GOVERNMENT OF PUDUCHERRY
PUDUCHERRY STATE SKILL DEVELOPMENT MISSION
LABOUR DEPARTMENT, PUDUCHERRY
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Puducherry, dated 05 -Mar-2018

NOTIFICATION

Sub: PSSDM – Engagement of retired person (not below the rank of Under Secretary to Govt.) – Notification – Issued – Application – Invited – Reg.

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The Puducherry State Skill Development Mission invites applications to fill up the posts of Manager on reemployment basis and Data Entry Operator on outsourcing basis as per below mentioned guidelines.

Sl. No	Post	Remuneration	Eligibility Criteria
1.	Manager	Rs.15,000/-	i) Retired Puducherry Civil Service Officer – Gr.I or II ii) Must have experienced in conducting Training Programmes and coordinating with various stake holders Note: The engagement will be initially for a period of 6 months which can be extended based on the performance but not exceeding the age of 65 years. The terms of engagement will be regulated/governed by the G.O M.s No. 46324/FD/F3/2014 dt; 11.09.2014 issued by the Finance Department
2	Data Entry Operator	To be finalized on competitive quotation basis.	**Essential:** i) Degree in Computer applications/ Degree in Information Technology ii) Not less than 3 years in clerical or financial or other office jobs involving data entry **Desirable** i) Proficiency in maintaining databases using MSAccess/MySQL/SQL Server. ii) Fluency in email communication, monitoring social media feeds, maintaining and update of data in online portals.

For the post at Sl. No. 1 above interested candidates can apply. And the firms who are interested to offer the services of Data Entry Operator can quote their rates.

The completed application form should reach the undersigned on or before 21.03.2018 at 5.00 PM. And the above stated deadline is applicable to quoting of rates by the interested firms to offer the services of Data Entry Operator.

(E.VALLAVAN)
COMMISSIONER OF LABOUR –cum-
MEMBER SECRETARY (PSSDM)

Encl: Application proforma

APPLICATION FOR THE POST OF MANAGER, PUDUCHERRY STATE SKILL DEVELOPMENT MISSION

1	Name	:	
2	Details of the posts held prior to retirement (Group 'B' & above)	:	
3	PCS Grade which was held at the time of retirement	:	Grade-I Grade-II
4	Academic qualification	:	
5	Experience in conducting training programmes (Attach additional sheets if necessary)	:	
6	Experience in coordinating with stake holders in training (Attach additional sheets if necessary)	:	
7	Father name	:	
8	Date of birth	:	
9	Address	:	
10	Mobile number	:	
11	Email ID	:	
12	Aadhar Number	:	

UNDERTAKING

I, _____, retired _____
hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

Signature of applicant