

No.A.12011/2/2021-DP&AR/GC/UIV/UOW
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 18 SEP 2023

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the "ANNEXURE" to this Memorandum, a temporary post of Unskilled Office Worker (Group C) in the Pay Level – 1 of the Pay Matrix (Pre-revised Scale Rs.5200-20200/- with Grade pay of Rs.1800/-) on regular basis in the Department/Office mentioned against them with immediate effect. The appointee will also be entitled to draw the dearness and other allowances at the rates admissible and subject to the conditions laid down in 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 offer of appointment will be subject to production of the following certificates in original:-

- a) Nativity / Residence
- b) Community Certificate
- c) Educational qualification
- d) Age
- e) Certificate of Disability

ii) The appointment is temporary and may be terminated at any time by a month's notice given by either side without assigning any reasons. 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 of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. In case the appointee prefers to terminate his/her services before the expiry of the stipulated period of notice, he/she shall be allowed to do so by making payment of a sum equivalent to the pay and allowances for the period of notice or unexpired portion thereof.

iii) Other conditions of Service will be governed by the relevant rules and orders in force from time to time.

3. The appointment will be further subject to -

i) Production of a Certificate of Fitness from the Competent Medical Authority. The post is identified suitable to be held by Visually Challenged Persons and the candidates may be examined medically keeping this fact in view. This should be intimated to the Medical Board/Medical Authority, while referring his/her case for Medical Examination.

ii) Submission of a declaration in the form enclosed (Annexure-I) and in the event of the candidate having more than one wife living or being married to a person, having more than one wife living, the appointment will be subject to him/her being exempted from the enforcement of the restrictions in this behalf.

iii) Submission of attestation forms for verification of character and antecedents along with joining report.

4. In case it is found that he/she 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 the candidate proves to be false, he/she will be liable to be discharged from service and such other action as Government may deem necessary.

5. It may please be stated whether the candidate is serving or is under obligation to serve in Central Government Department/ other State Government or Public Authority.

6. 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 his/her appointing/administrative authority immediately after such a change. (This applies only in the case of Scheduled Caste candidates).

7. The appointment is provisional and is subject to the Caste/Community Certificate being verified through the proper channels in respect of the candidates selected under OBC/MBC/SC/EWS reservation, and if the verification reveals that the claim to belong to OBC/MBC/SC/EWS is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

8. If the candidate accepts the offer on the above terms and conditions, he/she should report for duty before the Head of Department/Office concerned immediately and in any case **not later than 10.10.2025**. If the candidate fails to report for duty on or before the prescribed date, the offer will be treated as cancelled, and no further communication will be entertained.

9. No travelling allowance will be allowed for joining the post.

// BY ORDER //

(V. JAISANKAR)

1/2 UNDER SECRETARY TO GOVERNMENT

To :

The Individuals concerned.

Copy to:

1. The Heads of Departments/Offices concerned.

With a request, (i) to send him/her for Medical Examination as per para 3 (i) and (ii) to verify the following certificates in original and send confirmation to this department on or before **24.10.2025** that such verification has been done and tallied with the basic data to the extent furnished, before accepting the joining report of the candidate.

- Whether the candidate possesses the prescribed age and educational qualification.
- Whether the candidate produced Nativity / Residence certificate / Community (in case of selected under reserved category) as the case may be.
- When the candidate reports for duty and fulfills the above, he/she may be appointed as Unskilled Office Worker and may be placed on probation for a period of 2 years from the date of his/her joining the post.
- the attestation forms for verification of character and antecedents may be collected from the candidate at the time of joining the post and forward the same separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry; and
- the Bio-data of the individual in the prescribed Proforma (enclosed) should be sent to the Grievances Cell (DP&AR) along with a copy of the posting order.

