

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
OFFICE OF THE SPECIAL SECRETARY (REVENUE)**

No.2636/Rev.Estt./A1/2023

16872

Puducherry, the 12.10.2023

C I R C U L A R

Sub: DR & DM - Estt. – Filling up of Sub-Registrar posts in the Registration Department, Puducherry on Deputation basis – Applications called for – Reg.

It is proposed to fill up 2 posts of Sub-Registrar in the Registration Department, Puducherry, (1 post in Puducherry and 1 Post in Karaikal Region) by selection among the Deputy Tahsildar with three years of regular service and having knowledge of reading and writing in Tamil, on deputation basis without deputation allowance, initially for a period of one year.

2. In this context, all the Head of Offices are hereby requested to circulate this Circular among the Deputy Tahsildars of this Department and applications as per Proforma-I and II be obtained from willing and eligible officials and to forward along with APARs for the last five years, to this Department on or before 26/10/2023 duly verified and certified that the particulars furnished by the officials are correct.

3. It is also requested that the application of ineligible officials and the application of the officials who have crossed 56 years of age need not be forwarded.

// BY ORDER //


(M.M. VINAYARAJ)
DEPUTY COLLECTOR (HQ)

Encl: As stated .

To

- 1) The District Collector, Karaikal.
- 2) The Deputy-Collector (Revenue) (South), Puducherry.
- 3) The Deputy Collector (Revenue)- North, Puducherry/Karaikal.
- 4) The Director of Survey & Land Records, Puducherry.
- 5) The Deputy Collector (Revenue), Mahe / Yanam.
- 6) The Deputy Collector (Excise), Puducherry.
- 7) The Deputy Director (Admin), Education Department, Puducherry.
- 8) The Director of Civil Supplies and Consumer Affairs, Puducherry.
- 9) The Special Officer, O/o. Special Secretary (Revenue), Puducherry.
- 10) The Web Manager.
- 11) The Notice Board, Collectorate, Puducherry.

PROFORMA-I

1. Name of the official (IN BLOCK LETTERS) :
2. Post Applied for :
3. Designation :
4. Present Official address :
5. Contact Phone Number :
6. Educational Qualification :
7. Whether the candidate belongs to Schedule Caste / Schedule Tribe / Ex-Serviceman / Physically Handicapped :
8. Date of Birth :
9. Date of initial appointment with Designation :
10. Date of appointment in the present post :
11. Date of retirement :
12. Total number of years of service in the present grade :
13. Proficiency in reading and writing in Tamil :
14. Details of departmental test passed :
15. Whether Registration test passed in full i.e. Part I and II
16. Whether the applicant is having proficiency in computer usage (copies of certificate/details of courses completed in computer to be enclosed)

Place:

SIGNATURE OF THE
CANDIDATE

Date :

(TO BE FILLED IN BY THE HEAD OF OFFICE)

Certified that the particulars furnished against item No.s 1 to 9 by Thiru / Tmt. / Selvi.....
.....(Designation) have been verified with reference to the relevant records and found correct.

No vigilance/disciplinary proceedings are either pending or contemplated against the official.

Certified that the Integrity of the Official is

Place:

SIGNATURE OF HEAD OF OFFICE
NAME AND DESIGNATION WITH SEAL

Date:

PROFORMA - II

Sl.No.	Name of the Govt. Servant	Service particulars including deputation from the date of initial appointment to till date				Reference to the I.D. Note/ Memorandum No. and Date for which Disciplinary action was required by the CVO to be taken against the individual, if any, pending in	Remarks
		Post	From	To	Department		

HEAD OF OFFICE