

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS & TREASURIES

No.7-9/DAT/S.K.Estt./Deputation/2008/ 25

Pududucherry, dt. 09.03.2022

CIRCULAR

Sub: DAT – S.K.Estt.- Filling up of one post of Stores Officer in the Pondicherry AIDS Control Society, Puducherry on deputation basis – Reg.

Ref: Letter No.PACS/Estt./PA/SO/2021-22/282, dated 13.01.2022 of the Project Director, Pondicherry AIDS Control Society, Puducherry.

The Pondicherry AIDS Control Society, Puducherry intends to fill up one post of Stores Officer on deputation basis. The basic requirement of qualification and experience for the post and its details are given below:-

Name of the post	Stores Officer (on deputation basis)
No. of post	1 (one)
Qualification & Experience	Graduates with 3-5 years of experience in Store Management, Inventory Control, well versed with documentation required for logistical operation and Computer Knowledge
Duties & Responsibilities	Warehouse Management/Implementation of Inventory Management Software, Build capacity of Logistics and Warehouse staff through hands-on-training and Maintenance of Registers and Records
Pay Level	Level 7 of the Pay Matrix
Deputation period	3(Three) years

2. The Head of Departments/Offices are therefore requested to circulate among the Stores Superintendent and Stock Verifier/Store Keeper Grade-I, working in their Departments/Offices and forward the applications received from the eligible and willing officials in the proforma enclosed alongwith their APARs for the last 5 years so as to reach this Directorate **on or before 31.03.2022**.

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

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 The candidature of the applicants will not be allowed to be withdrawn once the selection is conveyed.


(S. PRABHAVADY)
DIRECTOR

Encl: As above

To

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

Copy to:-

- 1) The Under Secretary to Govt.(Finance), Puducherry
- 2) The Project Director, Pondicherry AIDS Control Society, Puducherry
- 3) The Programmer, DAT., Puducherry ... with a request to host this circular in the official website of DAT.


09/03/2022

PROFORMA

1. Name of the Institution : PONDICHERRY AIDS CONTROL SOCIETY,
PUDUCHERRY
2. Post Applied for : Stores Officer
3. Name of the Applicant :
4. Date of Birth :
5. Whether belong to SC/ST :
6. Date of regular :
appointment and post
held
7. Present pay drawn :
8. Whether Permanent or :
Temporary
9. Educational Qualification :
10. Technical Qualification :
11. Details of Computer :
Knowledge
12. Details of Training :
attended
13. Service details:-

Designation	Department/Office	Period
		From To

14. Date of return from last ex- :
cadre post
15. Residential Address :
16. Remarks if any :

I will not withdraw my application later on.

Place :
Date :

Signature of the Candidate:
Name & Designation:

To be certified by the Head of Department/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.

HEAD OF DEPARTMENT/OFFICE
SEAL: