



No. I-1321/MGPGIDS/Estt./E1/2025-2026/146

Date : 09.02.2026

NOTIFICATION

ENGAGEMENT OF RETIRED OFFICIALS ON CONTRACT BASIS IN MAHATMA GANDHI POSTGRADUATE INSTITUTE OF DENTAL SCIENCES, PUDUCHERRY

Applications in the prescribed form (as per Annexure-III) are invited from the eligible officials who retired from the Govt. of Puducherry for engagement for the following posts on contract basis in Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry.

Sl. No.	Name of the Post	No. of Posts to be filled	Eligibility to apply
1	Junior Accounts Officer	1	Retired JAO / SAO in Govt. of Puducherry who are willing to work in the post.
2	Executive Engineer (Civil)	1	Retired Executive Engineer (Civil) in the Govt. of Puducherry who are willing to work in the post.
3	Assistant Engineer (Civil)	1	Retired Assistant Engineer (Civil) in the Govt. of Puducherry who are willing to work in the post.
4	Assistant Engineer (Elec)	1	Retired Assistant Engineer (Elec) in the Govt. of Puducherry who are willing to work in the post.
5	Radiographer	2	Retired Radiographer in the Govt. of Puducherry who are willing to work in the post.
6	Upper Division Clerk	7	Retired Assistant / UDC in the Govt. of Puducherry who are willing to work in the post.
7	Store Keeper Grade I	1	Retired Store Keeper Grade I in the Govt. of Puducherry who are willing to work in the post.
8	Store Keeper Grade II	1	Retired Store Keeper Grade II & III in the Govt. of Puducherry who are willing to work in the post.
9	Store Keeper Grade III	1	

2. Details of Terms of Reference (ToR) for the said posts are mentioned in the Annexure – I. Applicants are advised to carefully go through the same with regards to eligibility criteria and other terms and conditions of engagement before submitted their applications.

3. Interested and eligible applicants may forward the duly filled in application in the prescribed proforma, along with all relevant enclosures, to this Institute latest by **17.02.2026 at 5 PM**. The envelope containing the application form should be clearly superscribed “Application for engagement of Retired Govt. Official for the post of _____ on contract basis in Mahatma Gandhi Postgraduate Institute of Dental Sciences” and addressed to:

**The Dean,
Mahatma Gandhi Postgraduate Institute of Dental Sciences,
Govt. of Puducherry Instn.,
Puducherry – 605 006**

4. Incomplete applications will be summarily rejected. Only the applicants shortlisted on the basis of their eligibility will be intimated and called for the interview. The MGPGIDS reserves the right to increase or decrease or change the posts or reject any application without assigning any reason there for.

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Copy to:

The Programmer, MGPGIDS for uploading the notification on MGPGIDS’s website.

Terms of Reference for engaging Junior Accounts Officer

1	Name of the Post	:	Junior Accounts Officer
2	No. of Post	:	(1) One Post
3	Scope of Duties	:	1. To supervise passing of bills, issue of cheques and maintaining of accounts. 2. To manage day-to-day accounting operations including fee collection, billing and payments. 3. To prepare and maintain financial statements, ledgers and reports. 4. To monitor budgets, control expenses and ensure proper fund allocation. 5. To handle payroll, statutory compliance (GPF, CPF, TDS etc.) and tax filings 6. To coordinate with auditors for internal and external audits. 7. To oversee fee defaulters, reminders and collection follow-ups. 8. To ensure accurate data entry and financial documentation. 9. To perform such other work of administering nature as may be entrusted from time to time.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired JAO / SAO who are willing to work in the post of JAO b) He / she must have excellent written and oral communication, knowledge of Computer applications such as MS Word, MS Excel, MS Powerpoint etc. will be essential c) Well acquainted with Double Entry System in accounting. d) Must have worked in that capacity in the Govt. of Puducherry. e) Age Limit: Not more than 62 years on the date of application.
5	Experience	:	Minimum 3 years experience of working as JAO / SAO in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Executive Engineer (Civil)

1	Name of the Post	:	Executive Engineer (Civil)
2	No. of Post	:	(1) One Post
3	Scope of Duties	:	(i) Construction of Auditorium-cum-Examination Hall Building in MGPGIDS Campus. (ii) Construction of First Floor (Part), Second & Third Floor over the existing Hospital Service Building in MGPGIDS Campus. (iii) Construction of Ramp annexure structures for GF + three floors of MGPGIDS Buildings. (iv) Special repairs and re-construction works. (v) Maintenance works.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Executive Engineers (Civil) who are willing to work in the post of Executive Engineer (Civil). b) <u>Age Limit</u>: Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Executive Engineer (Civil) in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Assistant Engineer (Civil)

