

No.A-48011/6/2015-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.26.12.2016

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the "ANNEXURE" to this Memorandum, a temporary appointment in the post of Upper Division Clerk (Group-C) in the Cell-1 of Level-4 in the Pay Matrix in the Department/Office mentioned against them with immediate effect. The appointee will also be entitled to draw the dearness and other allowances at the rates admissible and subject to the conditions laid down in 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 offer of appointment will be subject to production of the following certificates in original:-

- a) Nativity / Residence
- b) Community Certificate
- c) Educational qualification
- d) Age
- e) Physically Handicapped [for PH candidates only]
- f) Ex-Servicemen [for XSM candidates only]

ii) The appointment is temporary and may be terminated at any time by a month's notice given by either side without assigning any reasons. 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 him/her of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. In case the appointee prefers to terminate his/her services before the expiry of the stipulated period of notice, he/she shall be allowed to do so by making payment of a sum equivalent to the pay and allowances for the period of notice or unexpired portion thereof.

iii) He/She should also work as Cashier if he/she is so directed by the Head of Department/Office, for which he/she should furnish necessary Fidelity Bond/Cash Security.

iv) He/She should pass the prescribed departmental tests viz. Accounts Test for Subordinate Officers (Part-I & Part-II), Common General Departmental Test for Ministerial Staff and should also pass typewriting test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognized Board of Technical Education in case he/she has not passed the said test conducted by the recognized Board of Technical Education earlier and Office Automation during the period of probation failing which he/she will be ousted from service.

(v) Other conditions of Service will be governed by the relevant rules and orders in force from time to time.

3. The appointment will be further subject to -

i) Production of a Certificate of fitness from the Competent Medical Authority (R.M.O.).

ii) Submission of a declaration in the form enclosed (Annexure-I) and in the event of the candidate having more than one wife living or being married to a person, having more than one wife living, the appointment will be subject to him/her being exempted from the enforcement of the restrictions in this behalf.

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iii) Submission of attestation forms for verification of character and antecedents along with joining report.

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

5. It may please be stated whether the candidate is serving or is under obligation to serve in Central Government Department/ other State Government or Public Authority.

6. 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/her religion to his/her appointing/administrative authority immediately after such a change. (This applies only in the case of Scheduled Caste candidates).

7. The appointment is provisional and is subject to the Caste/Community Certificate being verified through the proper channels in respect of the candidates selected under OBC/MBC/BT/BCM/EBC/SC reservation, and if the verification reveals that the claim to belong to OBC/MBC/BT/BCM/EBC/SC is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

8. If the candidate accepts the offer on the above terms and conditions, he/she should report for duty before the Head of Department/Office concerned immediately and in any case **not later than 25.01.2017**. If the candidate fails to report for duty on or before the prescribed date, the offer will be treated as cancelled, and no further communication will be entertained.

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


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(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

To :

The Heads of Departments/Offices concerned.

With a request to verify the following certificates in original and send confirmation to this department on or before **15.02.2017** that such verification has been done and tallied with the basic data to the extent furnished, before accepting the joining report of the candidate.

- i) Whether the candidate possesses the prescribed age and educational qualification.
- ii) Whether the candidate produced Nativity / Residence certificate / Community (in case of selected under reserved category) / PH / Ex-Servicemen certificate as the case may be.
- iii) When the candidate reports for duty and fulfills the above, he/she may be appointed as Upper Division Clerk;

- iv) the candidate on appointment as Upper Division Clerk may be placed on probation for a period of 2 years from the date of his/her joining the post and
- v) the attestation forms for verification of character and antecedents may be collected from the candidate at the time of joining the post and forward the same separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry;
- vi) the Bio-data of the individual in the prescribed Proforma (enclosed) should be sent to the Service Section-II (DP&AR) along with a copy of the posting order.

Copy to:

1. The Under Secretary to Govt. (Administrative Reforms Wing), Puducherry.
2. The District Collector, Karaikal.
3. The Director of Accounts and Treasuries, Puducherry.
4. The Deputy Director of Accounts and Treasuries, Karaikal.
5. The Employment Officer, Employment Exchange, Puducherry.
6. The Examination Cell (DP&AR), Puducherry.
7. The P.A. to Secretary to Government (Personnel), Puducherry.
8. Stock file.

