

No.A.11019/2/2019-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated the 23.04.2019

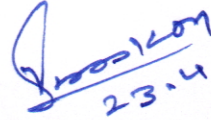
I.D.NOTE / MEMORANDUM

Sub: Public Services – Regularisation of Ad-hoc appointment of Assistants  
– Service Particulars and APARs – Called for.

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It is informed that the Assistants appointed on ad-hoc basis from the year 2012 to 2018 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) and ACRs/APARs of all the Assistants(ad-hoc) including retired officials for five years preceding the date of ad-hoc appointment of the Assistant concerned along with the Integrity certificate on or before 17.05.2019.

  
23.4.19

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As stated.

To

All the Heads of Depts./Offices.  
Puducherry/ Karaikal/ Mahe/ Yanam.

PROFORMA

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. Final Seniority Number : L.D.C :  
U.D.C :  
06. Date of appointment as LDC on regular basis :  
07. Date of appointment as UDC on regular basis :  
08. Date of appointment as Assistant(on ad-hoc basis) :  
09. Whether SC/PH :  
[If belongs to SC, A copy of caste certificate obtained  
as per "The Constitution (Puducherry) Scheduled  
Castes Order, 1964" should be enclosed]  
10. 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.:  
iii. Typewriting English(Lower) : Yes/ No/ Exempt.  
11. Whether passed apprentice Exam in the trade :  
of Clerks (General) : Yes/ No  
12. Whether the official declared to have :  
successfully completed the period of probation : Yes/ No  
in the grade of L.D.C.  
13. Is there any Break-in-service :  
14. Whether any Disciplinary proceeding is pending :  
If so, the details thereof.  
15. Whether Currently undergoing any punishment :  
inflicted as a result of a disciplinary case? If so, :  
the details thereof.  
16. Whether under suspension :  
17. Whether on long leave / unauthorized absence :  
etc. (Specify period) :  
18. Whether Integrity certificate enclosed :  
19. Contact number of the Official (Phone/Cell. No.) and :  
Email Id, if any

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: