

No.A.12011/4/2019-DP&AR/GC/UIV/HK
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 04 .08.2022

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 Rs.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.

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.

...2/-

