature of the applicants will not be allowed to be withdrawn once selection is conveyed.



(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: As above.

To
All the Head of Departments/ Offices,
Puducherry / Karaikal / Mahe / Yanam.

Copy to:

1. The Chief Seed Certification Officer,
Puducherry Seed Certification Agency, Puducherry.
2. Spare copy.

P R O F O R M A

1. Name of the Institute :: Puducherry Seed Certification Agency,
Puducherry.
2. Post applied for :: UDC
3. Name of the Applicant ::
(in BLOCK LETTERS)
4. Name of father/ husband ::
5. Present post held and since when ::
6. Level in the Pay Matrix and Present pay drawn ::
7. Department in which working at present ::
8. Date of Birth ::
9. Educational Qualification ::
10. Technical Qualification ::
11. Whether passed Departmental Tests (ATSO & CGDT) ::
12. Details of Computer Knowledge ::
13. Details of Service ::

Sl. No.	Designation	Department	Period	
			From	To

14. Whether belongs to SC/ST ::
15. Residential Address ::
16. 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: