

No.A.12011/1/2019-DP&AR/GC/UIV/HK
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 19.12.2019

MEMORANDUM

The undersigned hereby offer to the Full Time Casual Labourers mentioned in the 'Annexure' to this Memorandum, an appointment as **Multi Tasking Staff (House Keeping)** in the Department/Office indicated against them, in the Pay of ₹18,000/- (Cell 1 of Level 1 in the Pay Matrix of 7th CPC) purely on temporary and regular basis. They will also be entitled to draw the dearness and other allowances at the rates admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.


2. The terms of appointment are as follows:-

- i) the appointment is purely on temporary basis and may be terminated at any time by a month's notice given by either side without assigning any reason therefor. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to her a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof;
- ii) other conditions of service will be governed by the relevant rules and orders in force from time to time; and

3. The appointment will be subject to:

- i) production of records relating to name, date of birth, qualification, etc.;
- ii) production of a certificate of fitness from the competent Medical Authority (Resident Medical Officer);
- iii) submission of declaration in the form enclosed (Annexure-I) and in the event of the candidate having more than one spouse living or being married to a person, having more than one spouse living, the appointment will be subject to being exempted from the enforcement of the requirement on this behalf; and
- iv) submission of attestation forms for verification of character and antecedents alongwith the joining report.

...2/-



4. In case it is found that the individual was guilty of misconduct involving moral turpitude, which would disqualify her for Government service, or had suppressed any material fact relating to her conduct prior to entry into Government service or if any declaration given or information furnished by her proves to be false, she will be liable to be discharged from service and such other action as Government may deem necessary.

5. As no person professing a religion different from the Hindu or Sikh religion can be deemed to be a member of Scheduled Caste, the candidate should inform about the change, if any, of her religion to the appointing/administrative authority immediately after such a change if she belongs to SC community.

6. If the candidate accepts this offer of appointment on the above terms she should communicate her acceptance and report for duty before the Head of Department concerned **on or before 02.01.2020**. If no reply is received or the candidate fails to report for duty by the prescribed date, the offer will be treated as cancelled.

7. No travelling allowance will be allowed for joining the post.

Enc.: as stated

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

The individual concerned

"Through proper channel"

(In case if the individual is not working in the Office/Department mentioned, the Memorandum may be forwarded to the Office where he/she is working at present without any delay. Further if the individual is not presently in engagement in any Department the same may be informed to this Department by returning this offer of appointment)

Copy to:

1. The Head of Department/Office concerned.
 - i) When the candidate reports for duty she may be appointed as Multi Tasking Staff (House Keeping) after verifying her name, date of birth and qualifications with reference to the original certificates produced by him.
 - ii) When the FTCL on appointment as MTS(House Keeping) shall be placed on probation for a period of two years from the date of joining the post
 - iii) The attestation form for verification of character and antecedent may be collected from the candidate at the time of joining the post and forwarded the same separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry. Bio-data may also be forwarded to Grievances Cell, DP&AR.
2. The Collector, Karaikal.
3. The Director of Accounts & Treasuries, Puducherry
4. The Regional Administrator, Mahe/Yanam.
5. The Dy. Director of Accounts & Treasuries, Karaikal/Mahe/Yanam
6. Office order file/Spare.

