

No.A.48011/3/2020-DP&AR/SS.II(I)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.oOo.

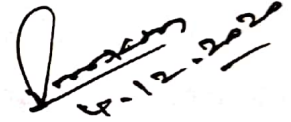
Puducherry dated 04-12-2020

I.D. NOTE/MEMORANDUM

Sub: Public Services – Service particulars of U.D.C. – Called for.  
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It is proposed to consider UDCs for promotion to the post of Assistant for the vacancy year 2020.

2. Heads of Departments/Offices are therefore requested to furnish the Service Particulars, Integrity Certificate and APARs of UDCs (from 2014 to 2019), who have completed 8 years of service in the grade as on 01.01.2020, working under their control in the Proforma enclosed, to this Department on or before 22.12.2020.



(V. JAISANKAR)  
UNDER SECRETARY TO GOVT. (PERSONNEL)



Encl: Proforma.

To

All the Heads of Departments / Offices.

## PROFORMA

01. Name of the U.D.C. :
02. Name of the Dept./ Office and date from which working :
03. Date of Birth :
04. Date of appointment as L.D.C. and Seniority No. in L.D.C. :
05. Date of appointment as U.D.C. and Seniority No. in U.D.C. (Final / Tentative) : Ad-hoc / Regular: Seniority No.:
06. Educational Qualification :
07. Whether passed Apprentice Exam in the trade of Clerks (General) :
08. Whether passed the following Deptl. Tests (Date of passing the Exam. should be indicated, If exempted, copy of order should be enclosed)
  - i. Common General Deptl. Test for Ministerial staff : Yes /No/Exempted Date:
  - ii. Accounts test for sub ordinate officers (Part I & II) : Part-I Yes/No/Exempted Date: Part-II Yes/No/Exempted Date:
  - iii. Typewriting English (Lower) : Yes/No/Exempted
09. Whether declared to have successfully completed the period of probation in the grade of LDC :
10. Whether SC/ST/PH/XSM [If belongs to SC, a copy of caste certificate obtained as per "The Constitution (Puducherry) Scheduled Castes order, 1964) should be enclosed] :
11. Whether any Break-in-service :
12. Whether under suspension :
13. Whether Disciplinary proceeding is pending / contemplated? :
14. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
15. Details of long leave, including the period of unauthorized absence. :
16. Residential address :
17. Whether Integrity Certificate furnished :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: