

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

No. 16419/IGMC&RI/Estt/A1/2026/2298 Puducherry, Dated 14 JUL 2026

NOTIFICATION

Applications are invited from eligible candidates from UT of Puducherry to fill up the below mentioned Positions on contractual basis under Ministry of Social Justice and Empowerment (MoSJE), Govt. of India in Indira Gandhi Medical College and Research Institute, Puducherry. Duly filled in Applications should be submitted in the format attached with this advertisement and sent to this Institute by hand or by Post/ courier. Incomplete applications will be summarily rejected. Applications should be accompanied by one set of self attested Photostat copies of all essential documents of educational qualification, experience, etc. Candidates should bring all the original documents during interview. Candidate should attend the interview on their own expenses at the venue of Indira Gandhi Medical College & Research Institute, Puducherry - 605009. The details of Positions are as below:

Name of the Position	NURSE
Position Code	IGMC&RI/Psych./ ATF /01
No. of Vacancies	01 (One)
Minimum Qualification	B.Sc. Nursing recognized from State / National Nursing Council Body. (or) ANM recognized from the State / National Nursing Council Body
Roles and Responsibilities	1. Dispensing medications as prescribed by the doctor. 2. Maintain records related to dispensing as applicable. 3. Provide first-aid in case of absence of the medical doctor. 4. Maintain records related to stock management.
Age Limit	35 Years
Consolidated salary per month	Rs. 20,000/- per month
Name of the project to which attached for	Addiction Treatment Facility(ATF) funded by MoSJE, Govt. of India under the National Action Plan for Drug Demand Reduction (NAPDDR) .
Project undertaken	Department of Psychiatry, IGMC&RI, Puducherry.

Name of the Position	COUNSELLOR
Position Code	IGMC&RI/ Psych./ ATF /02
No. of Vacancies	02 (TWO)
Qualification	Minimum Qualification is Bachelor in Psychology / Social Work/ Sociology. Those who have undergone certificate training in counseling (recognized by Ministry of Social Justice and Empowerment / Ministry of Health & Family Welfare) would be preferred.
Age Limit	35 Years
Roles and Responsibilities	1. Assisting the Medical Officer in assessment and diagnosis of patients. 2. Providing initial counseling and Motivation Enhancement to the patients 3. Ensuring follow- up with patients 4. Ensuring regular one-to-one psychosocial sessions as well as group sessions with patients and family-members. 5. Undertake field visits, if required. 6. Providing referral services to the patients – including referral for other health conditions, other social needs, as well as referral to the higher centre for management of complex cases of substances use disorders. 7. Liase with other departments of the hospital to enhance referral to the ATF 8. Conducting awareness activities in the community (to enhance help – seeking) 9. Establishing linkages with the NGOs working in the community (to enhance help-seeking)
Consolidated salary per month	Rs. 20,000/- per month.
Name of the project to which attached for	Addiction Treatment Facility (ATF) funded by MoSJE, Govt. of India under the National Action Plan for Drug Demand Reduction (NAPDDR) .
Project undertaken	Department of Psychiatry, IGMC&RI, Puducherry.

Name of the Position	DATA MANAGER
Position Code	IGMC&RI/ Psych./ ATF/03
No. of Vacancies	01 (ONE)
Qualification	Minimum Qualification is Bachelor degree with working knowledge of computers. Those with certificate training / degree in computers would be preferred.
Age Limit	35 Years
Roles and Responsibilities	1. Registering new and follow-up patients 2. Making clinical file for all new patients 3. Ensuring that records are maintained as prescribed under the scheme 4. Preparing monthly reports under supervision of other staff of ATF 5. Assisting in maintaining stock records with nursing staff 6. Assisting in account maintenance under the guidance of the ATF staff as well as account personnel of the hospital
Consolidated salary per month	Rs. 15000/- per month
Name of the project to which attached for	Addiction Treatment Facility (ATF) funded by MoSJE, Govt. of India under the National Action Plan for Drug Demand Reduction (NAPDDR) .
Project undertaken	Department of Psychiatry, IGMC&RI, Puducherry.

Nature of Employment: Contractual

Duration of Employment: 12 months. Extendable depending upon the candidate's performance and receipt of grant from the funding agency.

Job Location: Indira Gandhi Medical College & Research Institute, Kathirkamam, Puducherry – 605009.

Period for receiving the application: 15.07.2026 to 29.07.2026.

Place of receiving application: Receipt and Despatch Section, Ist Floor, College Block, Indira Gandhi Medical College & Research Institute, Kathirkamam, Puducherry – 605009 during office hours (10:00 AM to 05:00 PM).

