

No.A.12011/2/2018-DP&AR/GC/U.I  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated: 02.08.2018

**I.D.NOTE/MEMORANDUM**


Sub: Public Services – Filling up of the posts of Record Clerk/Keeper by promotion from among the common category employees of Multi Tasking Staff (General)– 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 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 ₹5200-20,200 (PB-1) with Grade Pay of ₹1900/-.

2. All the Heads of Departments are, therefore, requested to bring the contents of this I.D.Note/Memorandum to the notice of all the eligible common category employees 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 of those common category staff of Multi Tasking Staff (General) who fulfills the conditions as stipulated at para 1 above, in the proforma, Performance Report, Integrity, No disciplinary proceedings certificate, form of option and vacancy position **(in the Proforma-I-V enclosed)** along with attested copies of the proof of educational qualification to this department **on or before 17.08.2018.**

3. The Heads of Departments/Offices concerned are also informed that they will be held personally responsible for any omission/delay in furnishing the particulars of the employees who fulfill the said qualifications. 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. If no reply is received from the departments by the said due date, it will be construed that no eligible employee is available in their department/office and if any eligible common category employees makes any representation at a later date after issue of promotion orders to the post of Record Clerk/Keeper, the concerned Heads of Departments/Offices will be held squarely responsible.

 .....2/-

4. The Service Books/Original Certificates in proof of educational qualification of the eligible employees need not be sent. However, duly attested Xerox copy 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. It may also be noted that the Department/Office concerned should intimate about the retirement/resignation/death/dismissal of the staff whose particulars are furnished, as and when such contingency occurs after sending their particulars.

6. This may be given priority and the particulars furnished **on or before 17.08.2018** positively.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To  
The Heads of Departments.

Copy to:  
All Heads of Offices, Puducherry/Karaikal/Mahe/Yanam.

**PROFORMA -I**

**NAME OF THE DEPARTMENT:**

Sl. No.	Name, Designation and office in which working	Date of Birth	Date of initial appointment in the erstwhile Group 'D' post	Designation at the time of initial appointment	Date of Regular appointment in the entry grade post.	Date of absorption in the post of Peon	Date of Promotion in the post of Attender	Educational qualification (photo copies of certificates dully attested to be enclosed)	Whether the official belong to SC/ST/PH	Date of satisfactorily completion of the period of probation in the entry grade with post.	Whether integrity certificate is enclosed	Whether performance certificate is enclosed	Remarks
<i>01.</i>	<i>02.</i>	<i>03.</i>	<i>04.</i>	<i>05.</i>	<i>06.</i>	<i>07.</i>	<i>08.</i>	<i>09.</i>	<i>10.</i>	<i>11.</i>	<i>12.</i>	<i>13.</i>	<i>14.</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./Selvi.....  
.....(Name & Designation) 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./Selvi .....

- (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./Selvi.....  
.....(Name & Designation) during the  
period from..... to ..... is Very Good/Good/Fair/Poor

Date: Signature of Head of Department/Office  
SEAL:

**PROFORMA – V**

**Name of the Department:**

Sl. No.	Name of the post	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	Remarks
1.	Record Clerk/Keeper					

Date:

Signature of Head of Department/Office  
SEAL:

**FORM OF OPTION**

1. Name and Designation of the Employee :
2. Department in which working :
3. Date of Birth :
4. Date of entry into Govt. Service :
5. Date of regular appointment in the present post :
6. Educational Qualifications possessed :
7. Willing to opt for promotion to the of post of  
Record Clerk/Keeper :
8. Whether belongs to SC/ST/PH :

Signature of the employee

**Countersigned**

**Head of Department/Office**