

A-32015/6/2026-O/o SUPERINTENDENT DPAR SSII - CSEC
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-ooOoo-

Puducherry

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of UDCs for promotion to the post of Assistant – Called for.

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It is proposed to consider the Upper Division Clerks who have completed 10 years of regular service and passed the Accounts Test for Subordinate Officers & Common General Departmental Test as on 01.01.2026, for promotion to the post of Assistant.

2. The Heads of Departments/Offices concerned are therefore requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (i.e. 2020-21 to 2024-25) of the eligible UDCs in the Proforma enclosed to this Department on or before 29.05.2026.

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.

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

Encl.: Proforma.

To
All the Heads of Departments / Offices.

PROFORMA

01. Name of the U.D.C. :
02. (a) Name of the Dept./ Office :
(b) Date from which working in the present office :
03. Date of Birth :
04. Date of appointment as U.D.C. :
05. Educational Qualification :
06. Whether passed the following Deptl. Tests
- i. Common General Deptl. Test for Ministerial staff : Date:
- ii. Accounts test for sub ordinate officers : Part-I, Date:
Part-II, Date:
- iii. Typewriting English (Lower) : Yes/No/Exempted
07. Whether SC / PwBD :
[Necessary Certificate should be enclosed]
08. Whether probation period declared in the post of LDC/UDC: Yes/No Date:
09. Whether any Break-in-service :
10. Whether under suspension :
11. Whether any Disciplinary proceeding is pending / :
contemplated?
12. Whether currently undergoing any punishment :
as a result of a disciplinary case? If so, the details
thereof and indicate the period of punishment
13. Details of long leave, including the period of :
unauthorized absence.
14. Present residential address :
15. Contact Number, if any :
16. Whether Integrity Certificate enclosed :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: