

No.A.32017/2025/DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-ooOoo-

Puducherry, dated, 27-10-2025

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

Sub: Public Services – Filling up of the post of LDC by Promotion – Service
Particulars of common category employees of MTS (General/Security/
Housekeeping) - Called for – Reg.

It is proposed to draw a select list of common category employees of Multi-Tasking Staff (General/Security/Housekeeping) who have passed SSLC or its equivalent examination for considering promotion to the post of LDC in Level-2 of the Pay Matrix.

2. All the Head of Departments/ Offices concerned are, therefore, requested to bring the contents of this I.D note/ Memorandum to the notice of all the eligible employees belonging to the above common categories working in their departments and in the subordinate offices/institutions under their control and to furnish in a consolidated manner the service particulars (Physical copy only) of such of those common category staff of MTS (General/Security/Housekeeping) who have completed 3 years' service in the respective grade after appointment thereto on regular basis as on 01.01.2025 and possess SSLC (10th Class Pass) or equivalent, in the proforma enclosed so as to reach this department on or before **07.11.2025** along with the performance reports. If no eligible / willing official is working in their office, a **NIL report** shall be furnished without fail. If no reply is received from the departments by the said due date it will be constructed that no eligible employee is available in their department/ office.

3. The Service books /Original Certificates in proof of educational qualification of the eligible employees need not be sent. However, duly attested clear photocopy of the certificate in proof of educational qualification/Caste Certificate may be sent to this Department along with the service particulars in hard copies. (Proforma enclosed), who are to be considered for promotion to the post of LDC.

4. 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.

5. It may also be noted that the Department /Office concerned should intimate about the retirement / resignation /death /dismissal of the staff whose particulars are furnished, as and when such contingency occurs after sending their particulars.

6. This may be given priority and the particulars furnished on or before 07.11.2025 positively.

(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

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 : YES / NO
post of LDC
8. Whether belongs to SC/ST/PH :
Whether the copy of latest original certificate
enclosed

Signature of the Employee

Countersigned

Head of Department / Office

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	Whether any disciplinary cases pending /initiated against the official	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 01.09.2025) / Disability Certificate should be enclosed]</i>	<i>[Copy of SSLC 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 the DP&AR website .

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 **Lower Division Clerk** 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 post of MTS (G/S/HK)	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	No.of outsourcing employees are working in the present office (House keeping/ Security)	G.O.No. & date of last continuance sanction obtained (copy to be enclosed)	Remarks

SIGNATURE OF HEAD OF DEPARTMENT/OFFICESEAL: