

GOVERNMENT OF PUDUCHERRY
LIEUTENANT GOVERNORS SECRETARIAT, RAJNIVAS
NO.1-3/2005-LGS-II

Puducherry, the 27th May 2009

Applications are invited from Indian Citizens who are residents / natives of the Union Territory of Puducherry for the following post in the Lt. Governor's Secretariat, Puducherry.

SL. No.	Name of the Post & Scale of Pay	Total Number of Vacancies	Breaking up of reservation		
			Gen	OBC	SC
1.	Assistant Comptroller of Household Rs.5200-20200 + G.P. Rs.1900 (Group-C)	1	1	-	-
2.	Waiter-cum-Room Attendant Rs.5200-20200 + G.P. Rs.1800 (Group-D)	6*	4	1	1

***One post is reserved for Ex-Serviceman under horizontal reservation**
The number of vacancies indicated above are only provisional and subject to change.

2. EDUCATIONAL / TECHNICAL QUALIFICATIONS:

- i) **For Post at Sl. No.1** a) Essential :
- i. Bachelor's Degree from a recognized institution.
 - ii. 3 Years of experience in Food and Beverage Service operation.
 - iii. Minimum of 3 Years of experience as store in-charge.
- b) Desirable
- i. Knowledge in Computer.
 - ii. Knowledge of Hindi Language and
 - iii. Experience in Public Relation and House- Keeping.
- ii) **For Post at Sl. No.2** Essential :
- i. A Craft Certificate Course in Food Beverage service awarded by Directorate of Technical Education.
 - ii. 3 Years of experience in Food and Beverages in not less than 3-Star Category Hotel.
 - iii. Working knowledge in Hindi & English

3. AGE LIMIT : Between 18 to 32 years as on 30-06-2009 (Relaxable for OBC, MBC, SC and XSM candidates in accordance with the instructions issued by Government of India from time to time).

4. RESIDENT / NATIVITY : The candidates who are natives of the Union Territory of Puducherry by continuous residence in the Union Territory of Puducherry for the last 5 years immediately preceding the date of notification are only eligible to apply for the posts. They should produce the required certificate issued by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar, issued within one year prior to 30-06-2009.

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5. The candidates may submit their applications in the prescribed format given below, which may be typed out or downloaded from the website www.pon.nic.in and filled up by the candidates. The filled in applications may be submitted in person or through post along with the following copies of the certificates duly attested by a Gazetted Officer.

- i. Certificate showing the Educational / Technical Qualifications.
- ii. Certificate showing Experience
- iii. Birth Certificate.
- iv. Residence/ Nativity Certificate issued within one year prior to 30-06-2009.
- v. SC / OBC / MBC Certificate issued after 30-06-2008.
- vi. Incase of Ex-Servicemen, certificate issued by the Competent Authority.

6. The candidates will have to produce all their original certificates separately when called for verification.

7. **No Original Certificate should be sent** along with the application.

8. The filled in application should reach the Private Secretary to Lt. Governor, Lt. Governor's Secretariat, Rajnivas, Puducherry, 605 001 on or before 30-06-2009. This Secretariat will not be responsible for applications that are sent by post and received in Lt. Governor's Secretariat after the last date.

9. Lt. Governor's Secretariat reserves the right to enhance/reduce the number of posts and also to cancel the recruitment process. No interim queries will be entertained.

10. The Recruitment will be made based on Skill Test for the post concerned followed by Interview with marks allocation of 90:10 respectively.

11. Applications furnished without the requisite particulars / certificates or which are incomplete or those received after the prescribed date will be rejected and no further correspondence in this regard will be entertained.

12. The recruitment notification and application form can also be downloaded from the following website address: www.pon.nic.in

LIEUTENANT GOVERNOR'S SECRETARIAT

**APPLICATION FOR THE POST OF ASSISTANT COMPTROLLER OF
HOUSEHOLD & WAITER-CUM-ROOM ATTENDANT**

Affix Passport
size photograph
duly attested by a
Gazetted Officer

Name of the Post : _____

1. Name of the Candidate (Capital Letters) :
2. Father's / Husband's Name :
3. Nationality :
4. Address for communication (In block letters with pin code) :
5. Date of Birth :
5.1.) Age as on 01.07.2009 :Years Months
(completed years & months)
6. Sex : Male / Female
7. Employment Exchange of U.T. of Puducherry :
7.1.) Registration Number :
7.2.) Date of Registration if available :
8. Community (SC / OBC / MBC / GEN) :
(Attested copy of certificate should be enclosed)
9. Category (XSM) :
10. Whether Native of U.T, of Puducherry :
(Attested copy of certificate should be enclosed)
11. Educational / Technical Qualifications :
(Attested copy of certificate should be enclosed)
13. Experience :
(Attested copy of certificate should be enclosed)

Sl. No.	Name of Organisation	From	To

I hereby certify that the information furnished above by me is true and understand that my application is liable for rejection at any stage if any information given is found to be false. I undertake to furnish the originals of all certificates for verification as an and when called for.

Date :

Signature of the Candidate

Place :