

No.A-48011/6/2023-DPAR/SS.II(2)/PF.1
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 18.12.2025

MEMORANDUM

The undersigned hereby offers to **Thiru N. Jayamani**, S/o. Nadarajan, No.14, Vanathanpalayam Road, Kothpurinatham, Puducherry – 605102, a temporary and regular appointment in the post of **Upper Division Clerk** (Group-C) in the Level-4 of the Pay Matrix in the **Office of the Deputy Registrar of Co-op. Societies, Mahe** 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.).

-: 2 :-

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.

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/EWS reservation, and if the verification reveals that the claim to belong to OBC/MBC/BT/BCM/EBC/SC/EWS 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 12.01.2026**. 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.

10. This appointment is subject to outcome of the W.P. No. 37374 of 2024 & batch of cases pending before the Hon'ble High Court of Judicature of Madras.

Digitally signed by

S MURUGESAN

Date: 18-12-2025

13:03:17

(S. MURUGESAN)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

To :

The Individual concerned.

Copy to:

1. The Deputy Registrar of Co-op. Societies, Mahe

With a request to verify the following certificates in original and send confirmation to this department on or before 20.01.2026 that such verification has been done and tallied with the basic data to the extent furnished, before accepting the joining report of the candidate.

...3/-

-: 3 :-

- 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;
 - v) the attestation forms for verification of character and antecedents may be collected from the candidate at the time of joining the post and forwarded the same separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry and
 - 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.
2. The Under Secretary to Govt. (Administrative Reforms Wing), Puducherry.
 3. The Deputy Director of Accounts and Treasuries, Mahe.
 4. The Employment Officer, Employment Exchange, Puducherry.
 5. The Examination Cell (DP&AR), Puducherry.
 6. The P.S. to Secretary to Government (Personnel), Puducherry.
 7. Stock file.

BIO – DATA

P R O F O R M A

1. Name in BLOCK letters :
2. Name of Father/Husband :
3. Date of Birth :
4. Sex :
5. Date of joining as UDC :
6. Nationality :
7. Whether MBC/OBC/BCM/EBC/SC/EWS :
8. Whether XSM/PH/MSP :
9. Whether Inservice candidates, if yes, :
name of the post previously held
10. Educational Qualification :
11. Technical Qualification :
12. Period of Probation :
13. Other particulars :
14. Residential Address :

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE
WITH SEAL

ANNEXURE – I

I, Thiru/Selvi/Tmt. _____
declare as under :-

- i) that I am a bachelor / widower.
- ii) that I am married and have only one wife living/
that I am married to a person who has no other wife living.
- iii) that I am married and have more than one wife living/
that I am married to a person who has more than one wife living.

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of persons having more than one wife living, or having married to a person having more than one wife living.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

REASONS

Place:
Date:

Signature

Note:

Please delete clause not applicable.