

No.27874/DHFWS/2025/
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HEALTH & FAMILY WELFARE SERVICES

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Puducherry, dt. 21.03.2025

NOTIFICATION

Sub: Applications for engaging Finance Manager on Contract basis from
the Government Retired Officials-Called for-Reg.

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Applications are invited from the retired Government official in the grade of Superintendent for engagement as Finance Manager on Contract basis for a period of One Year and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years or till attaining the age of 65 in the Puducherry State Health Agency (PSHA), Directorate Complex, First Floor, Victor Simonal Street, Puducherry.

2. The selection procedure, other terms and conditions of the engagement will be as per the guidelines stipulated in the I.D. Note/Memorandum No. 46324/FD/F3/2014 dated 11.09.2014 & 01.12.2022 of the Finance Department, Puducherry. On selection, the Officials shall execute an agreement in the prescribed form. The appointment of Finance Manager shall be purely on Contract basis against the specific jobs and the appointment will be cancelled at any time without assigning any reasons thereof.

3. The duly filled in application form, as prescribed in the Annexure-I (enclosed), may be submitted to the Directorate of Health and Family Welfare Services, Puducherry State Health Agency (PSHA), Directorate Complex, First Floor, Victor Simonal Street, Puducherry-605001 on or before 09.04.2025. The application should be sent in an envelope superscripted as "APPLICATION FOR THE POST OF FINANCE MANAGER" for Puducherry State Health Agency. This Department shall not be responsible for any postal delay. The terms and conditions of engagement are enclosed in Annexure to this Notification



(DR. V. RAVICHANDRAN)
DIRECTOR - HEALTH

Annexure to the Notification No.27874/DHFWS/2025 dt. 21.03.2025
Terms and Conditions for engagement of Finance Manager on Contract Basis to
Puducherry State Health Agency, Directorate of Health & Family Welfare Services,
Puducherry

Sl. No	Description	Terms and Conditions
1	Qualification	Should be a retired Govt. Official in the grade of Superintendent with 5 years of Service or combined service of 15 years of Assistant & Superintendent and below 65 years of age.
2	Service to be Performed	Establishment, Accounts and scheme related works
3	Duration of Service	The engagement shall be for a period of 1 year and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years or till attaining the age of 65.
4	Experience	The Official should have experience in all aspects of Establishment, Accounts and schemes related works
5	Desirable	Having computer knowledge
6	Age Limit	The Maximum age limit will be 65 years
7	Fee & Allowances	The engagement will be on Full time basis and the fee shall be equal to Last Pay Drawn minus Pension and Dearness Allowance. No allowances admissible except TA on Official Tour at the rates applicable to Govt. Officer holding equivalent post on regular basis.
8	Leave	Twelve (12 days) in calendar year on pro-rata basis and other conditions stipulated in the I.D. Note/ Memorandum dated 11.09.2014 & 01.12.2022 applies.
9	Nature of engagement	The engagement as Finance Manager shall be purely on Contract basis subject to execution of the Agreement appended to the above said I.D. Note. The appointment will be cancelled at any time by the employer without assigning any reasons thereof.
10	Mode of Selection	Application received shall be shortlisted by the Evaluation Committee as per guidelines stipulated in the I.D. Note/ Memorandum dated 11.09.2014 and subject to the approval of Govt.
11	Others	The other terms and conditions of the agreement shall be in accordance with the I.D. Note/ Memo.No.46324/FD/F3/2014, dt.11.09.2014 and 01.12.2022 of the Finance Department, Puducherry. On selection, the officials shall execute an agreement in the prescribed form (Annexure II). All Expenses towards stamp duty, etc., on this agreement shall be borne by the individual.


(DR. V. RAVICHANDRAN)
DIRECTOR - HEALTH

ANNEXURE – I**PRO FORMA****APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIALS AS
FINANCE MANAGER IN PUDUCHERRY STATE HEALTH AGENCY**

1. Name :
2. Date of Birth :
3. Address for Communication :
4. Contact Number :
5. E-Mail ID :
6. 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 :
 - 6.4 Last Pay Drawn (Copy of PPO to be enclosed) :
7. Educational Qualification :
8. Details of knowledge in Computer :
9. Brief Particulars of Experience with Nature of duties performed (Starting from last appointment) :

Applicant Recent Passport Size Photo to be pasted here

SI 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.

Place :

Date :

Signature of Application

ANNEXURE-II

PROFORMA FOR AGREEMENT TO BE EXECUTED WITH THE FINANCE MANAGER ENGAGED ON CONTRACT BASIS

This AGREEMENT on this day of BETWEEN the
PRESIDENT OF INDIA through the AB-PMJAY- PUDUCHERRY STATE HEALTH
AGENCY (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 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 pro-rata 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.

Pondicherry State Health Agency
For and behalf of President of India
(Employer) Witness

1.

2.

Consultant (Appointee)