

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF INFORMATION & PUBLICITY**

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No.3105/DIP/AD(GGH)/2016

Puducherry, dt: 08.07.2016

NOTIFICATION

Engagement of Ex-serviceman on contract basis as Manager on consolidated monthly wages in the Government Guest House at Indira Nagar, Gorimedu, Puducherry.

Applications are invited from the retired Ex-Serviceman (Junior Commissioned Officers) in the prescribed format to work as Manager (on contract basis) on consolidated monthly wages in the Government Guest House at Indira Nagar, Gorimedu, Puducherry, to oversee the day-to-day running of the Guest House facility.

Name of the Post	:	Manager (on contract basis)
Essential Qualification	:	Graduate in any discipline
Age Limit	:	Below 60 years
Domicile	:	Preference will be given to the resident of the Union Territory of Puducherry.
Wages	:	Consolidated monthly wages of Rs.20,000/-
Contract period	:	Initially for a period of one year (may be extended on year-to-year basis for further 2 years based on the performance appraisal)
Place of work	:	Government Guest House at Indira Nagar, Gorimedu, Puducherry.
Method of selection	:	By screening and interview

The application with details can be downloaded from the website <https://www.py.gov.in> or <https://info.puducherry.gov.in> and submitted by the candidates along with the attested copies of the required certificates superscribing the envelope as "APPLICATION FOR THE POST OF MANAGER (ON CONTRACT BASIS)" addressed to "The Director, Directorate of Information & Publicity, No.18, Belcombe Street, Puducherry and shall reach this Directorate on or before 5.00 P.M. on 29.07.2016.

(N. UDAYAKUMAR)
DIRECTOR OF INFORMATION &
PUBLICITY

**Engagement of Ex-serviceman as Manager (on contract basis) in the
Government Guest House at Indira Nagar, Gorimedu, Puducherry**

PROSPECTUS

Job Description	
Position	Manager (on contract basis)
Reports to	The Director of Information & Publicity, Puducherry.
Employer	The Director of Information & Publicity, Puducherry.
Place of posting	Government Guest House at Indira Nagar, Gorimedu, Puducherry.
No. of position	1 (One)
Key Function	To oversee the day-to-day running of the Guest House facility
Name & Address of the Employer	The Director, Directorate of Information & Publicity, No18, Belcombe Street, Puducherry.

Job Objective:

The Primary objective of the post of Manager is that he is responsible for functioning of the Government Guest House at Indira Nagar, Gorimedu, Puducherry in an efficient and effective manner.

Duties and Responsibilities

- i) to ensure that the needs of the Guests staying in the Guest House are provided with good house-keeping facilities during their stay.
- ii) To ensure that the Guest House is kept in a clean and pleasant looking manner.
- iii) To watch that the Guests who are required to pay the prescribed rent to the Government during their stay have remitted the amount fully.
- iv) to ensure that the receipts of the Government Guest House are properly remitted into the Government account daily.
- v) to see that the staff posted at the Government Guest House are properly attending duty, if any lapse in this regard, may be intimated to the Director.
- vi) to see that the Watch and Ward Security are properly attending duty.
- vii) stocking of required stationery/house hold articles well in advance.
- viii) to watch that the telephone bills/electricity bills/water consumption charges pertains to the Government Guest House are settled within the stipulated time.
- ix) to ensure that all the required registers and records pertaining to the Government Guest House are properly maintained.
- x) to supervise that the house-keeping work including sanitation work are properly maintained not only in the Rooms/Suites but also in and around the Government Guest House and ensure that the premises of the Government Guest House are kept in neat and tidy.
- xi) Any other work assigned by the Director of Information & Publicity.

Terms and conditions*

The terms and conditions for the engagement of an Ex-serviceman as Manager (on contract basis) are as follows:

- (a) The engagement of Manager will be on contractual basis, contracted by Directorate of Information & Publicity. This contract would be initially for a period of one year and this may be reviewed for extension on year-to-year basis for a further period of three years, subject to satisfactory performance and approval of the Competent Authority.
- (b) The payment will be on a consolidated monthly wages of Rs.20,000/-.
- (c) During the contract period, the Manager will be posted at the Government Guest House at Indira Nagar, Gorimedu, Puducherry.
- (d) The engagement being purely contractual in nature and the individual shall not be entitled for any Gratuity, Provident Fund or Pension benefit.
- (e) The individual has no right to claim any regular appointment to any post in Government/Government Undertaking.
- (f) The Manager is entitled to avail one day leave per month.
- (g) The Manager is not entitled to any other allowances or benefits apart from the above.
- (h) If the performance of work is not found suitable or satisfactory, the engagement may be terminated at any time before the completion of one year by a month's notice given by either side without assigning any reason therefor. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to him a sum equivalent to the consolidated wages for the period of notice or the unexpired portion thereof.

*These terms and conditions of engagement are indicative and subject to modifications.

APPLICATION FOR THE ENGAGEMENT OF "MANAGER (ON CONTRACT BASIS)" IN THE GOVERNMENT GUEST HOUSE AT INDIRA NAGAR, GORIMEDU, PUDUCHERRY.

Affix a recently
taken passport size
photograph duly
attested by any
Gazetted officer

1. Name of the Applicant :
2. Father's Name ;
3. Date of Birth :
4. Sex :
5. Marital Status :
6. Permananet Address :
7. Address for Communication :
8. Telephone/Mobile Number :
9. e-Mail id :
10. Nationality and Nativity :
11. Essential Qualifications :
12. Details of previous employment :

Sl.No.	Name of the Service	Designation/ Position Held	Nature of work/Domain	Period of Service		Salary drawn per month
				From	To	

: 2 :

13. Previous experience if any :

14. List of enclosures :

(attested copies of documents relevant to the above columns 11, 12 & 13 to be attached)

- i) Proof of Essential Qualifications if any
- ii) Proof of previous employment
- iii) Previous Experience Certificates if any :
- iv) Birth certificate
- v) Residence Certificate of U.T. of Puducherry.

DECLARATION

I have read the prospectus and the provisions contained in the Notification carefully and hereby undertake to abide by them. Also I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the engagement, my engagement is liable to be cancelled without assigning any reasons therefor.

Place:

Date:

Signature of the Applicant.