

No.A.22015/1/2024/DP&AR/CCUI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.: 14 FEB 2024

I.D. NOTE / MEMORANDUM

Sub: Public Services- Filling up of vacancies in the post
of Lower Division Clerk under promotion quota -
Service particulars of Multi Tasking Staff - Called for.

It is proposed to fill up the vacancies in the posts of Lower Division Clerk under promotion quota from among the Multi Tasking Staff as indicated below :-

S/no	Name of the post to be filled by promotion	Eligibility of employees for promotion as per Recruitment Rules
1	Lower Division Clerk	Multi-Tasking Staff (General), Multi-Tasking Staff (Security), Multi-Tasking Staff (House-keeping) who have completed 3 years service in the respective grade after appointment thereto on regular basis and possess S.S.L.C (10 th class pass) or equivalent.

2. All Heads of Departments/Offices are therefore, requested to furnish the service particulars of the eligible and willing employees in the grades of Multi-Tasking Staff (General), Multi-Tasking Staff (Security), Multi-Tasking Staff (House-keeping) who have put in 3 years of regular service in the respective grades as on 01-01-2024, as in the Proforma-I (enclosed) along with the following certificates.

(a) Integrity Certificate

(b) Certificates to the effect that :

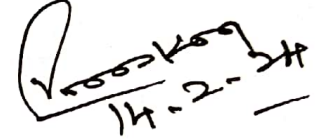
- (i) the official concerned is not under suspension;
- (ii) no disciplinary proceedings are pending / being contemplated against the official concerned;
- (iii) no prosecution for a criminal charge is pending or no sanction for prosecution has been issued or no decision has been taken to accord sanction 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 promotion to the post of Lower Division Clerk and willing to work in any Department / Office in any of the region of the U.T. of Puducherry;

...2/-

-:2:-

- (vi) Attested Xerox copies of certificates in support of the particulars furnished in respect of Educational and Technical Qualification.
- (vii) A fresh Community Certificate issued under "The Constitution (Pondicherry) Scheduled Castes Order, 1964" in respect of SC officials may be obtained and forwarded.
- (viii) In respect of Person with Disabilities, fresh disability certificate issued by the Medical Board may be obtained and forwarded.

3. Accordingly, the particulars of eligible & willing employees in the above mentioned grades may be furnished by the Head of Departments in complete shape for the entire department i.e. duly including the sub-ordinate offices under their control in Puducherry and outlying regions, on or before 29-02-2024.



(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT(PERS)

Encl: Proforma-I &II

To
All Heads of Departments / Offices.

Copy to :-

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

PROFORMA I

Name of the Department:

SERVICE PARTICULARS OF MTS(S)/MTS(HK)/MTS(G) FOR PROMOTION TO THE POST OF LOWER DIVISION CLERK

S/no	Seniority No.	Name, Designation and Dept./Office in which working	Date of Birth	Date of REGULAR appointment in the post of MTS(S)/ MTS(HK)/ MTS(G)	Whether probation in the present post is declared	Period of service as on 01/01/2024 ----- Y M D	Whether belongs to SC/PH	Educational Qualification	Technical Qualification (Typewriting)	Whether Integrity, No disciplinary proceedings pending certificate furnished

It is certified that the above particulars have been verified with Original Certificates, Service book entries and other records and the same have been found to ^{be} correct.

SIGNATURE OF THE HEAD OF DEPARTMENT WITH SEAL

PROFORMA - II

I am willing to be considered for promotion to the post of Lower Division Clerk 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 DEPT. / OFFICE