

# Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under PerunthalaivarKamaraj Medical College Society)  
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No. 2405/IGMC&RI/Estt./A1/2025/1631

Date: 5/05/2025

## NOTIFICATION

### **ENGAGEMENT OF RETIRED OFFICIALS AS CONSULTANTS IN INDIRA GANDHI MEDICAL COLLEGE & RESEARCH INSTITUTE AT KATHIRKAMAM, PUDUCHERRY**

Applications in the prescribed form (as per **Annexure-II**) are invited from the eligible officials who retired from the Central / State Government service for engagement as Consultants for the following posts on contract basis in Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry.

Sl. No.	Name of the Post	No. of Posts to be filled	Eligibility to apply
1	JAO / Office Superintendent	1	Retired JAO / Accounts Officer / Superintendent / Section Officer in Central Govt. / Govt. of Puducherry who are willing to work in the post.
2	Assistant	2	Retired Assistant (Ministerial cadre) in Central Govt. / Govt. of Puducherry who are willing to work in the post.
3	Legal Assistant	1	Retired Legal Assistant / Assistant who possess Bachelor's Degree in Law recognized by the Central/state Govt.
4	Upper Division Clerk	1	Retired Assistant/UDC in the Central Govt. / Govt. of Puducherry who are willing to work in the post.

2. Details of Terms and Reference (ToR) for the said posts are mentioned in the **Annexure – I**. Applicants are advised to carefully go through the same with regards to eligibility criteria and other terms and conditions of engagement before submitting their applications.

3. Interested and eligible applicants may forward the duly filled in application in the prescribed proforma, along with all relevant enclosures, to this Institute latest by 28<sup>th</sup> May 2025, 5.00 P.M. The envelope containing the application form should be clearly superscribed “Application for Consultant to the post of JAO / Office Superintendent / Assistant / Legal Assistant / Upper Division Clerk in Indira Gandhi Medical College and Research Institute” and addressed to:

**The Director,  
Indira Gandhi Medical College and Research Institute,  
I-Floor, College Block, Vazhudavour Road,  
Kadirkamam, Puducherry – 605 009.**

4. Incomplete applications will be summarily rejected. Only the applicants shortlisted on the basis of their eligibility will be intimated and called for the interview. The IGMC&RI reserves the right to increase or decrease or change the posts or reject any application without assigning any reason there for.

  
**DIRECTOR**  
5/8

To

The Programmer, IGMC&RI for uploading the notification on IGMC&RI's website.



**ANNEXURE-I****Terms of Reference for engaging JAO / Office Superintendent**

1.	Name of the Post	:	JAO / Office Superintendent
2.	No. of Post	:	(1) One Post
3.	Period of Engagement	:	Initially for a period of 6 months and will be extended further subject to requirement and performance during the tenure.
4.	Nature of engagement	:	<p>The engagement will be purely on contractual basis and IGMC&amp;RI reserves the right to terminate the same at any time without prior notice and without assigning any reasons whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct.</p> <p>However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.</p>
5.	Scope of Duties	:	<ol style="list-style-type: none"><li>1. To oversee the Recruitment Cell of IGMC&amp;RI.</li><li>2. Service matters such as Faculty and Staff Recruitment.</li><li>3. Creation and Maintenance of Rosters for all the Posts.</li><li>4. Framing of RRs / Amendments for various posts</li><li>5. To perform such other work of administering nature as may be entrusted from time to time.</li></ol>
6.	Job Location	:	Indira Gandhi Medical College and Research Institute, 1 <sup>st</sup> Floor College Block, Kadirkamam, Puducherry
7.	Eligibility, Educational Qualifications, and age limit	:	<ol style="list-style-type: none"><li>a) Retired JAO / Office Superintendent who are willing to work in the post of JAO / Office Superintendent</li><li>b) Retired Govt. Official should have knowledge in framing / amendment of Recruitment Rules and conduct of Recruitment Process.</li><li>c) He / she must have excellent written and oral communication. Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc. will be essential.</li><li>d) Must have worked in that capacity in Central Govt. / Govt. of Puducherry.</li><li>e) <b><u>Age Limit:</u></b> Not more than 63 years on the date of application.</li></ol>
8.	Experience	:	Minimum 3 years' experience of handling Recruitment related duties in any Central or State Government or Government of Puducherry.
9.	Remunerations & Entitlements	:	Remuneration will be fixed as per guidelines laid down in the ID. Note / Memorandum No.

		46324/FD/F3/2014, dated 11.09.2014 & 01.12.2022 of FD, Puducherry.
10.	Allowances	: The contractual employee will not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Medical Reimbursement, TA, etc.
11.	Leave	: The contractual employee shall be entitled to avail 12 days of leave in a calendar year on pro rata basis. The unavailed leave in a calendar year neither be carried forward to next calendar year nor can be encashed.
12.	Termination of contract	: The IGMC&RI reserves the right to terminate the contract at any time in case: <ul style="list-style-type: none"> <li>a) The contractual employee is unable to complete the assigned tasks satisfactorily;</li> <li>b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>c) The contractual employee is absent from duty without authorization;</li> <li>d) The IGMC&amp;RI decides not to renew the contract at the end of the initial period of engagement;</li> <li>e) Any other reasons</li> </ul>
13.	Requirement of prior notice	: In case, the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving one month's notice prior to the IGMC&RI or remit one month's salary in lieu of the notice period.
14.	Confidentiality clause	: <ul style="list-style-type: none"> <li>a) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him / her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</li> <li>b) The contractual employee shall, in no case, work for or represent to any other authority other than the IGMC&amp;RI on any matter during the period of his / her engagement in the Institute.</li> </ul>
15.	Conflict of interest	: The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the IGMC&RI for its employees. In case, the services of the contractual employee are not found satisfactory or found in conflict with the interest of the IGMC&RI functioning, his / her duties are liable to be terminated / discontinued without assigning any reason there for.
65.	Working hours	: The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturdays and



		Sundays or any other holidays in case of requirement / exigencies. In case of exigency, the contractual employee shall work beyond office hours.
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### **Terms of Reference for engaging Assistant & UDC**

1.	Name of the Post	:	Assistant & UDC
2.	Number of Post	:	Assistant - 2 ( Two Posts) & UDC 1 (One Post)
3.	Period of Engagement	:	Initially for a period of 6 months and will be extended further subject to requirement and performance during the tenure.
4.	Nature of engagement	:	The engagement will be purely on contractual basis and IGMC&RI reserves the right to terminate the same at any time without prior notice and without assigning any reasons whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
5.	Scope of Duties	:	<ol style="list-style-type: none"> <li>1. Shall work under the control of the JAO / Superintendent as the case may be in connection with the Recruitment process for filling up of Faculty / Staff vacant posts in IGMC&amp;RI on priority basis without any discrepancies</li> <li>2. To create and Maintenance of Rosters for all the Posts.</li> <li>3. Framing/Amendment of Recruitment Rules for various posts.</li> <li>4. To perform such other work as may be entrusted from time to time by the Director or other superior officer.</li> </ol>
6.	Job Location	:	Indira Gandhi Medical College and Research Institute, 1 <sup>st</sup> Floor College Block, Kadirkamam, Puducherry
7.	Eligibility, Educational Qualifications, and age limit	:	<b>For Assistant Post:</b> <ol style="list-style-type: none"> <li>a) Retired Assistant from Govt. of Puducherry / Central Govt. in Ministerial cadre</li> <li>b) Retired Govt. Official should have knowledge in framing / amendment of Recruitment Rules and conduct of Recruitment Process.</li> <li>c) He / she must have excellent written and oral communication. Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc. will be essential.</li> </ol>

		<p><b><u>For UDC Post:</u></b></p> <ul style="list-style-type: none"> <li>a) Retired Assistant from Central Govt./Govt. of Puducherry who are willing to work as UDC or Retired UDC.</li> <li>b) Retired Govt. Official should have knowledge to deal with service matters such as framing / amendment of Recruitment Rules and conduct of Recruitment Process and should have excellent written and oral communication.</li> <li>c) Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc. will be essential.</li> </ul> <p><b><u>Age Limit for Assistant &amp; UDC:</u></b> Not more than 63 years on the date of application.</p>
8.	Experience	: Minimum 5 years experience of handling Recruitment process in any Central or State Government or Government of Puducherry or PSUs
9.	Remunerations & Entitlements	: Remuneration will be fixed as per guidelines laid down in the ID. Note / Memorandum No. 46324/FD/F3/2014, dated 11.09.2014 & 01.12.2022 of FD, Puducherry.
10.	Allowances	: The contractual employee will not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Medical Reimbursement, TA, etc.
11.	Leave	: The contractual employee shall be entitled to avail 12 days of leave in a calendar year on pro rata basis. The unavailed leave in a calendar year neither be carried forward to next calendar year nor can be encashed.
12.	Termination of contract	: <p>The IGMC&amp;RI reserves the right to terminate the contract at any time in case:</p> <ul style="list-style-type: none"> <li>a) The contractual employee is unable to complete the assigned tasks satisfactorily;</li> <li>b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>c) The contractual employee is absent from duty without authorization;</li> <li>d) The IGMC&amp;RI decides not to renew the contract at the end of the initial period of engagement;</li> <li>e) Any other reasons</li> </ul>
13.	Requirement of prior notice	: In case, the contractual employee seeks termination of the contract before the expiry of tenure period, he/she can do so upon giving one month's notice prior to the IGMC&RI or remit one month's salary in lieu of the notice period.



