



GOVERNMENT OF PUDUCHERRY
LIEUTENANT GOVERNOR'S SECRETARIAT, RAJ NIVAS, PONDICHERRY

**RECRUITMENT FOR THE POST OF
ASSISTANT COMPTROLLER OF HOUSEHOLD**

No.1-4/2014-LGS/A2

Pondicherry, dt. .06.2014

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

Sl. No.	Name of the Post & Scale of Pay	Total No. of Vacancies	Break up of reservation details		
			Gen.	OBC	SC
01.	Assistant Comptroller of Household (PB-1: Rs.5200-20200 + GP Rs.1900/-)	01	01	-	-

2. Educational/Technical qualifications:

- a) Essential :**
- A pass in Higher Secondary;
 - 3 years experience in Food and Beverage Service operation; and
 - Minimum of 3 years experience as Store in-charge
- b) Desirable:**
- Knowledge in Computer;
 - Working knowledge of Hindi and English Language; and
 - Experience in Public Relation and House-Keeping

3. Age Limit : Between 18 to 32 years, as on 14.07.2014 (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 certificates issued by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar, issued within six months prior to 14.07.2014.

5. The candidates may submit their applications in the prescribed format appended, which may be typed out or downloaded from the website [www. Py.gov.in](http://www.Py.gov.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.

- Certificate showing the Educational/ Technical Qualifications.
- Certificate showing Experience
- Birth Certificate.
- Residence /Nativity Certificate.
- SC/OBC/MBC Certificate
- In case 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, Raj Nivas, Pondicherry 605 001 on or before 14 .07.2014. This Secretariat will not be responsible for application that are sent by post and received in Lt. Governor's Secretariat after the last date.

9. The recruitment will be made based on written test.

10. 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.

11.The recruitment notification and application forms can be downloaded from the website address:
www.py.gov.in

Pvt. Secretary to Lt. Governor.

APPLICATION FOR THE POST OF ASSISTANT COMPTROLLER OF HOUSEHOLD

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 14.07.2014 : -----Years -----Months
(completed years & months) :
6. Sex :
7. Employment Exchange of UT 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 – if availing
Age relaxation under that category)
9. Category (XSM/MSP) :
10. Whether Native of U.T of Puducherry :
(Attested copy of Certificate should be enclosed)
11. Educational Qualifications :
(Attested copy of certificate should be enclosed)
12. Details of Attested copies of Certificates
Enclosed (Please tick) :
 1. Birth Certificate
 2. Educational/Technical qualification
"Certificates along with mark sheet"
 3. Nativity/Residence certificate.
 4. Community Certificate
 5. Employment Registration Card
 6. Category certificate (XSM/MSP)
13. Any other information if any :

Affix
Passport size
Photograph
duly attested
by a
Gazetted
Officer

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 and when called for.

Place:
Date :

Signature of the Candidate.