

No.A.12011/1/2010-DP&AR/GC/UII  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 24/03/2015

**MEMORANDUM**

The undersigned hereby offer to the female Home Guards mentioned in the 'annexure' to this memorandum, an offer of appointment as **Multi Tasking Staff (House Keeping)** in the Department / Office indicated against them, on a pay of ₹5200/- per month in the Pay Band of ₹ 5200-20200/- with Grade Pay of ₹1,800/- purely on temporary and ad-hoc basis. They will also be entitled to draw the dearness and other allowances at the rates admissible and subject to the conditions laid down in the 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 appointment is purely on temporary and ad-hoc basis and may be terminated at any time by a month's notice given by either side without assigning any reason. 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 her a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

ii) other conditions of service will be governed by the relevant rules and orders in force from time to time.

3. The appointment will be subject to -

i) production of records relating to date of birth.

ii) production of a certificate of fitness from the Competent Medical Authority (R.M.O.).

iii) submission of declaration in the form enclosed (Annexure-I) and in the event of the candidate having more than one spouse living or being married to a person, having more than one spouse living, the appointment will be subject to her being exempted from the enforcement of the requirement in this behalf.

iv) submission of attestation forms for verification of character and antecedents alongwith the joining report.

4. In case it is found that the individual was guilty of misconduct involving moral turpitude, which would disqualify her for Government Service, or had suppressed any material fact relating to her conduct prior to entry into Government Service or if any declaration given or information furnished by her proves to be false, she will be liable to be discharged from service and such other action as Government may deem necessary.

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24/03/15

.....2/-

5. 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 religion to the appointing/administrative authority immediately after such a change if she belongs to SC community.

6. If the candidate accepts this offer of appointment on the above terms he should communicate her acceptance and report for duty before the Head of Department/Office concerned **on or before 06/04/2015**. If no reply is received or the candidate fails to report for duty by the prescribed date, the offer will be treated as cancelled.

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

  
24/03/15  
(M.KANNAN)

UNDER SECRETARY TO GOVERNMENT

To  
The individuals concerned


"Through proper channel".

Copy to:

- 1) The Superintendent of Police (HQ), Police Department, Puducherry.
- 2) The Head of Department/Office concerned.
  - i) When the candidate reports for duty she may be appointed as Multi Tasking Staff (House Keeping). A fresh community certificate may be obtained from the candidate and forwarded to this Department.
  - ii) The attestation form for verification of character and antecedent may be collected from the candidate at the time of joining the post and forward separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry.
- 3) The Director of Accounts & Treasuries, Pondicherry.
- 4) Spare.

Annexure to Memo.No.A.12011/1/2010-DP&AR/GC/UII dt.24.03.2015

<b>Sl. No</b>	<b>Name of the Home Guard, Rank &amp; Unit No. Tvl./Tmt</b>	<b>Dept./Office to which posted</b>	<b>Vacancy against which posted Tv./Tmt.</b>
1	S. Valarmathi, WHG 1491	Tagore Arts College, Lawspet, Puducherry	S.Vijayalakshmi transferred
2	G. Sridevi, WHG 1841	Govt. High School, Keezhur	S.Pokkilai, transferred

  
M.KANNAN  
24.03.15

UNDER SECRETARY TO GOVERNMENT