Terms & Conditions and Instructions to Candidates:

1. Candidate should submit his/her application form to "The Director, IGMC&RI, Vazhudavur Road, Kathirkamam, Puducherry-605 009" with a recent passport size color photograph and all relevant documents; duly self-attested; in proof of his /her educational qualifications [all certificates and mark sheets from 10th Std. onwards], working experience, age, photo ID [Aadhaar Card], etc., within the scheduled date and time, failing which his /her candidature will not be considered.
2. Candidate shall mention the name of the Position for which he / she intend to apply on the envelope i.e. "Application for the position of Nurse / Counsellor / Data Manager". Envelope Format (as given below): (Do not fold the Application)

Title: "Application for the position of ----- at Department of Psychiatry in IGMC&RI"

To,

The Director

IGMC&RI, Puducherry-605 009.

From

Name

Address

Email ID

Contact Number

3. The application shall be reached this institute before the closing date prescribed for receipt of application. Indira Gandhi Medical College & Research Institute is not responsible for any Postal delay..
4. Canvassing in anyway will lead to disqualification of the concerned candidate.
5. Candidate should possess the required educational qualifications and experience for the Position Concerned.
6. After scrutinizing the applications received within due date, shortlisted candidates will be called for an interview. If necessary, a written examination will be conducted and the candidates qualifying the written test will only be interviewed. Successfully selected candidates shall be subject to verification of all original documents by IGMC&RI and fulfilment of required eligibility criteria in all respects of qualification, age and experience, etc.

7. The Medical Superintendent and the Head of the Department concerned will review the work of candidate during his / her contractual period. If performance report is received unsatisfactory, the engagement of a candidate will be terminated without any prior notice.
8. Appointed candidates have to work full time under the control of the HOD / Nodal Officer of Project concerned in their respective Department of IGMCR&RI.
9. The appointment will be purely on contractual basis. The candidate has no right to claim for the regular appointment. Selected candidate will not be eligible for any other benefits as in the case of permanent employees.
10. TA/DA will not be paid for attending the interview. Candidates should bring with him / her a copy of application duly submitted (As per the prescribed Performa) along with all original certificates of educational qualifications, experience certificate, identity proof and two passport size colour photographs.
11. The decision of Selection Committee regarding engagement of candidate will be final and no representation will be entertained in this regard.
12. Shortlisted candidates who are called for the interview and selected candidates will be notified on the website (www.igmcricri.edu.in).


DIRECTOR

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

Application for Engagement of Contractual Position

Note: The Candidates are advised to fillup all the information in Block Letters and enclose copies of all documents for consideration of their application.

Application for the Position of :

Position Code :

1.PERSONAL DATA

Title (Mr. / Ms. / Mrs.)	:		Paste your recent passport size photo
Name	:		
Father's/Husband's Name	:		
Date of Birth [Day/Month/Year]	:		
Gender	:		
Nationality	:		
Present Address for Communication	:		
Permanent address	:		
Contact Number	:		
Email ID	:		
	:		
	:		
	:		
Aadhaar No.	:		
Marital Status	:	Married / Unmarried	

2. Educational qualifications (From 10th Std onwards):

Sl. No	Examination passed with group	Subjects	Board / University	Year of Passing	Percentage

3. Experience (Starting from current):

Position held (Temporary/Permanent) and Institute/Organization	Period		Total Period		
	From	To	Years	Month	Days

4. Languages Known:

Sl. No.	To speak	To write	To read
I			
ii			
Iii			
Iv			
v			

5. Other Relevant Additional Information:

--

6. List of Certificate Attached:

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Declaration

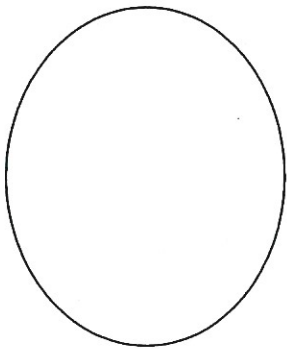
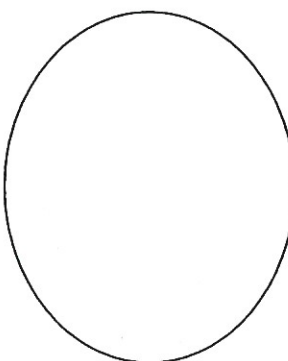
I, ----- hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I fully aware that in the event of any of the said information furnished by me being found false or incorrect at any stage, my candidature/appointment is liable to be summarily cancelled/terminated without any notice or compensation.

Place:

Signature of the Candidate

Date:

Name (In block letters)

Thumb Impression / Finger Print	
	
Left	Right