ANNEXURE

To the Memorandum No. No.A.12011/1/2019-DP&AR/GC/UIV/Pdy/HK dated 19.12.2019

Sl. No.	Name & Designation of the Full Time Casual Labourer & Department/ office in which working Tmt/Selvi.	Department/Office in which absorbed as Multi Tasking Staff (House Keeping)	Vacancy against which absorbed
(1)	(2)	(3)	(4)
1.	Tamijeselv. G, Govt. Boys Middle School, Delarshpet, Puducherry.	Govt High School, Kadirkamam, Puducherry.	Vice G.Latha absorbed as MTS(G)
2.	Pokkilai .P, Dept of Revenue & Disaster Management, Puducherry.	Tourism Department, Puducherry	Vice Mary Christeena.M absorbed as MTS(G)
3.	Vimala .V, Dte of Industries & Commerce, Puducherry.	Adi Dravidar Welfare & SC Welfare Department, Puducherry	Vice S.Malliga absorbed as MTS(G)
4.	Lakshmi .P, Dte of Industries & Commerce, Puducherry.	Pensionnet de Ju Filles, Puducherry	Existing vacancy
5.	Mankyarkarasi .P, Dte of Industries & Commerce, Puducherry.	Dte. Art and Culture, Puducherry	Existing vacancy
6.	Selvi .M, Govt. Primary School, Kamarajar Nagar, Gorimedu, Puducherry.	Motilal Nehru Govt Ploytechnic College, Lawspet, Puducherry	Vice Visalathci@ Thangammani. D, absorbed as MTS(G)
7.	Malathy. J, Central Kitchen, Kalmandapam.	GHS, Kalmandapam, Puducherry	Gunavathy. K, absorbed as MTS (G)
8.	Vijayalakshmi .K, A.D GHSS, Thondamanatham.	Govt High School, Sorapet, Puducherry	Revathy. A absorbed as MTS(G)
9.	Vanaja .M, Govt Primary School, Gandhi Nagar, Puducherry.	O/o the Dy. Director (Women) Education, Govt Boys Middle School, Delarshpet, Puducherry	Vice Thenmozhi. V, absorbed as MTS(G)
10.	Latchoumy .R, Govt Middle School, Lawspet, Puducherry.	Tagore Govt Arts&Science College, Lawspet, Puducherry	Vice Saroja. P, absorbed as MTS(G)
11.	Alamelu .K, Govt Hr. Sec School, Oulgaret, Puducherry,	O/o Addl Director of Agriculture(Horti), Puducherry	Vice P.Manimegalai Patel, transferred
12.	Chandra .R, Govt Girls Hr Sec. School, Kadirkamam, Puducherry.	Dte. for Welfare of BC and Minorities, Puducherry	Vice K.Veerakumari, absorbed as MTS(G)
13.	Parameswari .P, Govt Primary School, Thattanchavady, Villianur, Puducherry.	Vivekananda BGHSS, Villianur, Puducherry	Vice T.Lakshmi, transferred
14.	Irisammal .I, Govt Primary School, Thondamanatham, Puducherry.	AD Govt Hr. Sec School, Thondamanatham, Puducherry	Existing vacancy
15.	Nirmala Rathinam .P, Govt Girls Hr Sec. School, Kadirkamam, Puducherry.	Govt Hr Sec School, Kadirkamam, Puducherry	Vice Jayalakshmi absorbed as MTS(G)



(1)	(2)	(3)	(4)
16.	Kongitham .K, O/o Dy.Collector(North), Puducherry.	Dte. of Economics & Statistics, Puducherry.	Vice R.Manimegalai absorbed as MTS(G)
17.	Santhi. R, Dte. of School Education, Puducherry.	State Training Centre, Dte. Of School Education, Puducherry	Existing vacancy
18.	Sarasvady .S, O/o Dy.Collector(South), Villianur, Puducherry.	Govt High School, Keezhur, Puducherry	Vice G.Sridevy absorbed as MTS(G)
19.	Muthulakshmi .J, Govt Primary School, Kalapetkuppam.	Police Department, Puducherry	Vice B.Kokila transferred
20.	Anandhi .V, Govt Primary School, Jeevanandapuram, Puducherry.	Sinnatha GGHSS, Muthialpet, Puducherry	Vice S.Lalitha absorbed as MTS(G)
21.	Alamelu .N, Govt Primary School, Kalapet, Puducherry.	Dte. Of Accounts & Treasuries, Puducherry	Existing Vacancy
22.	Sumady .K, Govt Primary School, ChinaKalapet, Puducherry.	Dr.Ambedkar Govt Law College, Kalapet, Puducherry	Vice Santhanalakshmi. K absorbed as MTS(G)
23.	Selvy .R, Govt Primary School, Agaram, Puducherry.	Govt Hr Sec School, Korkadu, Puducherry	Vice Menaka. V absorbed as MTS(G)
24.	Devi. N, Dte of School Education, Puducherry.	PD GHS, Pethuchettipet, Puducherry	Vice Lourdesmarie. M absorbed as MTS(G)
25.	Vijaya. R, KK Govt Hr Sec School, Kalitheerthalkuppam, Puducherry.	KK Govt Hr Sec School, Kalitheerthalkuppam, Puducherry.	Vice Sridevy transferred
26.	Valarmady Mouttou. R, Dept of Women & Child Development, Puducherry.	Dte. for Welfare of BC and Minorities, Puducherry	Vice A.Anandavalli, absorbed as MTS(G)
27.	Uthirambal .A, Govt High School, Mangalam, Puducherry.	G.H.S. Mangalam, Puducherry	Vice Bharathadevi. A, absorbed as MTS (G)
28.	Jagadeswari .N, Govt High School, Kothapurinatham.	Govt. Hr. Sec. School, Nonankuppam, Puducherry	Vice Sathiavanimuthu. R, absorbed as MTS (G)
29.	Rajeswari .K, Govt High School, Abishegapakkam.	GHSS, Karikalampakkam, Puducherry	Vice Jayachitra. G, absorbed as MTS (G)
30.	Devika District Industries Centre, Puducherry	District Industries Centre, Puducherry	Vice Ramany. N absorbed as MTS(G)

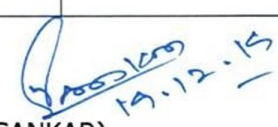
(V. JAISANKAR)

