

No.A.32017/2/2018-DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dated: 23/07/2021

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..

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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 absorbed in the cadre upto 31.07.2018.

2. All the Heads of Departments/Offices are, therefore, requested to bring this to the notice of all the Multi Tasking Staff (Security / House Keeping) 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 Xerox copy of the certificates of educational qualification may be furnished to this Department **on or before 15.08.2021** in Proforma I to V enclosed. If no eligible officials are working in their office, a NIL report along with Proforma V shall be furnished.

3. It may be noted that if any representation regarding omission of names is received at a later date /after issue of absorption order to the post of Multi Tasking Staff (General), the concerned Head of Office will be held responsible.

/By order /



(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

The Heads of Departments/Offices Puducherry/Karaikal/Mahe/Yanam.

Copy to

The Collectorate, Karaikal.

The Regional Administrator, Mahe / Yanam.

PROFORMA -I

NAME OF THE DEPARTMENT:

Sl. No.	Name and Designation	Date of Birth	Date of engagement as		Date of initial appointment in the erstwhile-Group 'D' post of Watchman/ Sanitary Assistant/Sanitary Helper now redesignated as Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping).		Date of Regular appointment in the entry grade post.	Date of satisfactory completion of the period of probation in the entry grade post.	Period of service as on date Y M D	Educational qualification (photo copies of certificates dully attested to be enclosed)	Whether the official belong to SC/ST/ PH	Whether integrity certificate is enclosed	Whether performance certificate is enclosed	Remarks
			Part Time (Date & Sty. No.)	Full Time (Date & Sty. No.)	Ad-hoc (Date)	Regular (Date)								
01.	02.	03.	04.	05.	06.	07.	08.	09.	10	11.	12.	13.	14.	15.

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 absorption to the post of Multi Tasking Staff (General) 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

P R O F O R M A - V

Name of the Department:

Sl. No.	Name of the post	Sanctioned strength	No. of posts physically filled	No. of posts lying vacant	Date and cause of vacancy	Remarks
1.	Multi Tasking Staff (General)					
2.	Multi Tasking Staff (Security)					
3.	Multi Tasking Staff (House Keeping)					

**Signature of the Head of Department/Office
Seal**