

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

**NOTIFICATION**

Mahe, Date: 21 /11/2024

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

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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 an 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.<br>2. Must be resident of Mahe region of U.T of Puducherry | Last Basic Pay Drawn - Basic Pension<br>(A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.) |

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 and dated 01-12-2022 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. 23-12-2024, 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.