

No.A.32017/1/2024-DP&AR/GC/U.III
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dated, 13-01-2025

I.D.NOTE / M E M O R A N D U M

Sub: Public Services – Filling up of the post of Storekeeper Gr-III– Service
Particulars called for – Reg.

The Directorate of Accounts and Treasuries, Puducherry has proposed to fill up 13 vacant posts of Storekeeper Gr-III in Level-2 of the Pay Matrix under the promotion quota from among the MTS employees (General/ Security/ Housekeeping) who have completed 3 years regular service as on **01.01.2025**. As per the existing recruitment rules for the post of Storekeeper Gr-III, notified vide G.O Ms. No 20/FD/F2/A2/2022 dt, 07.06.2022 , the eligibility of the employees is as indicated below:-

Sl.No	Name of the post to be filled by promotion	Eligibility of employees as per Recruitment Rules
1	Storekeeper Gr-III in Level-2 of the Pay Matrix	Multi Tasking Staff (General/Security/ Housekeeping) in Level-1 of the Pay Matrix with 3 years of regular service in the grade after appointment thereto on regular basis and possess the following educational qualification. A pass in Higher Secondary Course (10+2) or equivalent from a recognised Board/University. Any Diploma course of duration of two years or more after 10 th standard or equivalent from a recognised Board / University.

2. All the Head of Departments/ Offices concerned are therefore, requested to furnish the service particulars of the eligible and willing employees of Multi Tasking Staff (General/ Security/Housekeeping) who have completed 3 years regular service in the respective grade as on 01.01.2025 as in the proforma - I to v (enclosed) along with the certificate of integrity, no disciplinary proceedings certificate and performance report and copies of the certificates of educational qualification to this Department **on or before 28.01.2025**. If no eligible / willing official is working in their office, a **NIL report** shall be furnished without fail.

3. It may be noted that the DP&AR will not entertain request for inclusion of names after finalization of the list. Hence, it may be ensured that no eligible willing official is left out while furnishing the list to DP&AR. Further, fresh caste certificate as per “the Constitution (Puducherry) Scheduled Castes Order, 1964 and the Constitution (Puducherry) Scheduled Castes Order, 2002 in respect of Puthrial Vannan from the officials belonging to the SC category may be obtained and sent to this Department immediately so as to consider them under the SC Category.

4. The original certificates in proof of educational qualification of the eligible employees need not be sent. However, duly attested photocopy of the certificate in proof of educational qualification may be sent to this Department along with the service particulars in hard copies. (Proforma enclosed).

// BY ORDER//

(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl.: As above.

To

The Heads of Departments/Offices concerned
Puducherry / Karaikal / Mahe / Yanam.

Copy to :-

The District Collector, Karaikal.

The Regional Administrator, Mahe/Yanam

PROFORMA - I

Sl. No.	Name and Designation / Office in which working	Date of Birth	Date of engagement as		Whether absorbed from Home Guard Sty.No of Home Guard	Whether appointed under the compassionate grounds	Date of initial appointment in the post of MTS (Security) / MTS (House Keeping).		Date of satisfactory completion of the period of probation in the entry grade post.	Whether the official belongs to SC/ST/PH	Whether proof of educational/ technical qualification enclosed	Whether integrity certificate/ form of option enclosed	Remarks
			Part Time Casual Labourer (Date & Sty. No.)	Full Time Casual Labourer (Date & Sty. No.)			Ad-hoc (Date)	Regular (Date)					
01.	02.	03.	04.	05.	06	07	08	09	10	11	12.	13.	14.
										<i>[Copy of the latest Original Caste certificate obtained on or after 01.01.2025) / Disability Certificate should be enclosed]</i>	<i>[Copy of Higher Secondary or its equivalent certificate should necessarily be enclosed]</i>		

The Head of Offices should ensure the above particulars are filled.

Certified that the above particulars have been verified with reference to the Service Book and Original Certificates.

Seniority No. of Part Time/FTCLR/Daily Rate/ are available in official website of this Dept.

**SIGNATURE OF HEAD OF DEPARTMENT/OFFICE
SEAL:**

PROFORMA – II

The records of services of Thiru/Tmt.
.....(Name&Designation)
who is to be considered for promotion to the post of Storekeeper Gr-III under
promotional quota have been carefully scrutinized and it is certified that there is no doubt
his/her integrity.

Date:

Signature of Head of Department/Office
Seal

PROFORMA – III

Certified that Thiru/Tmt.

- (i) is not under suspension.
- (ii) no disciplinary proceedings are pending/contemplated against the official.
- (iii) no prosecution for a criminal charge 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 any other agency/Department against the official concerned.

Date:

Signature of Head of Department/Office
Seal

PROFORMA – IV

Certified that the performance of duties of Thiru /Tmt.....
.....(Name & Designation) is **Very Good/Good/Fair/Poor**.
(Strike out which is not applicable).

Date:

Signature of Head of Department/Office
Seal

PROFORMA – V

Name of the Post : MTS (General/Security/ Housekeeping)

Sl. No	Name of the Department / Office	Sanctioned Strength	No. of posts physically filled (with name of the incumbent and date from which working in the present office)	No. of posts lying vacant	Date and cause of vacancy	G.O.No. & date of last continuance sanction obtained (copy to be enclosed)	No. of employees working in the present office on outsourcing basis (Security/ Housekeeping)	Remarks

SIGNATURE OF HEAD OF DEPARTMENT/OFFICESEAL:

FORM OF OPTION

1. Name and Designation of the Employee :
2. Department / Office in which working :
3. Date of Birth :
4. Date of appointment as MTS (G)/MTS (S)/
MTS(HK) :
5. Date of regular appointment in the post of
MTS (G) MTS (S)/ MTS(HK) :
6. Educational Qualification :
Whether the copy of **certificate** enclosed :
7. Whether willing to consider promotion to the
post of Storekeeper Gr-III : YES / NO
8. Whether belongs to SC/ST/PH :
Whether the copy of latest original certificate
enclosed :

Signature of the Employee

Countersigned

Head of Department / Office