Annexure to Memo. No.A-48011/6/2015-DPAR/SS.II(2) dated 26.12.2016

Sl. No	Roll No.	Name & Address of the Candidate	Dept./ Office to which to be posted as U.D.C.	Vacancy against which posted
1	109561	Mr. ANTHONY PAUL J, S/o. A JOSEPH, 46, MIDDLE STREET, SOLAI NAGAR, MUTHIALPET, PUDUCHERRY - 605003	NCC Headquarters, Lawspet, Puducherry	Mahesh. V. V promoted
2	MSP	Ms. RATHI R, W/D/o. RAMALINGAM R, 57, T V MALAI ROAD, MANNADIPET - POST, PUDUCHERRY - 605501	Office of the Deputy Collector Revenue (South), Villianur, Puducherry	Savitha. S transferred
3	MSP	Ms. NARMADHA P, W/D/o. PANCHANATHIESWARAN, 16, GANDHI STREET, GANDHI THIRU NALLUR, MUTHIRAPALAYAM, PUDUCHERRY - 605009	Office of the Chief of Government Pharmacy, Puducherry	Sathyamoorthy. M transferred
4	MSP	Ms. VALLI S, W/D/o. RAMALINGAM, 31, INDRA GANDHI STREET, NAINARMANDAPAM, PUDUCHERRY - 605004	Directorate of Accounts and Treasuries, Puducherry	Shameer John. P transferred
5	119917	Mr. SRINIVASAN R, S/o. RAJENDIREN V, NO 11, SECOND CROSS, SADAYAPPAR KOVIL STREET, PETAYAN CHATIRAM, THATTANCHAVADY.	Motilal Nehru Govt. Polytechnic College, Lawspet, Puducherry	Vally. V promoted
6	MSP	Ms. SURIAPREBHA G, W/D/o. GANAPATHY, 24, PATTAMMAL NAGAR, I CROSS, MUDALIARPET, PUDUCHERRY - 605004	Department of Civil Supplies and Consumer Affairs, Puducherry	Kuppammal @ Meena. M promoted
7	MSP	Ms. GUNAVATHI S, W/D/o. SRINIVASAN, NO.26, MAIN ROAD, KARIYAMANICKAM, PUDUCHERRY - 605106	Annai Sivagami Govt. Hr. Sec. School, Mudaliarpet, Puducherry	Arulmalar. V transferred
8	MSP	Ms. SUGANDHI D, W/D/o. DEVANATHAN.T, NO 26 , MARIAMMAN KOIL STREET, VEEMA NAGAR, PUDUCHERRY - 605009	Directorate of Accounts and Treasuries, Puducherry	Balaji. S promoted
9	MSP	Ms. REVATHI M, W/D/o. MUTHU, 24, METTU STREET, MELSATHAMANGALAM, KORKADU POST, PUDUCHERRY - 605110	Office of the Deputy Collector Revenue (North), Puducherry	Sekar. R promoted

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Sl. No	Roll No.	Name & Address of the Candidate	Dept./ Office to which to be posted as U.D.C.	Vacancy against which posted
10	MSP	Mr. MUTHURAMAN N, S/o. NANDAGOPAL M, NO 15 , THIRUVALLUVAR STREET, SUDHANA NAGAR, MURUNGAPAKKAM, PUDUCHERRY - 605004	Government ITI for women, Puducherry	Jayaraj. S resigned
11	MSP	Mr. SABARI M, S/o. MOHAN, NO 53 , THIRUVANNAMALAI ROAD, MANNADIPET, MANNADIPET POST, PUDUCHERRY - 605501	Office of the Joint Chief Inspector of Factories and Boilers, Puducherry	Senthil Kumar. K transferred
12	MSP	Ms. PADMAPRIYA P, W/D/o. PATCHAIAPPAN, NO.28, CHETTY STREET, KOMBAKKAM, ODIAMPET POST, PUDUCHERRY - 605110	Buildings and Roads (North) Division, Public Works Department, Puducherry	Arivezhil. A promoted
13	MSP	Ms. DEEPA P, W/D/o. PONNURANGAM M, NO 5 , NEHRU STREET, NAINARMANDAPAM, PUDUCHERRY - 605004	Office of the Financial Controller, Electricity Department, Puducherry	Bathemapriya. A promoted
14	MSP	Mr. KAMALANATHAN G, S/o. GOBALAN V, NO 42, MARIAMMAN KOIL STREET, THONDAMANATHAM, PUDUCHERRY - 605502	Commercial Taxes Department, Puducherry	Sumitha. P transferred
15	MSP	Mr. ARUNPRASATH S, S/o. SUNDARAMURTHY.S, NO 16 , MARIAMMAN KOIL BACKSIDE, T N PALAYAM, PUDUCHERRY - 605007	Directorate of Survey and Land Records, Puducherry	Karpagam. S promoted
16	MSP	Ms. SOPANA M, W/D/o. MANAVLAN N, NO.31, INDIRA GANDHI STREET, NAINARMANDAPAM, PUDUCHERRY - 605004	Port Department, Puducherry	Jayanthi. R promoted
17	MSP	Ms. NIRANJANA B, W/D/o. BALAGURU, NO.25, PERUMAL KOIL STREET, MELSATHAMANGALAM, VILLIANUR COMMUNE, PUDUCHERRY - 605110	Town and Country Planning Department, Puducherry	Arumugam. M promoted
18	122647	Ms. VASANTHI B R, W/D/o. RAJARAM PANDIYAN B, PLOT NO 16 , 3RD CROSS, ARAVINDAR NAGAR, MURUNGAPAKKAM, PUDUCHERRY - 605004	Department of Science, Technology & Environment, Puducherry	Murugesan. R transferred