2. The Under Secretary to Govt. (Administrative Reforms Wing), Puducherry.

3. The Director of Accounts and Treasuries, Puducherry.

4. The Employment Officer, Employment Exchange, Puducherry.

5. The Examination Cell (DP&AR), Puducherry.

6. The P.S. to Secretary to Government (Personnel), Puducherry.

7. Stock file.

| Sl. No. | Name & Address of the Candidate (Tvl.) | Dept./Office in which posted as UNSKILLED OFFICE WORKER | Vacancy against which posted |
|---------|--|--|-------------------------------|
| 1 | Anandh. V S/o. Velayoudam.M No.150, Andhoni Kovil St., Govindasalai, Puducherry-605 011. | Electricity Department, Puducherry. | Existing Vacancy |
| 2 | Muthamizhselvi. M D/o. Murugan No.113, Thiruveni Nagar, V. Manaveli, Arumbarthapuram, Puducherry-605 110. | Directorate of School Education, Puducherry. | Existing Vacancy |
| 3 | Senthamilselvi. A D/o. Arul No.150, Andhoni Kovil St., Govindasalai, Puducherry-605 011. | Directorate of Agriculture and Farmers Welfare, Puducherry. | Existing Vacancy |
| 4 | Anandhu. D S/o. Dhandapani Jayaganesh Nagar, Perungalur Road, Dhanathumedu, Singirikoil Post, Puducherry-605 007. | O/o the Chief Education Officer, Education Department, Puducherry. | Existing Vacancy |
| 5 | Gayathri. R D/o. Ravichandran.P No.83, South Street, Thirunallar, Karaikal-609 607. | Public Works Department, Puducherry. | Existing Vacancy |
| 6 | Manikandan. S S/o. Susai @ Rajagobal No.26, D2, Fifth Cross Street, Priyadharshani Nagar, Kandoor Thottam, Puducherry-605 001. | Directorate of Accounts & Treasuries, Puducherry. | Existing Vacancy |
| 7 | Bhuvaneswari. K D/o. Kalaianban.S No. 93, Mariamman Koil Street, Lawspet, Maduvpet, Puducherry-605 008. | Department of Revenue and Disaster Management, Puducherry. | Existing Vacancy |
| 8 | Ethiraju. P S/o. Palani No.24, Balaji Street, Jeevananthapuram, Lawspet, Puducherry-605 008. | Chief Secretariat, Puducherry. | Existing Vacancy |
| 9 | Bharathiraja. B S/o. Balakrishnan No. 20, Alen Street, Vanarapet, Puducherry-605 001. | Chief Secretariat, Puducherry. | I. Cannayirame Transferred |
| 10 | John James. A S/o.Alexander No.1, Murugan Koil Street, Ninth Cross, Orleanpet, Puducherry-605 005. | Department of Health and Family Welfare Services, Puducherry. | Existing Vacancy |
| 11 | Subalakshmi. S D/o.Subban No.5, Ambal Nagar, 7 th Cross, Kaundampalayam, Puducherry-605 009. | Adi Dravidar Welfare and Scheduled Tribes Welfare Department, Puducherry. | Existing Vacancy |
| 12 | Naveen. V S/o.Vinayagam.N No.45, Forth Cross Street, Pandasozha Nallur Pet, Nettapakkam post, Puducherry-605 106 | Directorate of Rural Deveopment, Puducherry. | Existing Vacancy |
| 13 | Bavisetti Krishna Chaitanya Baba. R S/o.Rama Krishna Rao (late) D. No.7-12-172, 7th Cross Road, G.M.C. Balayogi Nagar, Near RA Office, Yanam- 533 464. | Department of Health and Family Welfare Services, Puducherry. | Existing Vacancy |

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18/9/24

ANNEXURE - I

I, Thiru/Selvi/Tmt. _____ declare as
under :-

- i) that I am a bachelor / widower.
- ii) that I am married and have only one wife living/
that I am married to a person who has no other wife living.
- iii) that I am married and have more than one wife living/
that I am married to a person who has more than one wife 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 living, or having married to a person having more than one wife 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 clause not applicable.

BIO – DATA
PROFORMA

1. Name in BLOCK letters :
2. Name of Father/Husband :
3. Date of Birth :
4. Sex :
5. Date of joining as UNSKILLED OFFICE
WORKER :
6. Nationality :
7. Whether
MBC/OBC/BCM/BT/EBC/SC/EWS :
8. Whether In-service candidates, if yes, name
of the post previously held :
9. Educational Qualification :
10. Technical Qualification :
11. Period of Probation :
12. Other particulars :
13. Residential Address with Mobile No. :

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE
WITH SEAL