

No.A-48011/1/2023-DPAR/CCUI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 01/03/2024

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the "ANNEXURE" to this Memorandum, a temporary post of **Lower Division Clerk (Group C)** in the Pay Level – 2 of the Pay Matrix (Pre-revised Scale Rs.5200-20200/- with Grade pay of Rs.1900/-) on regular basis in the Department/Office mentioned against them with immediate effect. The appointee will also be entitled to draw the dearness and other allowances at the rates admissible and subject to the conditions laid down in rules and orders governing the grant of such allowances in force from time to time.

2. The terms of appointment are as follows:-

i) The offer of appointment will be subject to production of the following certificates in original:-

- a) Nativity / Residence
- b) Community Certificate
- c) Educational qualification
- d) Age
- e) Physically Handicapped [for PH candidates only]
- f) Ex-Servicemen [for XSM candidates only]

ii) The appointment is temporary and may be terminated at any time by a month's notice given by either side without assigning any reasons. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to him/her of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. In case the appointee prefers to terminate his/her services before the expiry of the stipulated period of notice, he/she shall be allowed to do so by making payment of a sum equivalent to the pay and allowances for the period of notice or unexpired portion thereof.

iii) He/She should also work as Cashier if he/she is so directed by the Head of Department/Office, for which he/she should furnish necessary Fidelity Bond/Cash Security.

iv) He/She should pass the prescribed departmental tests viz. Accounts Test for Subordinate Officers (Part-I & Part-II), Common General Departmental Test for Ministerial Staff during the period of probation failing which he/she will be ousted from service.

(v) Other conditions of Service will be governed by the relevant rules and orders in force from time to time.

3. The appointment will be further subject to -

i) Production of a Certificate of fitness from the Competent Medical Authority (R.M.O.).

ii) Submission of a declaration in the form enclosed (Annexure-I) and in the event of the candidate having more than one wife living or being married to a person, having more than one wife living, the appointment will be subject to him/her being exempted from the enforcement of the restrictions in this behalf.

 ...2/-

iii) Submission of attestation forms for verification of character and antecedents along with joining report.

4. In case it is found that he/she was guilty of misconduct involving moral turpitude, which would disqualify him/her for Government Service, or had suppressed any material fact relating to his/her conduct prior to entry into Government Service or if any declaration given or information furnished by the candidate proves to be false, he/she will be liable to be discharged from service and such other action as Government may deem necessary.

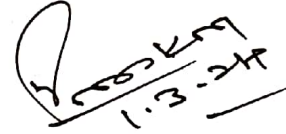
5. It may please be stated whether the candidate is serving or is under obligation to serve in Central Government Department/ other State Government or Public Authority.

6. As no person professing a religion different from the Hindu or Sikh religion can be deemed to be a member of Scheduled Caste, the candidate should inform about the change, if any, of his/her religion to his/her appointing/administrative authority immediately after such a change. (This applies only in the case of Scheduled Caste candidates).

7. The appointment is provisional and is subject to the Caste/Community Certificate being verified through the proper channels in respect of the candidates selected under OBC/MBC/BT/BCM/EBC/SC reservation, and if the verification reveals that the claim to belong to OBC/MBC/BT/BCM/EBC/SC is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

8. If the candidate accepts the offer on the above terms and conditions, he/she should report for duty before the Head of Department/Office concerned immediately and in any case **not later than 31/03/2024**. If the candidate fails to report for duty on or before the prescribed date, the offer will be treated as cancelled, and no further communication will be entertained.

9. No travelling allowance will be allowed for joining the post.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

To :
The Individuals concerned.

Copy to:

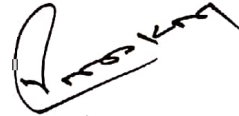
1. The Heads of Departments/Offices concerned.

With a request to verify the following certificates in original and send confirmation to this department on or before **10/04/2024** that such verification has been done and tallied with the basic data to the extent furnished, before accepting the joining report of the candidate.

- i) Whether the candidate possesses the prescribed age and educational qualification.
- ii) Whether the candidate produced Nativity / Residence certificate / Community (in case of selected under reserved category) / PH / Ex-Servicemen certificate as the case may be.
- iii) When the candidate reports for duty and fulfills the above, he/she may be appointed as Lower Division Clerk;

- iv) the candidate on appointment as Lower Division Clerk may be placed on probation for a period of 2 years from the date of his/her joining the post and
- v) the attestation forms for verification of character and antecedents may be collected from the candidate at the time of joining the post and forward the same separately to the **Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry;**
- vi) the Bio-data of the individual in the prescribed Proforma (enclosed) should be sent to the **Confirmation Cell (DP&AR) along with a copy of the posting order.**

- 2. The Under Secretary to Govt. (Administrative Reforms Wing), Puducherry.
- 3. The District Collector, Karaikal.
- 4. The Director of Accounts and Treasuries, Puducherry.
- 5. The Deputy Director of Accounts and Treasuries, Karaikal / Yanam.
- 6. The Employment Officer, Employment Exchange, Puducherry.
- 7. The Examination Cell (DP&AR), Puducherry.
- 8. The P.S. to Secretary to Government (Personnel), Puducherry.
- 9. Stock file.



