

**No.9300/DAC/E3/2012**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF ART AND CULTURE**

Puducherry, the **11 NOV 2015**

**MEMORANDUM**

Sub: DAC - Estt- Absorption of Part-Time employee  
in the Department of Art and Culture to the  
Group 'C' erstwhile Group 'D' post of  
Junior Library Attendant - Orders - Issued.

Ref: 1.Order No.46102/CS(A&C)/E6/2010 dated 2.4.2012 of the  
Joint Secretary to Govt.(Edn.),Chief Sectt., Pdy.  
2.I.D.Note No.A.12030/1/2009-DPAR/GC/VII dated  
12.11.2014 of DP&AR/GC.  
3. File No.709/LGS/15 dated 5.10.2015 of the  
L.G. Secretariat, Puducherry.

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Pursuant to approval of the Hon'ble Lt. Governor for relaxation of the educational qualification, the three Part Time Casual Labourers mentioned in the "Annexure I" to this Memorandum are hereby offered appointment to a Group 'C' erstwhile Group 'D' post of Junior Library Attendant with pay in the Pay Band -1 of Rs.4440-7440 + Grade Pay of Rs.1300/- in the GBLs mentioned against each in the Department of Art and Culture, Puducherry.

2. The duties and responsibilities attached to the Post of Junior Library Attendant is shown in the Annexure – II.

3. The Appointee will also be entitled to draw Dearness and other allowances at the rates admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.

4. The terms and conditions of appointment are as follows:-

- i. The appointment is on temporary on regular basis and liable to be terminated at any time.
- ii. The Post in which he/she is appointed is temporary but likely to become permanent. In the event of it becoming permanent his/her claims for permanent absorption will be considered in accordance with the rules in force.
- iii. The appointment is temporary and may be terminated at any time by a months notice given on either side viz. the appointee or the appointing authority, without assigning any reason thereof. The appointing authority however reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period on notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- iv. He should undergo Induction Training for a period of two weeks and complete successfully during the period of probation.

...2/-

- v. Other conditions of service will be governed by the relevant rules and orders in force from time to time.

5. The appointment will further subject to:-

- i. Production of a certificate of Medical Fitness Certificate from the Competent Medical Authority(RMO)
- ii. Submission of a Declaration in the prescribed form (Annexure – III) 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 his being exempted from the enforcement of the requirement in this behalf.
- iii. The submission of Attestation form for verification of Character and Antecedents along with the joining report.
- iv. Production of following Certificates in Original:-
  - a. Certificate of educational qualification.
  - b. Certificate of Age.
  - c. Certificate in the prescribed form in support if candidate claims to belonging to OBC/MBC/BT/BCM/EBC/SC ( if applicable)
- v. Placement of Probation for a period of two years and its satisfactory completion for subsequent permanent retention in the post and
- vi. Statement to the fact whether the candidate is serving or is under obligation to serve any Central Government /State Government Department/ Undertaking.

6. In case, it is found that the certificates with regard to Educational Qualification produced by him/her is false, he/she will be liable to be discharged from service.

7. In case, it is found that he 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.

8. As no person professing a religion other than Hindu, Sikh religion can be deemed to be a member of SC, the candidate should inform about the change, if any, of religion to his/her appointing administrative authority immediately after such a change.

9. The appointment is provisional and is subject to the Caste Certificates being verified through proper channels and if the verification reveals that the claim of belonging to SC/OBC 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 certificates.



10. If the candidate accepts the offer on the above terms and conditions he/she should communicate his/her acceptance and report for duty before the Director of Art and Culture, Puducherry on or before 20/11/2015. If no reply is received or the candidate fails to report for duty within the prescribed date, the offer of appointment will be treated as cancelled.

11. No travelling Allowance will be allowed for joining / reporting for duty.

  
(P. RAGINI)  
DIRECTOR

Encl: as above

To  
The Individuals concerned. – Through Proper Channel.

Copy to:

1. The Director of Accounts & Treasuries, Puducherry.
2. The Asst. Library & Information Officer, DAC, Puducherry/Karaikal.
3. The Junior Accounts Officer, DAC, Puducherry.
4. Spare.

Copy submitted to:  
The Secretary to Govt. (A&C),----- for kind information.

Annexure-I to Memorandum No.9300/DAC/E3/2012 dt. .11.2015

11 NOV 2015

Sl.No.	Name of the Part-time Employee Tvl./Tmt.	Name of the GBL posted	Vacancy against which posted
1.	<b>S.Ravinulane</b>	GBL,Karikalampakkam, Puducherry.	In the existing vacancy.
2.	<b>R.Murugan</b>	GBL, Murungapakkam Puducherry.	In the existing vacancy.
3.	<b>K.Rani</b>	GBL,Koodapakkam, Puducherry.	In the existing vacancy.

  
(P. RAGINI)  
DIRECTOR

## **ANNEXURE II**

### **Duties and responsibilities of JLA**

1. Watch and ward.
2. Maintenance of library premises neat and clean.
3. Arrangement of back volumes of news papers magazines in proper order.
4. Issue of back volumes of newspapers/magazines for reference on demand.
5. A fixing of due date slips, round slips, book pockets etc.,
6. Stamping of books received from the Department.
7. To keep watch over newspapers/periodicals in the reading room and books in the stack room.
8. Providing water facilities.
9. Distribution of reminder slips.
10. To attend tapal duty and other works assigned by the library incharge.

### ANNEXURE –III

1, Thiru./Tmt..... do hereby declare as under:

- i) That I am a bachelor/widower;
- ii) That I am married and have only one wife/husband living/ that I am married to a person who has no other wife/husband living; and
- iii) That I am married and have more than one wife/husband living / that I am married to person who has more than one wife/husband 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/husband living, or having married to a person having more than one wife/husband 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 clauses not applicable.