

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
HOUSING BOARD COMPLEX (Opp. to LIC)
NEW SARAM, PUDUCHERRY-13
PH.NO. 0413-2244964 / 2242621 / 2243181

No.1777/DWCD/DD(WD)/A4/2021

Date: 28.07.2024

NOTIFICATION

The Department of Women and Child Development, Government of Puducherry, intends to engage one retired Government Officer, who has rendered services in the Government of Puducherry, and conversant with the Administrative matters for the post of Member Secretary in Mangalam Society, Puducherry, initially for a period of six months and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years upto the age of 65 years or likely to be ceased by the Government whichever is earlier at a fixed monthly Honorarium including Travelling Allowance of Rs.15,000/- per month. The applicant should be a retired Gazette Officer of Government of Puducherry (viz. Officers of PCS cadre, Director, Deputy Director, Assistant Director, Superintendent etc..) within the age limit of 60 to 65 years.

Interested retired Govt. Officials may apply in the Application Proforma appended to this Notification. The last date for receipt of Application is until 17.45 hours on 17.08.2024. The application may be downloaded from the official websites of the Department of Women and Child Development and Government of Puducherry. The filled in application with all required documents shall be sent to the following address by post within the stipulated time in an envelope superscribed as "**APPLICATION FOR THE POST OF MEMBER SECRETARY**" for the Mangalam Society.

The Director,
Department of Women and Child Development,
Housing Board Complex (Opp. to LIC),
New Saram, Puducherry - 605 013.

<https://wcd.py.gov.in>
<https://www.py.gov.in>


23/7/2024
DIRECTOR

**Terms and Conditions for engagement as Member Secretary in the
Mangalam Society
(In terms of provisions under Rule 163-177 GFR)**

1. Job Requirement : Should be a retired Govt. Gazette officer of Government of Puducherry below 65 years and shall have vast experience and conversant in dealing with Administrative matters and Women related issues.
2. Service to be Performed and scope of required work : Shall be capable to planning / guiding /executing the activities related to the implementation of various training/ awareness programmes for Women in coordination with the Self Help Groups.
3. Duration of engagement : Six months at initial stage and extendable in six monthly periods upto 2 years to 5 years upto the age of 65 years or likely to be ceased by the Government whichever is earlier. The retired Govt. Official shall not take up any other assignment during the period of engagement.
4. Qualification and experience : Working experience not less than 20 years in dealing with Administrative matters and activities for the upliftment of Women.
5. Fee & Allowances : Honorarium of Rs.15,000/- per month (inclusive of Travelling Allowance)
6. Leave : 12 days in a Calendar year on pro-rata basis. Other conditions stipulated at para (viii) of the ID Note / Memorandum No. 46324/FD/F3/2014, dated 11.09.2014 applies.
7. Nature of Engagement : Purely on temporary 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 reason.
8. Mode of selection : Application received will be short listed by the Consultancy Evaluation Committee and subject to concurrence of Finance Department and approval by competent authority.

ANNEXURE –I

PROFORMA

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIALS AS MEMBER SECRETARY
IN MANGALAM SOCIETY, DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT, PUDUCHERRY**

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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) :

Sl. No.	Name of the Ministry/Dept.	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 Applicant