14.	Confidentiality clause	:	<p>a) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him / her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>b) The contractual employee shall, in no case, work for or represent to any other authority other than the IGMC&amp;RI on any matter during the period of his / her engagement in the Institute.</p>
15.	Conflict of interest	:	<p>The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the IGMC&amp;RI for its employees. In case, the services of the contractual employee are not found satisfactory or found in conflict with the interest of the IGMC&amp;RI functioning, his / her duties are liable to be terminated / discontinued without assigning any reason there for.</p>
16.	Working hours	:	<p>The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturdays and Sundays or any other holidays in case of requirement / exigencies. In case of exigency, the contractual employee shall work beyond office hours.</p>

### Terms of Reference for engaging Legal Assistant

1.	Name of the Post	:	Legal Assistant
2.	Number of Post	:	(1 ) One Post
3.	Period of Engagement	:	Initially for a period of 6 months and will be extended further subject to requirement and performance during the tenure.
4.	Nature of engagement	:	<p>The engagement will be purely on contractual basis and IGM&amp;RI reserves the right to terminate the same at any time without prior notice and without assigning any reasons whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct.</p> <p>However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.</p>
5.	Scope of Duties	:	<ol style="list-style-type: none"> <li>1. Assist the IGM&amp;RI, Puducherry &amp; RGAMC, Mahe so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner;</li> <li>2. Scrutinize legal papers, documents and affidavits received by the IGM&amp;RI, Puducherry and RGAMC, Mahe and to offer comments;</li> <li>3. Assist in preparing draft affidavits and offer inputs in consultation with sections concerned;</li> <li>4. Assist in processing of applications received under the RTI Act, 2005 and CIC matters;</li> <li>5. To assist in drafting replies to various assembly and parliamentary questions;</li> <li>6. Maintain status report of all ongoing court cases and tracking the dates for next hearing etc. to suitably alert the officers concerned.</li> <li>7. Process the matter related to payment of professional fees to Govt. counsels as admissible;</li> <li>8. Maintain a list of pending court cases pertaining to IGM&amp;RI &amp; RGAMC&amp;H and monitor them;</li> <li>9. Perform such other work of legal nature as may be entrusted from time to time.</li> <li>10. Assist in carrying out continuous review, monitoring, applicability interpretation of all relevant rules / legislations pertaining to IGM&amp;RI and RGAMC including Amendment / Framing of Recruitment Rules for all posts and Service Rules as mentioned in MoA of this Institute.</li> </ol>



6.	Job Location	:	Indira Gandhi Medical College and Research Institute, 1 <sup>st</sup> Floor College Block, Kadirkamam, Puducherry
7.	Eligibility, Educational Qualifications, and age limit	:	<p>Retired Government employees</p> <p>a) Having Bachelor's Degree of Law from recognized University or Institute in India, recognized by the Bar Council of India.</p> <p>b) Must have excellent written and oral communication and Interpersonal skills. Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc. will be essential.</p> <p><b>Age Limit:</b> Not more than 63 years at the time of applying for the said post.</p>
8.	Experience	:	Minimum 5 years' experience of handling court cases in any Central or State Government or Government of Puducherry
9.	Remunerations & Entitlements	:	Remuneration will be fixed as per guidelines laid down in the ID. Note / Memorandum No. 46324/FD/F3/2014, dated 11.09.2014 & 01.12.2022 of FD, Puducherry.
10.	Allowances	:	The contractual employee will not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Medical Reimbursement, TA, etc.
11.	Leave	:	The contractual employee shall be entitled to avail 12 days of leave in a calendar year on pro rata basis. The unavailed leave in a calendar year neither be carried forward to next calendar year nor can be encashed.
12.	Termination of contract	:	<p>The IGMCR&amp;RI reserves the right to terminate the contract at any time in case:</p> <p>a) The contractual employee is unable to complete the assigned tasks satisfactorily;</p> <p>b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</p> <p>c) The contractual employee is absent from duty without authorization;</p> <p>d) The IGMCR&amp;RI decides not to renew the contract at the end of the initial period of engagement;</p> <p>e) For any other reasons</p>
13.	Requirement of prior notice	:	In case, the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving one month's notice prior to the IGMCR&RI or remit one month's salary in lieu of the notice period.
14.	Confidentiality clause	:	a) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information

			<p>handled by him / her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>b) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion / advice to any person other than the IGMC&amp;RI on any matter during the period of his / her engagement in the Institute.</p>
15.	Conflict of interest	:	<p>The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the IGMC&amp;RI for its employees. In case, the services of the contractual employee are not found satisfactory or found in conflict with the interest of the IGMC&amp;RI functioning, his / her duties are liable to be terminated / discontinued without assigning any reason there for.</p>
16.	Working hours	:	<p>The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturdays and Sundays or any other holidays in case of requirement / exigencies. In case of exigency, the contractual employee shall work beyond office hours.</p>

  
 DIRECTOR  
 6/10



**ANNEXURE-II**

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIAL AS CONSULTANT  
ON CONTRACT BASIS IN INDIRA GANDHI MEDICAL COLLEGE & RESEARCH  
INSTITUTE, KADHIRKAMAM, PUDUCHERRY.**

Post Applied for: \_\_\_\_\_

Recent passport  
size photo to be  
pasted here

1. Name :

2. Date of Birth :

3. Age (as on 28/05/2025) :

Y	M	D

4. Address for communication :

5. Contact Number (Mobile) :

6. E-mail id :

7. 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  
(Copy of PPO to be enclosed) :

8. Educational Qualification  
(copy of certificates to be enclosed) :

9. Computer knowledge :

Contd...

10. Brief Particulars of experience with nature of duties performed :  
(Starting from initial appointment)

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

11. Additional information if any, in support of 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