

No.A-48011/1/2015-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated 14.07.2023

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the "ANNEXURE" to this Memorandum, a temporary appointment to the post of Stenographer Gr.II (Group-C) in the Level-4 of the Pay Matrix in the Department/Office mentioned against them 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 Certificate
- b) Community Certificate
- c) Educational qualification
- d) Date of Birth
- e) Sports Certificates [for MSP 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 pass the prescribed departmental tests viz. Accounts Test for Subordinate Officers (Part-I & Part-II), Common General Departmental Test for Ministerial Staff and Office Automation course conducted by this Administration during the period of probation failing which he/she will be ousted from service.

iv) 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.).
- 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.

...2/-



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/ST reservation, and if the verification reveals that the claim to belong to OBC/MBC/BT/BCM/EBC/SC/ST 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 14.08.2023**. 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 O.A. No.423 of 2023 pending in the Hon'ble Central Administrative Tribunal, Madras Bench, Chennai.


14.7.23

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl.: Annexure-I

To :

The Individuals concerned.

Copy to:

1. The Heads of Departments/Offices concerned.

With a request to verify the following certificates in original and send confirmation to this department on or before 14.08.2023 that such verification has been done and tallied with the basic data to the extent furnished, before accepting the joining report of the candidate.

- i) Whether the candidate possesses the prescribed age and educational qualification.

...3/-

- 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 Stenographer Gr.II;
 - iv) the candidate on appointment as Stenographer Gr.II may be placed on probation for a period of 2 years from the date of his/her joining the post and
 - v) the attestation forms for verification of character and antecedents may be collected from the candidate at the time of joining the post and forward the same separately to the Confirmation Cell, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry;
 - 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 District Collector, Karaikal.
 4. The Director of Accounts and Treasuries, Puducherry.
 5. The Deputy Director of Accounts and Treasuries, Karaikal
 6. The Employment Officer, Employment Exchange, Puducherry.
 7. The Examination Cell (DP&AR), Puducherry.
 8. The P.S. to Secretary to Government (Personnel), Puducherry.
 9. Stock file.



Annexure to Memo. No. A-48011/1/2015-DPAR/SS.II(2) dated 14.07.2023

Sl. No.	Name & Address of the Candidate	Dept./office in which posted as Stenographer Gr.II	vacancy against which posted
1	Mr. Arun. S, S/o. Swaminathan R, No.13, Akraharam Netheeshvaram Street, Kovil Pathu, Karaikal - 609602	Directorate of Accounts and Treasuries, Karaikal	Existing vacancy
2	Ms. Ramya. S, W/D/o. Sivakumar, Plot No.23, Vinayagar Koil Street, V.Manaveli, Arumparthapuram, Puducherry - 605110	Commercial Taxes Department, Puducherry	Saiprabhu. S transferred
3	Ms. Rajabharathy. T, W/D/o. Thangavelu, Old No.106, New No.321, Anthoniyar Kovil Street, Akkaraivatam, Karaikal - 609602	Govt. General Hospital, Karaikal	Existing vacancy
4	Mr. Sanjeeviraja. J, S/o. Jeganathan, No.10, Nathan Ground, Mela Subrayapuram, Thirunallar, Karaikal - 609607	Department of Civil Supplies & Consumer Affairs, Karaikal	Existing vacancy
5	Mr. Sivaguru. S, S/o. Couppoussamy, No.31, Ambethkar Nagar, Koodapakkam & Post, Puducherry - 605502	Adi-Dravidar Welfare Department, Puducherry	Sasikala. B transferred
6	Ms. Darshienie Moorthy, W/D/o. Moorthy. V, No.7, 4th Cross, Ganesh Nagar, Muthialpet, Puducherry - 605003	Department of Information and Publicity, Puducherry	Jayapriya. C transferred
7	Ms. Gomathi. P, W/D/o. Pragalathan, Flat No.30, 3rd Cross, Selva Nagar, Balaji Street, Uruvaiyar, Puducherry - 605110	Indira Gandhi Govt. General Hospital and Post Graduate Institute, Puducherry	Neelavathiammal le. P promoted
8	Ms. Sharmila Mary. M, W/D/o. Marie Louis A, Vayalveli Road, Om Sakthi Nagar, Reddiarpalayam, Puducherry - 605010	O/o the Hydrogeologist-II, State Ground Water Unit & Woil Conservation, Puducherry	Santhini. M transferred
9	Mr. Venkataraman. S, S/o. Srinivasan. V, No.15,Vengadesa Perumal Koil Agraharam , T. R. Pattinam, Karaikal - 609606	Office of the Labour Officer, Karaikal	Existing vacancy
10	Ms. Chandrika. S, W/D/o. Siva Sankar, No.37, II Cross, Muthu Ranga Chetty Nagar, New Saram, Puducherry - 605013	Chief Secretariat, Puducherry	Vigneswaran. S transferred



