

No.A.32017/1/2024-DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dated: 04-11-2024

I.D.NOTE / M E M O R A N D U M

Sub: Public Services – Filling up of the post of MTS (General) – Service Particulars called for – Regarding.

It is proposed to fill up the vacant post of MTS (General) by absorption from among the MTS (Security) and MTS (House Keeping) employees who have completed three years regular service as on **01.01.2024**.

2. All the Head of Departments/ Offices are, therefore, requested to bring this to the notice of all the Multi Tasking Staff (Security/Housekeeping) employees working on regular basis in their offices and in the subordinate offices / institutions and obtain their willingness to be absorbed as MTS (General). The Service particulars of willing officials along with the certificate of integrity, no disciplinary proceedings certificate and performance report and copies of the certificates of educational qualification may be furnished to this Department **on or before 15.11.2024** in Proforma I to V enclosed. If no eligible / willing official is working in their office, a **NIL report** along with Proforma-V (**Strength & Vacancy**) shall be furnished without fail.

3. It may be noted that the DP&AR will not entertain request for inclusion of names after finalization of the list of officials for absorption as MTS (General). Hence, it may be ensured that no eligible willing official is left out while furnishing the list to DP&AR. Further, fresh caste certificate as per "the Constitution (Pondicherry) Scheduled Castes Order, 1964 from the officials belonging to the SC category may be obtained and sent to this Department immediately so as to consider them under the SC Category.

4. The original certificates in proof of educational qualification of the eligible employees need not be sent. However, duly attested photocopy of the certificate in proof of educational qualification may be sent to this Department along with the service particulars (in the Proforma enclosed).

// BY ORDER//

(V.JAISANKAR)

Blk
4/11/24
UNDER SECRETARY TO GOVERNMENT

Encl.: As above.

To

The Head of Departments/Offices concerned
Puducherry / Karaikal / Mahe / Yanam.

Copy to :-

The Collectorate, Karaikal.

The Regional Administrator, Mahe/Yanam

PROFORMA - I

Sl. No.	Name and Designation / Office in which working	Date of Birth	Date of engagement as		Whether absorbed from Home Guard Sty.No of Home Guard	Whether appointed under the compassionate grounds	Date of initial appointment in the post of MTS (Security) / MTS (House Keeping).		Date of satisfactory completion of the period of probation in the entry grade post.	Whether the official belongs to SC/ST/PH	Whether proof of educational/ technical qualification enclosed	Whether integrity certificate/ form of option enclosed	Remarks
			Part Time Casual Labourer (Date & Sty. No.)	Full Time Casual Labourer (Date & Sty. No.)			Ad-hoc (Date)	Regular (Date)					
01.	02.	03.	04.	05.	06	07	08	09	10	11	12.	13.	14.
										<i>[Copy of the latest Original Caste certificate obtained on or after 01.11.2024) / Disability Certificates should be enclosed]</i>	<i>[Attested copy of SSLC or its equivalent certificate should necessarily be enclosed]</i>		

SIGNATURE OF HEAD OF DEPARTMENT/OFFICE SEAL:

All the relevant particulars should be duly filled in.

Certified that the above particulars have been verified with reference to the Service Book and Original Certificates.

Seniority No. of Part Time/FTCLR/ is available in official website of the DP&AR (PW).

PROFORMA – II

The records of services of Thiru/Tmt.
.....(Name&Designation)
who is to be considered for absorption to the post of MTS (General) have been carefully
scrutinized and it is certified that there is no doubt about this/her integrity.

Date: Signature of Head of Department/Office
Seal

PROFORMA – III

Certified that Thiru/Tmt.

- (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.....
.....(Name & Designation) is **Very Good/Good/Fair/Poor**.
(Strike out which is not applicable).

Date: Signature of Head of Department/Office
Seal

PROFORMA - V

Name of the Post :MTS (General/ Security/ Housekeeping)

Sl. No	Name of the Department / Office	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	G.O.No. & date of last continuance sanction obtained (copy to be enclosed)	No.of employees working in the present office on outsourcing basis (Security/ Housekeeping)	Remarks
		MTS (General)						
		MTS (Security)						
		MTS (Housekeeping)						

SIGNATURE OF HEAD OF DEPARTMENT/OFFICESEAL:

FORM OF OPTION

1. Name and Designation of the Employee :
2. Department / Office in which working :
3. Date of Birth :
4. Date of appointment as MTS (S)/ MTS(HK) :
5. Date of regular appointment in the post of MTS (S)/ MTS(HK) :
6. Educational Qualification :
Whether the copy of certificate enclosed :
7. Whether willing to opt for absorption to the of MTS (General) : YES / NO
8. Whether belongs to SC/ST/PH :
Whether the copy of latest original certificate enclosed :

Signature of the Employee

Countersigned

Head of Department / Office