

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/-



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 30.08.2022**. 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.

Encl.: 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 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 Heads of Departments / Offices 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 as indicated in the FTCL Seniority List dated 19.08.2019 and qualifications with reference to the original certificates produced by her.
- ii) 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.
- iv) A report may be sent after the due date whether the candidate reported without fail.

2. The Collector, Karaikal

3. The Director of Accounts & Treasuries, Puducherry

4. The Dy. Director of Accounts & Treasuries, Karaikal.