

NO.A-48011/6/2013-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.07.08.2014.

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the ANNEXURE to this Memorandum, a temporary post of Upper Division Clerk (Group C) in the Pay Structure of Rs.5200-20200 with Grade pay of Rs.2400/- 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
 - b) Community Certificate
 - c) Educational qualification
 - d) Age
 - e) Sports Certificates

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 her of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

iii) She should also work as Cashier if she is so directed by the Head of Department/Office, for which she should furnish necessary Fidelity Bond/Cash Security.

iv) 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 and Office Automation during the period of probation failing which 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 her being exempted from the enforcement of the requirement 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 she was guilty of misconduct involving moral turpitude, which would disqualify her for Government Service, or had suppressed any material fact relating to her conduct prior to entry into Government Service or if any declaration given or information furnished by the candidate proves to be false, 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 another Central Government Department/a State Government or Public Authority.

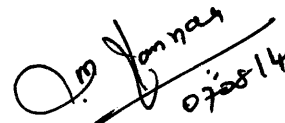
6. As no person professing a religion different from the Hindu or Sikh religion can be deemed to be a member of Scheduled Caste, the candidate should inform about the change, if any, of her religion to her appointing/administrative authority immediately after such a change. (This applies only in the case of Scheduled Caste candidates).

7. The appointment is provisional and is subject to the Caste Certificate being verified through the proper channels in respect of OBC/MBC/BT/BCM/EBC/SC and if the verification reveals that the claim to belong to OBC/MBC/BT/BCM/EBC/SC is false, the 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, she should report for duty before the Head of Department/Office concerned immediately and in any case **not later than 31-08-2014**. If the candidate fails to report for duty by 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. The appointment is subject to the outcome of the O.A. Nos.1429/2012, 1585/2013, 310/00381/2014 & 310/00592/2014 pending in the Hon'ble Central Administrative Tribunal, Madras Bench, Chennai.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

To
The Individual concerned.

Copy to :

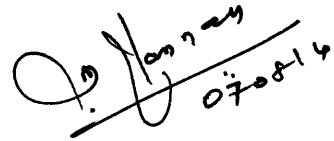
1. The Head of Department/Office concerned.

--- He/She is requested to verify the following certificates in original and send confirmation to this department on or before **09.09.2014** 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, educational and technical qualification – Basic data pertaining to the candidate are enclosed.
 - ii) Whether the candidate produced Community, Nativity / Residence certificate & MSP certificate as the case may be.
 - iii) When the candidate reports for duty and fulfills the above, she may be appointed as U.D.C;
 - iv) The candidate on appointment as U.D.C may be placed on probation for a period of 2 years from the date of 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 Confirmation Cell (DP&AR) along with a copy of posting order.
2. The Additional Secretary to Govt. (Administrative Reforms Wing), Puducherry.
 3. The Employment Officer, Employment Exchange, Puducherry.
 4. The Director of Accounts and Treasuries, Puducherry.
 5. The P.S. to Chief Secretary to Govt., Puducherry.
 6. The Examination Cell (DP&AR), Puducherry.
 7. The Confirmation Cell (DP&AR), Puducherry.
 8. Stock file.

ANNEXURE

Sl. No.	Name & Address of the Candidate <u>Ms.</u>	Dept./ Office in which posted as UDC	Vacancy against which posted
1	Silamparasi. J W/D/o. Jayabal. M Vaikkal Veethi, Thirupur Kumaran Nagar, Velrampet, Puducherry-605004.	Commercial Taxes Department, Puducherry	Raguraman. K, UDC, promoted.
2	Sivamathi. G W/D/o. Gnanasekaran. S, 5, Middle Street Main, Murungapakkam, Puducherry-605004.	Directorate of Social Welfare, Puducherry	Zabeen.B, UDC, promoted
3	Saarika. S W/D/o. Sivakumar V, 19 and 20, Second Cross, Angalamman Nagar, Murungapakkam, Puducherry-605004.	Directorate of School Education, Puducherry	Vasanthapriya. S, UDC, transferred
4	Girija. T W/D/o. Thandavarayan, 15, Madukarai Main Road, Thanikuppam, Embalam Post, Puducherry-605106.	Commercial Taxes Department, Puducherry	Ashok Kumar. P, UDC, promoted
5	Porkody. A W/D/o. Anbazhagan M, 5, Iyyappan Street, Thirumal Nagar, Nainarmandapam, Puducherry-605004.	Adi-dravidar Welfare Dept., Puducherry.	Ambigeswari. S, UDC, promoted



(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT