

URGENT

No.A-32015/14/2026-O/o SUPDT DPAR SSII - CSECY
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 20.07.2026.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Regularisation of ad-hoc
appointments in the post of Assistant – Service
particulars called for - Reg.

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It is informed that the Assistants appointed on ad-hoc basis from the year 2022 to till date are to be considered for regular appointment in the post of Assistant.

2. Hence, it is requested to furnish the Service Particulars as required in the proforma enclosed along with the No Disciplinary Proceeding Pending Certificate and Integrity Certificate **on or before 31.07.2026.**

3. In case of SC officials, a copy of caste certificate obtained as per "The Constitution (Pondicherry) Scheduled Castes order, 1964" or "The Constitution (Scheduled Castes) Order (Second Amendment) Act, 2002" shall be enclosed. Also, in respect of PwBD officials, a copy of PwBD certificate obtained from the competent authority specifically indicating the nature and percentage of disability shall be enclosed.

/ BY ORDER/

(S. MURUGESAN)
UNDER SECRETARY TO GOVT. (PERSONNEL)

To

All the Head of Depts. /Offices,
Puducherry/ Karaikal/ Mahe/ Yanam.

P R O F O R M A

01. Name of the Assistant :
02. Name of the Department/ Office :
03. Date from which working in the present office :
04. Date of Birth :
05. Date of appointment as :
 i. L.D.C. (Regular)
 ii. U.D.C. (Regular)
 iii. Assistant (Ad-hoc)
06. Whether SC/ST/PwBD :
07. Whether passed the following :
 i. Common General Deptl. Test for Ministerial staff : Yes / No Dt.:
 ii. Accounts test for sub-ordinate officers : Part-I Yes/No Dt.:
 (Part I & II) : Part-II Yes/No Dt.:
08. Whether passed Typewriting (English) : Yes / No / Exempted
09. Whether the official declared to have
 successfully completed the period of probation
 in the grade LDC or UDC : Yes / No
10. Whether there is Break-in-service :
11. Whether Disciplinary proceedings pending
 If so, the details thereof :
12. Whether currently undergoing any punishment
 Inflicted as a result of a disciplinary case? If so,
 the details thereof :
13. Whether under suspension :
14. Whether on long leave (with period)/ unauthorised
 absence etc. :
15. Whether Integrity certificate enclosed :
16. Contact number of the Official (Phone/Cell No.) :
 and Email Id, if any

SIGNATURE OF THE HEAD OF
 DEPARTMENT/ OFFICE
 SEAL: