

GOVERNMENT OF PUDUCHERRY
OFFICE OF THE COMMISSIONER, MAHE MUNICIPALITY,
MAHE

NOTIFICATION

Mahe, Date: 18/09/2024

Sub: Engagement of retired Government Official as Office Manager in
Mahe Municipality, Mahe - Reg.

Applications are invited from the retired Government Servants of Government of Puducherry service for engagement of one consultant as Office Manager on contract basis for a initial period of six months in Office of the Commissioner, Mahe Municipality, Mahe from the date of engagement, which can be curtailed or extended as per requirement of the Office of the Commissioner, Mahe Municipality, Mahe and performance of the consultant. The details of position, eligibility criteria, age limit (as on closing date of submission of application) are as under:-

Name of the Position of Consultant	No. of positions	Eligibility criteria	Monthly remuneration
Office Manager	01	1. An employee retired from Puducherry Government Service who has rendered 02 years of Service as Superintendent and age should not exceed 65 years as on date. 2. Must be resident of Mahe region of U.T of Puducherry	Last Basic Pay Drawn - (Basic Pension+DA)

2. The consultant should possess adequate knowledge and experience in the following:

- I. Must have experience in Office Administration, establishment, Accounts, Procurement and Knowledge in English and Malayalam (Read, Speak, Write)
- II. The person with knowledge of computer will be given priority.
- III. Must have good health condition.
- IV. The Consultant should assist the Commissioner, Mahe Municipality in all the matters pertaining to Mahe Municipality, Mahe.

3. The selection procedure and other terms and conditions of the engagement will be as per the guidelines laid down in the ID Note /Memorandum No.46234/FD/F3/2014, dated 11.09.2014 of the Finance Department, Puducherry. The consultant should look after any other duties in addition to the duties assigned by the Commissioner, Mahe Municipality, Mahe.

4. The engagement of consultant will be on full time basis and consultant fees shall be as per rules.

5. The applications (Appendix) duly filled along with self-attested supporting documents in respect of Service rendered in Government of Puducherry, experience and health condition may be send to the Commissioner, Mahe Municipality, Mahe 673310 . The last date of submission of application is 30 days from the publication of this notification ie. 21-10-2024, 5:00 pm.

6. The Office of the Commissioner, Mahe Municipality, Mahe reserves the right to accept or reject responses without assigning any reason whatsoever. The decision of the Secretary (Local Administration), Government of Puducherry in this regard shall be final.



(D. MOHAN KUMAR)
COMMISSIONER
MAHE MUNICIPALITY
MAHE

To

1. The Director of Information Technology, Puducherry -with request to upload the notification in official website
2. The Director, Local Administration Department, Puducherry – request to upload in the official website of LAD, Puducherry.
3. The District Informatics Officer, NIC, Mahe -To upload the notification in official website: <https://www.mahe.gov.in>
4. Notice Board/Spare Copy.

ANNEXURE - I
PRO FORMA
APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT
OFFICIALS AS CONSULTANTS IN GOVERNMENT
DEPARTMENTS/AUTONOMOUS BODIES

1. Name :
2. Date of Birth :
3. Address for Communication :
4. Contact Number :
5. E-mail ID :
6. Particulars of Government Service :
 - 6.1. Date of Joining in Govt. Service :
 - 6.2. Date of retirement and the post:
in which retired
 - 6.3. Name of the Department/ :
Organization from which retired.
 - 6.4. Last Pay drawn :
(Copy of PPO to be enclosed)
7. Educational Qualification :
8. Details of knowledge in Computer :
9. Brief particulars of experience with :
nature of duties performed
(starting from last appointment)

Recent
 passport size
 photo to be
 pasted here

Sl.No.	Name of the Ministry/Department	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in :
support of the suitability of the post.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement.

Place :
Date :

Signature of Applicant