

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

No.A.12011/1/2021-DP&AR/GC/UI

Puducherry, dated: 05 .05.2022

**I.D.NOTE**

Sub: Public Services – Filling up of the post of Office  
Receptionist-cum-Telephone Operator Gr.III by  
promotion – Service Particulars – Called for.

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It is proposed to take up the process of promotion to the post of Office Receptionist- cum-Telephone Operator Gr.III from among the MTS (General) / MTS (Security) / MTS (House-keeping) possessing the following educational qualification:

- (i) A pass in SSLC or its equivalent from a recognized Board.
- (ii) A pass in certificate course in Telephone Operator conducted by any institution recognized by the State / Central Government.
- (iii) Knowledge in Computer Application.

2. Hence all the Heads of Departments / Offices are requested to furnish the particulars of eligible MTS (General) / MTS (Security) / MTS (House-keeping) who have completed three years of service as on 01.01.2022 in the prescribed format as given in the Proforma with the required certificates called for therein **on or before 31.05.2022.**

3. The particulars of eligible employees who will be completing three years as on 01.01.2023 may also be furnished separately. However, no certificates are required in respect of them.

4. If no eligible employee is available a "Nil" reply may be sent without fail.

//BY ORDER//

Encl: Proforma I – V and  
Form of Option.



**(V. JAISANKAR)**

**UNDER SECRETARY TO GOVERNMENT**

To

All the Heads of Departments / Offices,  
Puducherry / Karaikal / Mahe / Yanam.

**PROFORMA - I**

**(For employees eligible as on 01.01.2022)**

Sl. No.	Name and Designation / Office in which working	Date of Birth	Date of engagement as		Date of initial appointment in the post of MTS (Security) / MTS (House Keeping).		Date of appointment in the post of MTS (General). (Mention whether adhoc or regular)	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.

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**

**(For employees eligible as on 01.01.2023)**

Sl. No.	Name of the MTS (S) / (HK) and Dept./Office in which working	Date of regular appointment in the post of MTS (S) /(HK)	Seniority No. in the List of <b>PTCL</b> notified by DP&AR	Seniority No. in the List of <b>FTCL</b> notified by DP&AR	Educational Qualification	Technical Qualification

SIGNATURE OF HEAD OF  
DEPARTMENT / OFFICE

**PROFORMA – III**

The records of services of Thiru/Tmt. ....  
.....(Name & Designation)  
who is to be considered for promotion to the post of Office Receptionist-cum-Telephone  
Operator Gr.III 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 – IV**

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 – V**

Certified that the performance of duties of Thiru /Tmt.....  
.....(Name & Designation) is Very Good / Good / Fair / Poor.

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 Government Service :
5. Date of regular appointment in the present post :
6. Educational Qualification :
7. Technical Qualification :
8. Whether willing to opt for promotion to the post  
of Office Receptionist-cum-Telephone Operator  
Grade-III : YES / NO
9. Whether belongs to SC/ST/PH :

Signature of the Employee

Countersigned

**Head of Department / Office**