UNDER SECRETARY TO GOVT. (DP&AR)

ANNEXURE

To the Memorandum No. No.A.12011/1/2019-DP&AR/GC/UIV/Kkl/HK dated 19.12.2019

Sl. No.	Name & Designation of the Full Time Casual Labourer & Department/ office in which working Tmt/Selvi.	Department/Office in which absorbed as Multi Tasking Staff (House Keeping)	Vacancy against which absorbed
1.	Malarkodi .T, O/o Dy. Inspector of Schools, Zone-II, Karaikal.	Govt Girls Hr Sec School, Thirunallar	Vice B.Dhanalakshmi absorbed as MTS(G)
2.	Amutha .K, O/o Chief Educational Officer, Karaikal.	Dte of Accounts & Treasuries, Karaikal	Vice K.Kasthuribai absorbed as MTS(G)
3.	Malathi .P, Govt High School, Thiruvettakudy, Karaikal.	Tourism Department, Karaikal	Vice Dhanalakshmi absorbed as MTS(G)
4.	Vassandy .V, Govt Primary School, Keezhaoduthurai, Karaikal,	NCC, Karaikal	Vice S.Kousalya absorbed as MTS(G)
5.	Valarmathi .S, O/o Chief Educational Officer, Karaikal.	O/o Sr.Suptd of Police, Karaikal	Vice S.Meena, absorbed as MTS(G)
6.	Kanchanadevi .S, KGMS, Vadamaraikadu, Karaikal.	Thanthai Periyar GHSS, Kovilpathu, Karikal	Vice D.Deivanai retired
7.	Djealakshmi .V, Dept of Women & Child Development, Karaikal.	Tourism Department, Karaikal	Vice A.Akila transferred
8.	Velanganny .A, Dept of Women & Child Development, Karaikal.	Ka.Ma.Middle School, Karaikal	Vice Kandasamy absorbed as MTS(G)


(V. JAISANKAR)
UNDER SECRETARY TO GOVT. (DP&AR)

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Sl. No.	Name & Designation of the Full Time Casual Labourer & Department/ office in which working Tmt/Selvi.	Department/Office in which absorbed as Multi Tasking Staff (House Keeping)	Vacancy against which absorbed
1.	Sheeba .T.P, Electricity Department, Mahe.	Jawaharlal Nehru Govt. Hr. Sec. School, Mahe	Vice Lakshmi. K.M, absorbed as MTS (G).
2.	Regitha .K.P, Rajiv Gandhi ITI, Mahe.	Electricity Dept., Mahe	Vice Sajitha. T.K, absorbed as MTS(G)
3.	Seena. K, O/o Dy.Director of Agriculture, Mahe.	Mahatma Gandhi Govt. Arts College, Mahe	Vice Prema. C.V, absorbed as MTS(G)
4.	Rajini. P.K, O/o Dy.Director of Agriculture, Mahe.	O/o the Regional Administrator, Mahe	Vice Sabitha. K.P, absorbed as MTS(G)
5.	Sheena. U, O/o Chief Educational Officer, Mahe.	Jawaharlal Nahru Govt. Hr. Sec. School, Mahe	Vice Geetha. K, absorbed as MTS(G)
6.	Prajula. V.K, JN GHSS, Mahe.	VN Purushothaman GHSS, Palloor, Mahe	Vice Sreelakha. K, absorbed as MTS(G)
7.	Prajila. K, GLPS, Chembra, Mahe.	O/o CEO, Mahe	Vice Prameela. P, absorbed as MTS(G)
8.	Sujatha Kayathirikkal, EC et CC, Mahe.	O/o the Regional Administrator, Mahe	Vice Anitha Kumari. P.V., absorbed as MTS(G)
9.	Reeja. C.P, VNP GHSS, Mahe	VN Purushothaman GHSS, Palloor, Mahe	Vice Sreelakha. K, absorbed as MTS(G)
10.	Rajila. K, GLPS, Palloor(W), Mahe	CE Barathan GHSS, Mahe	Vice Vallapil Anjana, absorbed as MTS (G)
11.	Sheeba. V.K, CE Barathan GHSS, Mahe	O/o the Dy. Director Accounts & Treasuries, Mahe	Vice Sheeja. V, absorbed as MTS(G)

(V. JAISANKAR)
UNDER SECRETARY TO GOVT. (DP&AR)

ANNEXURE-I

I, Thiru./Tmt./Selvi
do hereby declare as under:

- i) that I am a bachelor / widower;
- ii) that I am married and have only one wife/husband living / that I am married to a person who has no other wife/husband living; and
- iii) that I am married and have more than one wife/husband living / that I am married to a person who has more than one wife/husband living.

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of persons having more than one wife/husband living, or having married to a person having more than one wife/husband living.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

REASONS

Place :

Date :

SIGNATURE

Note: Please delete clauses not applicable.