

**OFFICE OF THE COMMISSIONER  
PONDICHERRY MUNICIPALITY  
PONDICHERRY**

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No. 2727(1)/PM/COM./LEGAL WING/2023

Date: 28.08.2023

**NOTIFICATION**

**CONTRACT ENGAGEMENT OF RETIRED OFFICIALS  
IN PONDICHERRY MUNICIPALITY,  
PUDUCHERRY.**

Applications in the prescribed form are invited from the officials who are retired **from the Government service** for engagement in the post mentioned below on contract basis.

2. The name and number of post to be filled and other details / conditions are furnished below. The period of contractual engagement will be initially for a period 6 months and the extension will be granted if the required by the administration for further periods, subject to maximum age of 65 years.

Sl. No.	Name of Post	No. of post to be filed	Consolidated remuneration per month (Rs)	Eligibility to apply
1	Office Manager	3	20,000/Person	Retired Superintendents of Government of Puducherry having knowledge in (i) Establishment & Service matters (ii) Accounts and (iii) Legal & RTI matters.

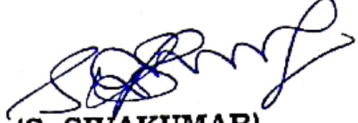
3. (i) Age limit to apply : Not exceeding 63 years as on 31.08.2023

(ii) The application form is prescribed in the Annexure.

(iii) The **Last date for receipt of application: 30.09.2023**

(iv) The dully filled in application form for the post should be superscripted on the envelop as "**APPLICATION FOR THE POST OF OFFICE MANAGER**" should be sent only by Post to reach the office of the Commissioner, Pondicherry Municipality, Kamban kalai Arangam, Lal Bahadur Shastri Street, Puducherry.

- (v) The engagement is on full time basis.
- (vi) The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- (vii) Applications incomplete in any aspect will be summarily rejected.
- (viii) The competent Authority also reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

  
**(S. SIVAKUMAR)**  
**COMMISSIONER**

**To**

Notice Board in Pondicherry Municipality

With a request to upload the Notification in  
the Municipal Website. [www.PolyMun.in](http://www.PolyMun.in)

**ANNEXURE**

APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIAL AS OFFICE MANAGER ON CONTRACT BASIS IN PONDICHERRY MUNICIPALITY, PUDUCHERRY.

Name of the post applied  
(Tick the preference)

:(i) Establishment

(ii) Accounts

(iii) Legal & RTI

1. Name :

2. Date of Birth :

3. Age (as on 31.08.2023) :

Y	M	D

4. Address for communication :

5. Contact Number (Mobile) :

6. Email id :

7. Particulars of Government Service :
- a. Date of Joining in Govt. Service :
- b. Date of retirement and the post in which retired :
- c. Name of the Department / Organization from which retired (Copy of PPO to be enclosed) :
8. Educational Qualification :
9. Computer Knowledge :
10. Brief Particulars of experience with Nature of duties performed (starting from first appointment) :

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

11. 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.

Signature of Applicant

Place :

Date :