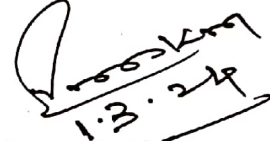
Annexure to the Memorandum No. No.A-48011/1/2023-DPAR/CCUI dated 01/03/2024**PUDUCHERRY REGION**

Sl. No	Name & Address of the Candidate	Dept./office in which posted as LDC	Vacancy against which posted
1	BAKIAVATHY D D/o DANAGODY P NO 11 KAMBAN STREET, SIVARANTHAGAM, KIZHOOR POST, PONDICHERRY, PUDUCHERRY, 605106	Directorate of Health and Family Welfare Services, Puducherry.	RAMKUMAR P, promoted.
2	GAYATHRI A D/o ADHIMOOLAM G 6 KAMAN KOIL STREET, G N PALAYAM ARUMBARTHAPURAM POST, PONDICHERRY, PUDUCHERRY, 605110	Chief Secretariat, Puducherry.	Existing Vacancy.
3	PRIYANKA D D/o DEENADAYALAN V NO.61, KAPPAKARA STREET, WEST, KANUVAPET, VILLIANUR, PONDICHERRY, PUDUCHERRY, 605110	Directorate of Economics and Statistics, Puducherry.	Existing vacancy.
4	BALAJI R S/o RAJENDRAN M 22, METTU STREET, CHINNA KALAPET, PONDICHERRY, PUDUCHERRY, 605014	Sri NKC Government Girls Higher Secondary School, Puducherry.	SETHISH KUMARAN D, Promoted.
5	KRITHIGA S D/o SRINIVASAN K 28 MAIN ROAD NEHRU NAGAR VENKATA NAGAR , ORLEANPET PUDUPALAYAM , PUDUCHERRY, 605011	Dept. of Personnel & Administrative Reforms (DP&AR), Chief Secretariat, Puducherry.	Existing vacancy.
KARAIKAL REGION			
6	PRADEEPKUMAR S S/o SELVAM P NO.7, SARASWATHI NAGAR, THIRUKKANUR, PUDUCHERRY, 605501	Department of Women and Child Development, (Branch Office) Karaikal.	Existing vacancy.
YANAM REGION			
7	DONEPUDI MANASA RAMANI SINDHUJA D/o DONEPUDI V V S PRASAD 07-06-006, JAIL STREET, YANAM, YANAM, PUDUCHERRY, 533464	Town and Country Planning Department, Yanam.	Existing vacancy.



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8	GANESH DUVVARAPU S/o VALI DUVVARAPU D NO 8-3-015A , DOBHI STREET NEAR RAMALAYAM, YANAM, PUDUCHERRY, 533464	Fire Service Unit, Yanam.	Existing Vacancy.
9	LAKSHMI NARAYANA KANAKALA S/o SATHIBABU KANAKALA DOOR NO 10-06-031, OLD SCHOOL STREET KANAKALAPETA, YANAM, YANAM, PUDUCHERRY, 533464	O/o the Joint Block Development Officer, Block Development Office, Yanam.	Existing Vacancy.
10	ARUNA DEVI KAREDLA D/o SRINIVASU KAREDLA D.NO. 10-3-004, DANGUDUBIYYAM STREET, KANAKALAPETA, YANAM, PUDUCHERRY, 533464	Public Works Department, Yanam	V. Sattiya retired.
11	SAIBABA PUGAKU S/o VENKATA RAMANA PUGAKU D NO 3 4 080, THAYAGARAYA STREET, YANAM, YANAM, PUDUCHERRY, 533464	Indian Systems of Medicine & Homoeopathy, Yanam.	Vishnu Murty Pesingi promoted.
12	AMMAJI PALLA D/o VENKATESWARA RAO PALLA 10-7-081J, KONA STREET, KANAKALAPETA, YANAM, PUDUCHERRY - 533464.	O/o the Delegate to DSE, Yanam	Ramesh Kamidi, Promoted.
13	KALI KRISHNA CH S/o V R L SASTRY CH D NO 3-4-115 VARREY COMPLEX, THYAGARAYA STREET, YANAM, YANAM, PUDUCHERRY, 533464	Public Works Department, Yanam.	Posted against the post of Record Clerk.
14	SUSHANTH REDDY KADIMISSETTY S/o V S SATYANARAYANA REDDY K 1-14-062, GANDHI NAGAR, YANAM, YANAM, PUDUCHERRY, 533464	Sub-Taluk Office, Yanam.	Posted against the post of Record Clerk.
15	HEMA VENKATA LAKSHMI KUNAPAREDDY D/o NAGESWARA RAO KUNAPAREDDY 10-10-75, WEST FLOOD BANK ROAD, KANAKALAPETA, YANAM, PUDUCHERRY, 533464	Directorate of Accounts and Treasuries, (Branch Office), Yanam	MURALI KRISHNA D, Promoted.

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Sl. No	Name & Address of the Candidate	Dept./office in which posted as LDC	Vacancy against which posted
16	SRI SUNAG SANDEEP PAMARTHI S/o VENKATESWARA RAO PAMARTHI DOORNO 1-13-071, 2ND CROSS STREET, GOPAL NAGAR, YANAM, PUDUCHERRY, 533464	O/o the Deputy Collector(Revenue), Yanam.	RAJESWARI KAMIDI, Promoted.
17	VIJAY KUMAR GUMMULURI S/o VENKATESWARA RAO GUMMULURI D NO 4-7-086, WATER WORKS ROAD, ANNAYAM GARDENS, YANAM, PUDUCHERRY, 533464	Election Unit, Yanam.	ARJUNA RAO TIRUKOTI, Promoted.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (DP&AR)