

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

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Puducherry, dated, 15.11.2017.

**MEMORANDUM**

Sub: DAC - Establishment - Absorption of Part-Time Casual Labourers in the Department of Art and Culture to the Group 'C' (erstwhile Group 'D' post) post of Junior Library Attendant - Orders - Issued.

- Ref: (i) Order No.46102/CS(A&C)/E6/2010, dated 02.04.2012 of the Joint Secretary to Govt. (Edn.), Chief Secretariat, Puducherry.
- (ii) I.D. Note No.A.12030/1/2009-DPAR/GC/VII, dated 12.11.2014 of DP&AR/GC.
- (iii) File No.554/LGS/17, dated 03.10.2017 of the L.G. Secretariat, Puducherry.
- (iii) G.O.Ms.No.22, dated 10.10.2017 of Department of Art and Culture, Puducherry.

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Pursuant to the approval of the Honourable Lieutenant Governor, Puducherry, for relaxation of the educational and age qualification, the five Part-Time Casual Labourers mentioned in the "Annexure I" to this Memorandum are hereby offered appointment to a Group 'C' (erstwhile Group 'D' post) post of Junior Library Attendant with pay in the Level - 1 of the Pay Matrix of Rs.18000/- in the Government Branch Libraries mentioned against each in the Department of Art and Culture, Mahe / Yanam and Puducherry.

2. The duties and responsibilities attached to the post of Junior Library Attendant is shown in the "Annexure - II" to this Memorandum.

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.

Contd. . .2/-

- (iii) The appointment is temporary and may be terminated at any time by a month's 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 / She should undergo Induction Training for a period of two weeks and complete successfully during the period of probation.
- (v) Other conditions of service will be governed by the relevant rules and orders in force from time to time.

4. 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 the following Certificates in Original:-
  - (a) Certificate of educational qualification.
  - (b) Certificate of Age.
  - (c) Certificate in the prescribed form in support, if the candidate claims to be 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 the Educational Qualification produced by him/ her is false, he / she will be liable to be discharged from service.

Contd. ... 3/-

7. In case, if 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 or Buddhist 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 **24.11.2017**. 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.

  
(S. GANESSIN)

**DIRECTOR OF ART AND CULTURE**

Encl: As above.

To

The Individuals concerned.

... .. Through Proper Channel.

Copy to:

1. The Director of Accounts & Treasuries, Puducherry.
2. The Deputy Director of Accounts & Treasuries, Karaikal/ Mahe/Yanam.
3. The Junior Accounts Officer, Deptt., of Art & Culture, Puducherry.
4. The Assistant Library & Information Officer, DAC, Puducherry.
5. The Assistant Library & Information Officer (i/c), DAC, Karaikal.
6. The Chief Educational Officer, Mahe.
7. The Regional Administrator, Yanam.
8. Personal file.
9. Spare.

Copy submitted to:

The Secretary to Govt. (Art & Culture),  
Chief Secretariat, Puducherry.

----- for kind information.

**ANNEXURE - I**  
**to the Memorandum No.9300/DAC/E3/2012, dated 15.11.2017**

Sl. No.	Name of the Part-Time Casual Labourer. Tvl. / Tmt.	Name of the GBL posted.	Vacancy against which posted.
1.	G. Ganesan	Govt. Branch Library, DAC, Karaikal	Vice Thiru. A. Annappan, JLA retired
2.	R. Karthikesan	Govt. Branch Library, Pannithittu, DAC, Puducherry.	Vice Thiru. V. Ravitchandirane, JLA, transferred.
3.	Lankadi Ammaji	Govt. Branch Library, Kanakalpet, DAC, Yanam.	In the existing vacancy.
4.	C.K. Haseena	Govt. Branch Library, Kirumampaakkam, DAC, Puducherry.	Vice Thiru. G. Krishnamurthy, JLA, retired .
5.	U. Santhosh	Govt. Branch Library, Sedarapet, DAC, Puducherry	In the existing vacancy.

  
(S. GANESSIN)

**DIRECTOR OF ART AND CULTURE**

**ANNEXURE - II**  
**to the Memorandum No.9300/DAC/E3/2012, dated 15.11.2017**

**DUTIES AND RESPONSIBILITIES OF**  
**JUNIOR LIBRARY ATTENDANT**

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 news papers / magazines for reference on demand.
5.	Affixing 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.	To attend tapal duty and any other works assigned to them by the Library Information Assistant / Assistant Library & Information Officer.

  
(S. GANESSIN)

**DIRECTOR OF ART AND CULTURE**

**ANNEXURE - II**

**to the Memorandum No.9300/DAC/E3/2012, dated 15.11.2017**

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 above, 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