

No.A.32017/1/2022-DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dated: 29-12-2022

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 appointed up to **31.12.2019**.

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 31.01.2023** 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.

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.

// BY ORDER//



(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

To

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

Copy to :-

The Collectorate, Karaikal
The Regional Administrator, Mahe/Yanam

PROFORMA-I

NAME OF THE DEPARTMENT / OFFICE	1	2	3	4	5			6	7	8	9	10	11			12	13	14	15	16	17	18
					Date of Birth	Date of engagement as	Date of initial appointment in the estwhile Group 'D' post of watchman/ sanitary Assistant/ Sanitary Helper now redesignated as MTS(Security/ Housekeeping)						Date of regular appointment in the entry grade of post	Date of satisfactory completion of the period of probation in the entry grade post	Total regular & Continued service in the erstwhile posts of Watchman/ Sanitary Assistant/ Sanitary Helper now redesignated as MTS(Security/ Housekeeping) as on 31/12/22							
NAME OF THE DEPARTMENT / OFFICE	Sl. No.	Name of the employee Thiru./Tmt./Selvi & Designation	Department/Office/ Institution in which working	Date of Birth	Date of engagement as	Date of initial appointment in the estwhile Group 'D' post of watchman/ sanitary Assistant/ Sanitary Helper now redesignated as MTS(Security/ Housekeeping)	Date of regular appointment in the entry grade of post	Date of satisfactory completion of the period of probation in the entry grade post	Total regular & Continued service in the erstwhile posts of Watchman/ Sanitary Assistant/ Sanitary Helper now redesignated as MTS(Security/ Housekeeping) as on 31/12/22	Educational Qualification (copy of the proof to be endsoed)	Category (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)														

- 1 Certified that the above particulars have been verified with reference to the service book and original certificates
- 2 Certified that no eligible official is left out

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 promotion to the post of MTS (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

PROFORMA – V

Vacancy as on 01.12.2022

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 Task Staff (General)					
2.	Multi Task Staff (Security)					
3.	Multi Task Staff (House Keeping)					

Signature of the Head of Department / Office

Seal