

**No.4228/DSE/Dte.Estt/A4/Cons./2024**  
**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF SCHOOL EDUCATION**

\*\*\*

Puducherry, dated 27-08-2024

**NOTIFICATION**

***ENGAGEMENT OF RETIRED OFFICIAL AS CONSULTANT IN DIRECTORATE OF SCHOOL EDUCATION, PUDUCHERRY***

Application in the prescribed form is invited from the officials who retired from the Government Service of Puducherry for engagement as Consultant to serve in the Planning Section of this Directorate.

S.No.	Name of the Post	No. of consultant to be engaged	Eligibility to apply
1.	Consultant	1 (One)	<p>i. Retired official not below the rank of Superintendent.</p> <p>ii. Official retiring upto September 2024 will also be considered.</p> <p><b><u>Essential:</u></b> Having experience in Budget related works, e-office portal, BEAMS and other online platforms such as CollabFiles etc.</p> <p><b><u>Desirable:</u></b> Degree / Diploma in Computer Applications.</p>

- i. Age limit to apply : Not exceeding 65 years.
- ii. The application form is prescribed in the Annexure – I.
- iii. Last date for receipt of application : 10.09.2024
- iv. The duly filled in application form shall be superscribed on the envelope as **“APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DIRECTORATE OF SCHOOL EDUCATION, PUDUCHERRY”** and sent only by post to reach the office of the Directorate of School Education, Puducherry – 605 005 **on or before the last date fixed above.**
- v. The Engagement is on full time basis and they will be paid remuneration as per the rules in force.
- 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.

**2. Terms and Conditions :**

- i. The Consultancy service will be on full time basis initially for a period of six months and consultancy remuneration will be paid as per the rules in force.
- ii. The other terms and conditions of the agreement shall be in accordance with the I.D.Note/Memo.No.46324/FD/F3/2014, dated 11.09.2014 & 01.12.2022 of the Finance Department, Puducherry.
- iii. On selection, the official shall execute an agreement in the prescribed form. All expenses towards stamp duty, etc., on this agreement shall be borne by the individual.
- iv. The engagement as Consultant shall be purely on temporary nature against the specific job and the same will be cancelled at any time without assigning any reasons thereof.
- v. TA/DA on official tour will be paid as the entitlement.

PRIYTARSHNY P  
DIRECTOR

To

1. The Director, Directorate of Information Technology, Puducherry. –*With a request to upload the Notification in the Official Website of Government of Puducherry.*
2. The Computer Section, DSE, Puducherry. --*With a request to upload the Notification in the DSE website.*
3. Notice Board / Spare copy.

Signed by  
P Priytarshny  
Date: 27-08-2024 18:06:47

**ANNEXURE-I**

**PROFORMA**

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT.OFFICIALS AS  
CONSULTANTS IN GOVT. DEPARTMENTS**

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1. Name :
2. Date of Birth :
3. Address for communication :

4. Contact Number (Mobile) :

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/Organisation :  
from which retired

iv. Last pay drawn(copy of PPO to be closed):

7. Educational Qualification :

8. Details of knowledge in computer :

9. Brief particulars of experience with nature of  
duties performed(starting from last appointment)

S.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 vigilance angle at the time of retirement.

Signature of Applicant

Place :

Date :

## ANNEXURE-II

### PROFORMA FOR AGREEMENT TO BE EXECUTED WITH THE CONSULTANT ENGAGED ON CONTRACT BASIS

This AGREEMENT on this day of \_\_\_\_\_ BETWEEN the PRESIDENT OF INDIA through the Director of School Education, 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 assigns) of the one part and \_\_\_\_\_ Name and address) (hereinafter called the Appointee) of the other part.

WHEREAS, the Employer is desirous to have the services of the Appointee to engage him/her as full time/part time Consultant on contract basis in the \_\_\_\_\_ Department (hereinafter called the said Department) and he shall attend the works pertaining to \_\_\_\_\_ (Nature of works) and also any other assigned by the employer.

AND WHEREAS the Appointee having agreed to take up the assignment as full time/part time Consultant on contract basis and having 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 therefore ceases, whichever is earlier on the terms and conditions hereafter appearing.

NOW, THEREFORE THIS AGREEMENT as under :

- i. The Consultancy service will be on a full time / part time basis..
- ii. This agreement will be for a period of six months from the date of engagement.
- iii. The Appointee will be paid a total remuneration of Rs. \_\_\_\_\_ (Rupees in words) per month.
- iv. TA / DA on official tour will be paid as per the entitlement to his/her counterpart in Government.
- v. The appointee is entitled for leave of 12 days in a calendar year on prorata basis.
- vi. All expenses towards stamp duty, etc. on this agreement shall be borne by the individual.
- vii. He will report to the \_\_\_\_\_ (Officer concerned).

IN WITNESS WHERE OF the parties here to have signed the Agreement the day and year first above written.

Director of School Education  
For and behalf of President of India  
(Employer)

Witness

1.

2.

Consultant (Appointee)