Sl. No.	Name & Address of the Candidate	Dept./office in which posted as Stenographer Gr.II	vacancy against which posted
11	Ms. Sithalakshmi. S, W/D/o. Srinivasan K, No. 28, Main Road, Nehru Nagar, Pudupalayam, Orleanpet, Puducherry - 605011	Law Department, Puducherry	Meera. S transferred
12	Ms. Asvini. M, W/D/o. Mathivanan V, No. 30, First Cross Street, Pudunagar, Kalmandapam, Nettapakkam Post, Puducherry - 605106	Transport Department, Puducherry	Prathap. R promoted
13	Mr. Kris Kevin Ramou, S/o. Ravy Ramou, No.14, Second Cross, Ponn Nagar, Reddiarpalayam, Puducherry - 605010	Department of Art and Culture, Puducherry	Danalatchoumy. G promoted
14	Mr. Vimalraj. K, S/o. Kaliaperumal. R, No.6, Indira Priyadarshini Street, Velan Nagar, New Saram, Puducherry - 605013	Office of the Labour Officer (Enforcement), Puducherry	Selvi. R deputed
15	Mr. Ramu. P, S/o. Palani. P, No.16, Maravadi Street, Iii Cross, Kurusukuppam, Puducherry - 605012	Vigilance & Anti corruption Unit, Puducherry	Udhayakumaran. S transferred
16	Ms. Sindujaa. J, W/D/o. Jeevanandam, No.11, Padasalai Street, Solai Nagar, Muthialpet, Puducherry - 605003	Information & Technology Department, Puducherry	Santhy. D transferred
17	Ms. Bhuvaneswari. V, W/D/o. Virapattirane, No.21, Pudhu Nagar, Eripakkam Nathamedu, Nettapakkam Post, Puducherry - 605106	Office of the Deputy Director (Women Education), Puducherry	Existing vacancy
18	Ms. Chetakala Indira, W/D/o. Chetakala Venkataramana, D.No. 6-6-142, Farampeta, Yanam - 533464	Department of Animal Husbandry and Animal Welfare, Puducherry	Kogilavani. K promoted
19	Ms. Indumathy. S, W/D/o. Sakthivelu, No. 190, Thiruvalluvar Salai, Kosapalayam, Puducherry - 605013	Local Administration Department, Puducherry	Soundiraradjane. N, promoted
20	Ms. Deebika. K, W/D/o. Kannan, No.8, Thamarai Kulam Street, Nonankuppam, Ariyankuppam (Post), Puducherry - 605007	Directorate of Fisheries & Fishermen Welfare, Puducherry	Vimala. S promoted

Sl. No.	Name & Address of the Candidate	Dept./office in which posted as Stenographer Gr.II	vacancy against which posted
21	Ms. Janagi Devi. T, W/D/o. Thirumavalavan, No.20, Eswaran Koil Street, Marie Oulgaret, Puducherry - 605010	District Industries Centre, Puducherry	Existing vacancy
22	Ms. Suriyakala. V, W/D/o. Velmurugan, Plot No.91, Ground Floor, 5th Cross, Rathna Nagar, Kavundanpalayam, Puducherry - 605009	Office of the Chief Inspector of Factories & Boilers, Puducherry	Rajapriya. R promoted
23	Mr. Ashok Kumar. R, S/o. Ramu K, No.3, Muthamizh Street, Nagammal Nagar, Nainarmandapam, Puducherry - 605004	Directorate of School Education, Puducherry	Prabavathi. A.P promoted
24	Ms. Samundeeswari. K, W/D/o. Iyyanar. S, No.23, Thiruvalluvar Street, Meenakshipet, Puducherry - 605009	Employment Exchange, Puducherry	Murugadass. D promoted
25	Ms. Rajeswari. N, W/D/o. Natarajan, No.9, Thenkopura Veethi, Villianur, Puducherry - 605110	Office of the Sports & Youth Services, Puducherry	Balasaraswathy. Y.K promoted
26	Ms. Jayabarathi. A, W/D/o. Arumugam. S, No.33, Mariamman Koil Street, Pethuchettipet, Lawspet, Puducherry - 605008	State Training Centre, Puducherry	Santhia. K transferred
27	Ms. Sactyveronese. N, W/D/o. Narayanan Veronese, F-22, Housing Board, Jawahar Nagar, Boomianpet, Puducherry - 605005	Police Department, Puducherry	Ilamparithy. N expired
28	Ms. Asha. A, D/o. Angappan. T, No.19, Bharathi Street, Uthiravaginipet, Villianur, Puducherry - 605110	Directorate of Stationery and Printing, Puducherry	Thilagavalli. S transferred
29	Mr. Ilavazhagan. M, S/D/o. Molavan, No.24, Ambedhkar Street, Thondamanatham, Puducherry - 605502	Department of Science, Technology and Environment, Puducherry	Against Stenographer Grade-I vacancy

(Signature)
14.7.23

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

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.

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 Stenographer Gr.II :
6. Nationality :
7. Whether MBC/OBC/BCM/BT/EBC/SC :
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