

No.A.12019/1/2025/DP&AR/CC2
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.:

I.D. NOTE / MEMORANDUM

05 FEB 2026

Sub: Public Services- Filling up of vacancies in the posts of Driver (LMV/HMV/Tractor) Grade-III under absorption quota – Service particulars of Cleaner, Multi-Tasking Staff (General/Security/House-keeping) and Bus Attender – Called for.

It is proposed to fill up the vacancies in the posts of Driver (LMV/HMV/Tractor) Grade-III in Level-2 of Pay Matrix under absorption quota by absorption from among the grades of employees as indicated below :-

Sl. No.	Name of the posts to be filled by absorption	Eligibility of employees for absorption
1.	Driver(LMV) Grade-III	Cleaner, Multi-Tasking Staff (General), Multi-Tasking Staff (Security), Multi-Tasking Staff (House-keeping) and Bus Attender who have put in 3 years of regular service in the grade after appointment thereto on regular basis on the basis of inter-se seniority and have passed 8 th Standard and possessing a valid LMV Driving License with experience of driving motor car for atleast 3 years.
2.	Driver(HMV) Grade-III	Cleaner, Multi-Tasking Staff (General), Multi-Tasking Staff (Security), Multi-Tasking Staff (House-keeping) and Bus Attender who have put in 3 years of regular service in the grade after appointment thereto on regular basis on the basis of inter-se seniority and have passed 8 th Standard and possessing a valid HMV Driving License with experience of driving Heavy vehicle for atleast 3 years.
3.	Tractor Driver Grade-III	Cleaner who have put in 3 years of regular service in the grade after appointment thereto on regular basis and have passed 8 th Standard and possessing a valid Tractor Driving License with an endorsement for driving with a trailer along with experience of driving Tractor for atleast 3 years.

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2. The selection will be subject to passing the competency test in (a) Driving, (b) Traffic regulation , (c) Location of faults and carry out minor running repairs including change of wheels, conducted by the Transport Department, Puducherry.

3. All Heads of Offices are, therefore, requested to furnish the service particulars of the eligible and willing employees in the grades of Cleaner, Multi-Tasking Staff (General), Multi-Tasking Staff (Security), Multi-Tasking Staff (House-keeping) and Bus Attender who have put in 3 years of regular service in the respective grades as on 01-01-2026, as in the Proforma-I & II (enclosed) along with the following certificates.

(a) Integrity Certificate

b) Certificates to the effect that:-

- (i) the official concerned is not under suspension;
- (ii) no disciplinary proceedings are pending / being contemplated against the official concerned;
- (iii) no prosecution for a criminal charge is pending or no sanction for prosecution has been issued or no decision has been taken to accord sanction for prosecution against the official concerned;
- (iv) no investigation on serious allegations of corruption, bribery or similar grave misconduct is in progress either by the CBI or by any other Agency (Departmental or otherwise) against the official concerned;
- (v) Expression of willingness in writing (as per Proforma-II) for being considered for absorption to the post of Driver (LMV/HMV/Tractor) Grade-III and willing to work in any Department/ Office in any of the region of the U.T. of Puducherry;
- (vi) Attested xerox copies of certificates in support of the particulars furnished in respect of Educational and Technical Qualification including valid driving license.
- (vii) Performance Certificate.

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3. Accordingly, the particulars of eligible & willing employees in the above mentioned grades who have completed 3 years of regular service in the respective grades as on 01-01-2026 may be furnished by the Head of Offices in complete shape **on or before 18-02-2026**.


(S.MURUGESAN)
UNDER SECRETARY TO GOVERNMENT

Encl: Proforma-I & II

To
All Heads of Departments / Offices, Puducherry.

Copy to:-

1. The Collector, Karaikal.
2. The Regional Administrator, Mahe / Yanam.

PRO FORMA-I

Name of the Department :

**SERVICE PARTICULARS OF CLEANER, MULTI-TASKING STAFF (GENERAL), MULTI-TASKING STAFF (SECURITY), MULTI-TASKING STAFF (HOUSE-KEEPING)
AND BUS ATTENDER FOR ABSORPTION TO THE POST OF DRIVER ((LMV) GRADE-III)**

Sl. No.	Name, Designation and Department/Office in which working Tvl.	Date of Birth	Date of regular appointment in the grade of Cleaner/ Multi Tasking Staff (General) /Multi Tasking Staff (Security)/Multi Tasking Staff (House-keeping)/ Bus Attender	'Whether declared satisfactory completion of probation in the present post, if not, state the reason thereof	Period of service as on 1-01-2026 Y M D	Whether belongs to SC*	Educational qualification	Technical Qualification			Whether Integrity Certificate/ No disciplinary proceedings pending Certificate furnished
								Driving Licence No. & Date	Authority by whom issued	Date upto which Licence valid	
1	2	3	4	5	6	7	8	9(a)	9(b)	9(c)	10

* If belongs to SC, latest copy of Caste Certificate obtained as per "The Constitution (Pondicherry) Scheduled Caste Order, 1964" should be enclosed.

It is certified that the above particulars have been verified with original Certificates, License, Service Book entries and other records and the same have been found to be correct.

SIGNATURE OF THE HEAD OF OFFICE

SEAL:

PRO FORMA - II

I am willing for being absorbed as Driver (LMV/HMV/Tractor) Grade-III and willing to work in any Department / Office in any of the regions of the Union Territory of Puducherry.

Signature :

Name :

Designation :

/ COUNTERSIGNED /

SIGNATURE OF HEAD OF OFFICE