

No.A-22015/1/2013-DPAR/CC-UI
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.25-08-2014.

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the "Annexure" to this Memorandum, a temporary post of Lower Division Clerk (Group C) in the Pay Structure of Rs. 5200-20200 with Grade pay of Rs. 1900/- with immediate effect in the Department/Office mentioned against them. 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 /Technical qualification
- d) Age
- e) Physically Handicapped
- f) Ex-Servicemen
- g) Sports Certificates

h) In the case of Physically Handicapped candidates, those who do not possess typewriting qualification should obtain and produce a certificate from the Authorized Medical Board to the effect that they are unable to type due to their permanent physical disability. Such Physically Handicapped candidates are exempted from typewriting qualification.

i) In case of Ex-Servicemen candidates, those who do not possess Typewriting qualification should pass the Typewriting (Junior grade) conducted by a State Government or the Departmental Test in Typewriting conducted by this Administration within a period of two years from the date of appointment as Lower Division Clerk, failing which his/her services will be terminated. He/She will not be given any extension of time to qualify in Typewriting examination beyond the period of 2 years.

(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.

(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 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.

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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 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 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 him/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 another Central Government Department / 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 him/her religion to him/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, he/she should report for duty before the Head of Department/Office concerned immediately and in any case **not later than 24-09-2014**. 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.265 / 2012, 1460/ 2012, 205/2013, 230/2013, 304/2013, 305/2013 and 312/2013 and other O.As pending in the Hon'ble Central Administrative Tribunal, Madras Bench, Chennai.


25/08/14
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

To

The Individuals concerned.

Copy to :

1. The Head of Department/Office concerned.
 - with a request to verify the following certificates in original and send confirmation to this department on or before **14.10.2014** 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) as to whether the candidate possesses the prescribed age, educational and technical qualification and other certificates as required at para 2(i) above;
 - ii) when the candidate reports for duty and fulfills the above, he/she may be appointed as L.D.C;
 - iii) 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 ;
 - iv) the candidate on appointment as L.D.C may be placed on probation for a period of 2 years from the date of him/her joining the post and
 - v) 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 Under Secretary to Govt. (Administrative Reforms Wing), Puducherry.
3. The Employment Officer, Employment Exchange, Puducherry.
4. The Director of Accounts and Treasuries, Puducherry.
5. The Dy. Director of Accounts and Treasuries, Mahe.
6. The P.S. to Chief Secretary to Govt., Puducherry.
7. The Examination Cell (DP&AR), Puducherry.
8. Stock file.

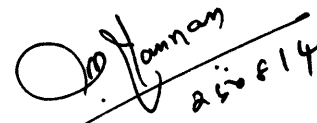
ANNEXURE TO MEMORANDUM No.A-22015/1/2013-DPAR/CC-UI DATED 25/08/2014

| Sl. No | Name of the Candidate | Residential Address | Name of the Dept./Office to which posted as LDC | Vacancy against which posted |
|--------|-----------------------|---|--|---------------------------------|
| 1 | SUGANYA K | S/D/W/o KUMAR N NO 8 MARIAMMAN KOIL STREET SADAKULAM NATHAMEDDU PUDUCHERRY-605106 | State Liaison Officer State NSS Cell Puducherry | S. Ravisasthiri resigned. |
| 2 | VALLI R | S/D/W/o RAMALINGAM R 31 INDIRA GANDHI STREET NAINARMANDAPAM PUDUCHERRY-605004 | Dte. of School Education, Puducherry. | Existing Vacancy. |
| 3 | SARASWATHY P | S/D/W/o PONNUSAMY NO.4, 3 RD CROSS HOSPITAL STREET BAHOUR PUDUCHERRY-607402 | Town and Country Planning Department, Puducherry | M. Kuppuraj Transferred. |
| 4 | SUGANTHY D | S/D/W/o DEVANATHAN NO.26, MARIYAMMAN KOIL STREET, VEEMA NAGAR PUDUCHERRY-605009 | Kanchimamunivar centre for P.G. Studies, Lawspet, Puducherry. | Ramachandran. R Transferred. |
| 5 | REVATHI M | S/D/W/o MUTHU M NO. 24 METTU STREET MELSATHAMANGALAM PUDUCHERRY – 605110 | O/o Dy. Collector Revenue (North), Puducherry | D. Ragupathi Transferred. |
| 6 | ANITHA M | S/D/W/o MANI L NO. 8 KAVI KUIL STREET NAGAMMAL NAGAR NAINARMANDAPAM PUDUCHERRY – 605004 | Chief Secretariat, Puducherry | Ramajothi. K resigned. |
| 7 | PADMAPRIYA P | S/D/W/o PATCHAIAPPAN S NO. 28 CHETTY STREET KOMBAKKAM ODIAMPET POST PUDUCHERRY-605110 | Directorate of Information & Publicity, Puducherry | A. Anbarasan Transferred. |
| 8 | SOPANA M | S/D/W/o MOURALY D NO. 15 KALAIMAGAL STREET SUDHANA NAGAR NAINARMANDAPAM PUDUCHERRY-605004 | Chief Secretariat, Puducherry | Karthik. K resigned. |

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25/8/14

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| Sl. No | Name of the Candidate | Residential Address | Name of the Dept./Office to which posted as LDC | Vacancy against which posted |
|--------|-----------------------|--|---|------------------------------------|
| 9 | DEEPA P | S/D/W/o PONNURANGAM M NO. 3 NEHRU STREET NAINARMANDAPAM PUDUCHERRY-605004 | O/o Executive Engineer (Planning), Public Works Department, Puducherry. | Valliammai. A resigned. |
| 10 | GAYATHIRI S | S/D/W/o SUNDARARAJAN R NO. 6 KAMARAJAR STREET NAINARMANDAPAM PUDUCHERRY-605004 | O/o. Financial Controller, Electricity Department, Puducherry | Vinothini. P resigned. |
| 11 | PREMALATHA M | S/D/W/o MURUGAN NO. 14 PONDY MAIN ROAD NATHAMEDU EMBALAM POST,PUDUCHERRY-605106 | O/o Addl. Director of Agriculture (T&V), Thattanchavady, Puducherry. | Uma. A, resigned. |
| 12 | AMSA P | S/D/W/o PITCHAIMANI J 67 KARUNAJOTHY STREET VEEMANAGAR PUDUCHERRY-605009 | O/o Additional Director of Agriculture (LUP&QC), Thattanchavady, Puducherry. | N. Sakthigothandam transferred. |
| 13 | GOWDAM R | S/D/W/o RAJA NO.16, MARIYAMMAN KOIL STREET, G.N.PALAYAM THATANCHAVADY, VILLINUR Puducherry- 605010 | Office of the Deputy Collector (Revenue), Mahe | V. Vasanthakumar transferred. |
| 14 | SAKTHIVEL S | S/D/W/o SELVARAJ P VASANTHA KUMAR ILLAM II ND CROSS ARAVINDHAR NAGAR MURUNGAPAKKAM PUDUCHERRY-605004 | Govt. General Hospital, Mahe | Kannan. S transferred |
| 15 | DHANDAPANI P | S/D/W/o PAKKIRISAMY 8 PILLAIYAR KOIL STREET KUDIERUPPALAYAM SELIAMEDU POST BAHOUR VIA PUDUCHERRY-607402 | Office of the Deputy Director of Accounts & Treasuries, Mahe | Govindarajan. K transferred. |


25/8/14
T.M. KANNAN)

UNDER SECRETARY TO GOVERNMENT