

No.A.12011/1/2015-DP&AR/GC/UIV/HK
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 14.05.2018

MEMORANDUM

The undersigned hereby offer to the Full Time Casual Labourers mentioned in the '**Annexure**' to this Memorandum, an offer of 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 ad-hoc 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 and ad-hoc 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 him/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 his/her being exempted from the enforcement of the requirement in 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 him/her for Government service, or had suppressed any material fact relating to his/her conduct prior to entry into Government service or if any declaration given or information furnished by him/her proves to be false, he/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 his/her religion to the appointing/administrative authority immediately after such a change if he belongs to SC community.

6. If the candidate accepts this offer of appointment on the above terms he/she should communicate his/her acceptance and report for duty before the Head of Department concerned **on or before 13.06.2018**. 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 he/she may be appointed as Multi Tasking Staff (House Keeping) after verifying his/hers name, date of birth and qualifications with reference to the original certificates produced by him.*
 - ii) *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.*
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 – 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.