

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS & TREASURIES

No.12-1/DAT/S.K.Estt./S.K.Gr-III(DR)/2022/91

Puducherry, dt. 05.01.2026

MEMORANDUM

The undersigned hereby offers to the candidates mentioned in the **"Annexure"** to this Memorandum a temporary post of Store Keeper Grade-III (Group C) in the Level 2 of the Pay Matrix on Regular basis 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 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;
- ii) He/She shall be placed on probation for a period of two years from the date of joining the post.
- iii) He/She should pay security deposit as prescribed by Government from time to time
- iv) He/She shall have to undergo a Training in "Techniques of Material Management" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry
- v) He/She should pass the Accounts Test for Subordinate Officers (Part I & II) conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry during the period of probation, failing which he/she will be ousted from service.
- vi) 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 production of the following certificates in original:-

- i) Production of Educational / Technical qualification certificate
- ii) Production of Age, Nativity/Residence Certificate, Nationality Certificate, Community Certificate, Physically handicapped(for PH candidates only) and Ex-servicemen(for XSM candidates only)
- iii) Production of certificate of fitness from the Competent Medical Authority (R.M.O).
- iv) 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
- v) 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 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 his/her religion to his/her appointing/administrative authority immediately after such a change.(This applies only in case of Scheduled Caste candidates).

7. The appointment is purely on provisional basis and is subject to the caste certificate being verified through proper channels in respect of OBC/MBC/ST/BCM/EBC/EWS/SC and if the certificate and if the verification reveals that the claim to belong to OBC/MBC/ST/BCM/EBC/EWS/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 before the Head of Department/Office concerned immediately and in any case **not later than 20.01.2026**. 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.

//By Order//


(H.SHEIK MOIDEEN)
DIRECTOR

To

The Individuals concerned

Copy to:-

- 1) The Head of Department/Office concerned. --- *When the candidate reports for duty, he may be appointed as Store Keeper Gr.III. You are requested to verify the Age, Nativity/Residence Certificate, Educational/Technical Qualifications, Community Certificate with the original records and to collect the attestation forms for verification of character and antecedents from the candidate while joins duty and forward the same separately to the, Directorate of Accounts & Treasuries, Puducherry. The clauses stated in para 2 of this Memorandum are to be included in the posting order to be issued. The Bio-data of the individual in the prescribed Proforma should be sent to the Directorate of Accounts & Treasuries, Puducherry along with a copy of posting order.*
- 2) The Joint Secretary to Govt. (Finance), Chief Secretariat, Puducherry
- 3) The Under Secretary to Govt.(Administrative Reforms Wing), Puducherry
- 4) The Under Secretary to Govt., Department of Personnel & Administrative Reforms(Grievances Cell), Chief Secretariat, Puducherry
- 5) The Regional Administrator, Yanam
- 6) The Deputy Director of Accounts and Treasuries, Puducherry /Yanam..
- 7) The P.S to Chief Secretary to Govt., Puducherry
- 8) The P.S. to Chief Minister, Puducherry
- 9) The P.S to Development Commissioner-cum-Secretary(Finance),Puducherry
- 10) The Under Secretary to Govt., Examination Cell, DP&AR, Puducherry.
- 11) The Employment Officer, Employment Exchange, Puducherry
- 12) The Programmer, EDP section, DAT, Puducherry --- **to upload in the official website**
- 13) The Store Superintendent, DAT, Puducherry
- 14) Spare

Annexure to the Memorandum No.12-1/DAT/S.K.Estt./S.K.Gr.III/DR/2022/91 dt.05.01.2026

Sl. No	Roll No.	Name Tvl./Tmt./Selvi	Father Name	Date of Birth	Community	Category under which selected	Address for Communication	Region	Department/Office in which posted
1.	46760	DEVANATHAN.S	SAKTHIVEL.P	20.10.1993	OBC	UR	No.3, Pillaiyar Kovil Street, Karuvadikuppam, Lawspet, Puducherry – 605 008	Puducherry	Dr. Ambedkar Govt. Law College, Kalapet, Puducherry vice Thiru.G.Santhosh,S.K.Gr-III, transferred
2.	72266	SHABEER SHAIK	MOHAMED ISSA SHAIK	24.05.1999	BCM	BCM	Door No. 1-13-274, Sri Ram Nagar, Yanam – 533 464	Yanam	Arignar Anna GHSS., Koonichempet, Puducherry in the existing vacancy
3.	12087	KANIMOZHY.D	DEVANATHAN.P	30.06.1995	EWS	EWS	No.142, Vinayagar Koil Street, Adhingapet, Seliamedu Post, Puducherry – 607 402	Puducherry	O/o Assistant Director (Malaria), Puducherry vice Tmt.K.Aparna, S.K.Gr-III, resigned
4.	10234	ANANDA RAO	ANANDARAJU.T	03.05.1979	SC	MSP	No.15C, Bharathi Street, Uthiravaginipet, Villianur, Puducherry – 605 110	Puducherry	Block Development Office, Oulgaret, Puducherry vice Tmt.S.Dhivya, S.K.Gr-III, resigned
5.	32669	DHARSHANI.S	SUBRAMANIAN.S	26.08.2003	SC	MSP	CD2, Abdul Kalan Nagar, Mudaliarpet, Puducherry – 605 004	Puducherry	Govt. Technical Higher Secondary School, Lawspet, Puducherry in the existing vacancy
6.	43308	RAJESH.M	MURUGAN.R	12.06.1990	OBC	MSP	No.30, Perumal Kovil Street, Pudhu Nagar, Embalam Post, Embalam, Puducherry – 605 106	Puducherry	Govt. Agricultural Engineering Workshop, Puducherry vice Thiru.P.P.Roshin, S.K.Gr-III, transferred.

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(H.SHEIK MOIDEEN)
DIRECTOR

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
- ii) that I am married and have more than one wife living
that I am married to a person who has more 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.

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

Signature

Place:
Date :

Note: Please delete clauses not applicable

BIO- DATA

PROFORMA

1. Name in BLOCK Letters ;
2. Name of Father/Husband :
3. Date of Birth :
4. Sex :
5. Date of Joining as Store Keeper Gr-III :
6. Nationality :
7. Whether MBC/OBC/BCM/EBC/EWS/SC/ST :
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