

No.A.32016/13/2024-DP&AR/GC/UII
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 03.03.2026

I.D.NOTE

Sub: Public Services - Filling up of the post of Record Clerk/Keeper by promotion from among the common category employees of Multi Tasking Staff (General) - Particulars - Called for.

It is proposed to draw a select list of common category employees of Multi Tasking Staff (General) who have rendered three years of service in the grade after appointment thereto on regular basis **as on 01.01.2026** and who have exercised unconditional option for promotion to the post of Record Clerk/Keeper and possessing a pass in S.S.L.C. or its equivalent for considering them for promotion to the post of Record Clerk / Keeper in the pay structure of Level 2 in the Pay Matrix.

2. All the Heads of Departments are, therefore, requested to bring the contents of this I.D.Note to the notice of all the eligible common category Multi Tasking Staff (General) who are working in their departments and in the subordinate offices / institutions under their control and to furnish in a consolidated manner, the service particulars of such officials who fulfill the conditions as stipulated at para 1, along with the Performance Report, Integrity, No disciplinary proceedings certificate and vacancy position in the **Proforma I-V** enclosed and Form of option along with attested copies of the proof of educational qualification to this department **on or before 23.03.2026.**

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 along with Proforma V. If no reply is received from the departments by the said due date, it will be construed that no eligible employee is 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.

...2/-

4. The Service Books/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 alongwith the service particulars (in the Proforma enclosed) and option (in the prescribed form) of the employees who are to be considered for promotion to the post of Record Clerk/Keeper.

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.

6. This may be given priority and the particulars furnished **on or before 23.03.2026** positively.

Encl: As Above.



(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT

09/03/24

To
The Heads of Departments, Puducherry.

Copy to:

All Heads of Offices, Puducherry / Karaikal / Mahe / Yanam.

PROFORMA - I

Sl. No.	Name and Designation	Date of Birth	Date of engagement as			Date of initial appointment in the post of MTS (Security) and MTS (HK)		Date of satisfactory completion of the period of probation in the entry grade post.	Date of absorption in the post of MTS (General).	Whether the official belongs to SC/ST/PwBD	Whether integrity certificate /Form of option is enclosed	Remarks
			Part Time CLR (Date & Sty. No.)	Full Time CLR (Date & Sty. No.)	Home Guard (Sty. No.)	Ad-hoc (Date)	Regular (Date)					
01	02	03	04	05	06	07	08	09	10	11	12	13
										<i>[Copy of the latest Original Caste/ Disability Certificate obtained on or after 01.01.2025 should be enclosed.]</i>		

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),
MTS (General), who is to be considered for promotion to the post of
Record Clerk / Keeper 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.(*)

(*) Strike out which is not applicable.

Date:

Signature of Head of Department/Office
Seal

PROFORMA – V

Name of the Post : Record Clerk/Keeper

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)	Remarks

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 (S) / MTS(HK) :
5. Date of regular appointment in the post of MTS (S) / MTS(HK) :
6. Date of appointment in the post of MTS (General) :
7. Date of regular appointment in the post of MTS (General) :
8. Educational Qualification :
9. Whether willing to opt for promotion to the post of Record Clerk/Keeper : YES / NO
10. Whether belongs to SC/ST/PwBD :

Signature of the Employee

Countersigned

Head of Department / Office