

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

No.A.18014/3/2018-DP&AR/GC/U.I

Puducherry, dated: 11.01.2021

**I.D.NOTE**

Sub: Public Services – Filling up of the post of Office Receptionist-cum-Telephone Operator Gr.III by promotion – Service Particulars – Called for.

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It is proposed to fill up the vacancies in the post of Office Receptionist-cum-Telephone Operator Gr.III by promotion from among the MTS (General), MTS (Security) and MTS (House-keeping) with 3 years of service rendered in the grade after appointment thereto on regular basis and who have exercised unconditional option for promotion to the post of Office Receptionist-cum-Telephone Operator Gr.III and possessing educational qualification as follows :

- (i) A pass in SSLC or its equivalent from a recognized Board.
- (ii) A pass in certificate course in Telephone Operator conducted by any institution recognized by the State / Central Government.
- (iii) Knowledge in Computer Application.

2. All the Heads of Departments/Offices are requested to furnish the details of the eligible MTS (General), MTS (Security) and MTS (House-keeping) in the proforma (I to IV) enclosed along with Form of Option to this Department **on or before 22.01.2021.**

3. If no eligible employee in the above common categories is available as per the conditions at para 1 above, in the Department / Office concerned, a "Nil" reply may be sent. If no reply is received from the Departments within the above date, it will be construed that no eligible MTS employees are available in the defaulting Departments / Offices and if any eligible common category employee makes any representation at a later date after issue of promotion orders, this Department will not entertain such representation.

4. The Service Books / Original Certificates in proof of the eligible employees need not be sent. However, duly attested photocopy of the certificate in proof of the educational / technical qualification may be sent to this Department alongwith the service particulars (in the proforma enclosed) of the eligible employees.

5. In case the official ceases to be in service after submission of the particulars for whatever reason the fact shall be intimated immediately to this Department without fail.

//BY ORDER//

  
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To  
The Heads of Departments.

Copy to: All Heads of Offices, Puducherry/Karaikal/Mahe/Yanam.

**PROFORMA - I**

Sl. No.	Name and Designation / Office in which working	Date of Birth	Date of engagement as		Date of initial appointment in the post of MTS (Security) / MTS (House Keeping).		Date of appointment in the post of MTS (General). (Mention whether adhoc or regular)	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.

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

**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 Office Receptionist-cum-Telephone Operator Gr.III have been carefully scrutinized and it is certified that there is no doubt about 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.

Date:

Signature of Head of Department/Office  
Seal

## FORM OF OPTION

1. Name and Designation of the Employee :
2. Department in which working :
3. Date of Birth :
4. Date of entry into Government Service :
5. Date of regular appointment in the present post :
6. Educational Qualification :
7. Technical Qualification :
8. Willing to opt for promotion to the post of Office Receptionist-cum-Telephone Operator Grade-III :
9. Whether belongs to SC/ST/PH :

Signature of the Employee

Countersigned

**Head of Department / Office**