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Sl. No	Roll No.	Name & Address of the Candidate	Dept./ Office to which to be posted as U.D.C.	Vacancy against which posted
19	119987	Mr. CANDAMURTHY C, S/o. CHANMUGAM K, NO 38, MAMA THAMBI MARAIKAR STREET, KARAIKAL - 609602	Office of the Deputy Director of Accounts and Treasuries, Karaikal	Muruganandhu. D transferred
20	MSP	Mr. GOVINDARAJAN K, S/o. KUMAR G, NO. 34 , MAIN ROAD SELIAMEDU, SELIAMEDU POST, BAHOUR COMMUNE, PUDUCHERRY - 607402	Police Department, Puducherry	Pream Desingh Chandrasahsan. U resigned
21	MSP	Ms. MAHESWARI@MANOBALA R, W/D/o. RAVI R, NO.5, REDDIYAR STREET, KARIYAMANCIKAM POST, PUDUCHERRY - 605106	Directorate of Rural Development, Puducherry	Elangovan @ Satheesh. R transferred
22	MSP	Ms. JANSIRANY R, W/D/o. RAJENDHIRAN P, NO 3 , SECOND CROSS, POONTHOTTA STREET, MUDALIARPET, PUDUCHERRY - 605004	Rajiv Gandhi Government Women and Children Hospital, Puducherry	Mythili. R promoted
23	MSP	Ms. UDHAYA S, W/D/o. SIVAKUMAR V, NO 80 , 4TH MAIN ROAD, CHELLAPAPPU NAGAR, REDDIYARPALAYAM, PUDUCHERRY - 605010	Directorate of Accounts and Treasuries, Puducherry	Kalaimani. J retired
24	MSP	Ms. PREMALATHA M, W/D/o. MURUGAN, NO 14 , PONDY MAIN ROAD, NATHAMEDU, EMBALAM POST, PUDUCHERRY - 605106	Registration Department, Puducherry	Nadessin. E, transferred
25	MSP	Ms. GAYATHRI S, W/D/o. SUNDARARAJAN R, NO 6 , KAMARAJ STREET, NAINARMANDAPAM, PUDUCHERRY - 605004	Division-IX, Electricity Department, Puducherry	Mary Azhagappan transferred
26	MSP	Mr. INIAN A, S/o. ANBALAGAN M, NO 5 , IYYAPPAN STREET, THIRUMAL NAGAR, NAINARMANDAPAM, PUDUCHERRY - 605004	State Election Commission, Puducherry	Kavitha. R promoted
27	MSP	Ms. UMAMAHESWARY R, W/D/o. RAVY K A, NO 11, NATTAR STREET, 4TH CROSS, MURUNGAPAKKAM, PUDUCHERRY - 605004	Indira Gandhi Govt. General Hospital and Post Graduate Institute, Puducherry	Mourougane. T transferred

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Sl. No	Roll No.	Name & Address of the Candidate	Dept./ Office to which to be posted as U.D.C.	Vacancy against which posted
28	202556	Ms. SARANYA P, W/D/o. S PALANIVEL, DOOR NO OLD 69, NEW 17, KATTUNAYAKAN STREET, AMBEDKAR NAGAR, KARAIKAL - 609602	Irrigation and Public Health Division, PWD, Karaikal	Subramanian. S retired
29	MSP	Mr. ELAMVAZHUDHI S, S/o. SIVAKUMAR M, NO 6, VTC STREET, THIRUBUVANAI PERIYAPET, PUDUCHERRY - 605107	Fire Services Department, Puducherry	Kanimojy. V deputed

J. Kannan
26/2/16
(M. KANNAN)

UNDER SECRETARY TO GOVT. (DP&AR)

[Signature]