

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION
CENTRALISED ADMISSION COMMITTEE (CENTAC)
KAMARAJAR MANIMANDAPAM, KARUVADIKUPPAM, PUDUCHERRY

No.CENTAC/Admn/2026-2027/260109

03/03/2026

NOTIFICATION

ENGAGEMENT OF RETIRED OFFICIALS AS CONSULTANT ON CONTRACT BASIS IN CENTAC.
PUDUCHERRY

Application in the prescribed forms are invited from the officials who retired from the Government service for engagement on Contract basis to serve in the Office of the CENTAC, Puducherry.

SL.NO	Name of the post	No. of post to be engaged	Eligibility to apply
1	Consultant	2	Retired Govt. Servant not below the rank of JAO/Superintendents to handle matter relating to Establishment and Accounts in the office of CENTAC, Puducherry.
2	Store Keeper	1	Retired UDC / StoreKeepers having experience in the day-to-day office works.

- i) Age limit: Not exceeding 62 years
- ii) The application form is prescribed in the Annexure-I
- iii) The last date for receipt of the application: 09.03.2026
- iv) The duly filled-in application form shall be superscribed on the envelope as **“Application for engagement of retired officials on Contract basis in CENTAC”** and sent only by post to reach the Office of the CENTAC, Kamarjar Manimandapam, Karuvadikuppam, Puducherry — 605 008 on or before the last date fixed above
- v) The engagement is on a full-time basis.
- vi) The decision of the Chairman, CENTAC regarding the selection of candidate will be final and no representation will be entertained in this regard.
- vii) Application incomplete in any aspect will be summarily rejected
- viii) The Chairman, CENTAC 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.

2. Terms and conditions:

i. The contract engagement will be on full-time basis initially for one year and the monthly payment will be made as per Finance Department guidelines.

ii. The other terms and conditions of the agreement shall be in accordance with the ID Note/Memorandum No.46324/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. On selection, the retired official shall execute an agreement in the prescribed form. All expenses towards stamp duty, etc. shall be borne by the individual.

iii. The engagement on a contract basis shall be purely of temporary nature against the specific jobs and the same will be cancelled at any time without assigning any reason.

iv. the Consultant (on contract basis) should attend all the works related to CENTAC, Puducherry and other works as assigned by the Coordinator, CENTAC from time to time

vi. TA/DA on the official tour will be paid as per the entitlement.




COORDINATOR, CENTAC

ANNEXURE-I

PROFORMA

Recent passport-size photo to be pasted here

1. Name :
2. Date of Birth :
3. Address for communication :
4. Contact number :
5. E-mail ID :
6. Particulars of Government service :
 - i. Date of joining in Govt. service :
 - ii. Date of retirement and the post in which retired :
 - iii. Name of the Department/organization from which retired :
 - iv. Last Pay drawn (copy of PPO to be enclosed) :
7. Educational qualification :
8. Details of knowledge of computer :
9. Brief particulars of experience with Nature of duties performed (starting from the initial appointment) :

Sl.No.	Name of the 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 a vigilance angle at the time of retirement.

Signature of the Applicant

Place:

Date:

ANNEXURE-II

**PROFORMA FOR AGREEMENT TO BE EXECUTED WITH THE EMPLOYEE ENGAGED
ON CONTRACT BASIS**

THIS AGREEMENT on the day of _____ BETWEEN the CHAIRMAN, CENTAC, Government of Puducherry (hereinafter called the Employer which expression shall unless excluded by or repugnant to the context, be deemed to include his successors in office and assign) on the one part and _____ (Name and address) (hereinafter called the Appointee) on the other part.

WHEREAS, the Employer is desirous to have the services of the Appointee to engage him/her as full-time/part-time on contract basis in the CENTAC, Puducherry (hereinafter called the said Office) and he/she shall attend the day to day office works and also the works pertaining to PKFA Scheme related works, all expenditure sanction proposals in respect of Higher and Technical Education Institution, the release of grant in aid to PEC, PKIET, PIPMATE, PONSHE, RTI Act, framing of RR, DPC and MACP proposals etc.

AND WHEREAS the Appointee having agreed to take up the assignment on full time Contract basis as _____ and has reported for duty on _____ and the Employer willing to engage the Appointee in the aforesaid capacity for a period of six months or till the necessity therefor ceases, whichever is earlier on the terms and conditions hereafter appearing.

NOW, THEREFORE THIS AGREEMENT as under.

- I) The Contract service will be on a full-time/part-time basis
- II) This agreement will be for a period of _____ months from the date of engagement
- III) The Appointee will be paid a total fee of Rs. _____ consolidated amount per month.
- IV) TA/DA on official tour will be paid as per the entitlement to his/her counterpart in the Government.
- V) The Appointee is entitled to leave of 12 days in a calendar year on prorated basis.
- VI) All expenses towards stamp duty etc. on this agreement shall be borne by the individual.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and year first above written.

CONSULTANT
(APPOINTEE)

CHAIRMAN
CENTAC

Witness:

- 1.
- 2.