1	Name of the Post	:	Assistant Engineer (Civil)
2	No. of Post	:	(1) One Post
3	Scope of Duties	:	(i) Construction of Auditorium-cum-Examination Hall Building in MGPGIDS Campus. (ii) Construction of First Floor (Part), Second & Third Floor over the existing Hospital Service Building in MGPGIDS Campus. (iii) Construction of Ramp annexure structures for GF + three floors of MGPGIDS Buildings. (iv) Special repairs and re-construction works. (v) Maintenance works.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Assistant Engineers (Civil) who are willing to work in the post of Executive Engineer (Civil). b) <u>Age Limit</u> : Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Assistant Engineer (Civil) in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Assistant Engineer (Elec)

1	Name of the Post	:	Assistant Engineer (Elec)
2	No. of Post	:	(1) One Post
3	Scope of Duties	:	1. Operation and maintenance of following SS, HT / LT equipments and control panels with a CMD of 250 KVA / 22KV / 0.44KV SS. a. 315 KVA indoor Transformer I&II-2 Nos. b. 250 KVA Diesel Generator Set I&II-2 Nos. 2. Operation and maintenance of control panels for the operation of all HT / LT Equipment in the MGPGIDS campus. 3. Logging of all HT / LT Electrical switching operations and recording them properly in the log book. 4. Uninterrupted power supply maintenance especially hospital peak hours OR during the visit of VVIPs / Conducting Exams, and college functions etc. 5. Keeping CCTV system & EPABX, telephone and intercoms in good working conditions for proper communication in the MGPGIDS campus in co-ordination with BSNL & concerned Agencies. 6. Gensets I & II, Lifts, AC's, CCTV surveillance system, & EPABX maintenance works through AMC awarded to the authorized agencies by obtaining approval from the Government by every year. 7. Maintenance by monitoring proper functions of Lifts safely (5 Nos.) in MGPGIDS Campus.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Assistant Engineers (Elec) who are willing to work in the post of Assistant Engineer (Elec). b) <u>Age Limit</u> : Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Assistant Engineer (Elec) in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Radiographer

1	Name of the Post	:	Radiographer
2	No. of Post	:	(2) Two Post
3	Scope of Duties	:	(i) To accurately identify patients before any procedure. (ii) To prepare patients for imaging by positioning them correctly, ensuring their comfort and adhering to radiation safety protocols. (iii) To operate Imaging Equipment. (iv) To assess Image Quality (v) To maintain equipments (vi) To maintain accurate records of patient procedures and imaging results (vii) To prioritize patient safety by minimizing radiation exposure and adhering to strict radiation safety protocols.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Radiographer who are willing to work in the post of Radiographer. b) <u>Age Limit</u> : Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Radiographer in Govt. of the Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging UDC

1	Name of the Post	:	UDC
2	No. of Post	:	(7) Seven Posts
3	Scope of Duties	:	1. To maintain records of work and plans and ensuring the efficient flow of tasks. 2. To maintain accurate records of work, correspondence and other important documents. 3. To coordinate with other departments and ensure effective communication. 4. To perform various administrative tasks, such as typing, file management, indexing and recording. 5. To perform any other duties entrusted from time to time.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Assistants / UDCs who are willing to work in the post of UDC b) Knowledge of Computer applications such as MS Word, MS Excel, MS Powerpoint etc. will be essential c) <u>Age Limit</u> : Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Assistant / UDC in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Store Keeper Grade I

1	Name of the Post	:	Store Keeper Grade I
2	No. of Post	:	(1) One Post
3	Scope of Duties	:	1. To supervise the functioning of both general and medicines store and give guidance as to how to maintain the stores. 2. To call for quotations and to prepare the comparative statement of quotations and will get the approval of management for the selection of the supplier. 3. To pass the bills and send them to accounts for payment to the suppliers. 4. To keep inter department relationships with all department for inter actions on matters relating to materials. 5. To verify all the documents including purchase order and sign them. 6. Responsible for the discipline and welfare of the personnel working under him. 7. To receive the materials from suppliers strictly as per the rules. 8. To verify the stock periodically and ensure submission of various reports to various authorities at appropriate time. 9. To report any abnormal occurrences in his department to the higher authority. 10. Any other work entrusted from time to time.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Store Keepers Grade I & Stores Superintendents, who are willing to work in the post of Store Keeper Grade I. b) Knowledge of Computer applications such as MS Word, MS Excel, MS Powerpoint etc. will be essential c) <u>Age Limit</u>: Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Store Keeper Grade I or Stores Superintendent in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for engaging Store Keeper Grade II/III

1	Name of the Post	:	Store Keeper Grade II / III
2	No. of Post	:	Each (1) One Post
3	Scope of Duties	:	1. To review the materials supplied by the supplier as per the purchase order placed by the Purchase Section, MGPGIDS. 2. To check the materials thoroughly for quality, quantity specification condition etc. 3. To categorize the materials categorywise and stock in the appropriate locations. 4. To take appropriate action for care and preservation of the materials. 5. Periodical stock verification and ensure correctness of stock at all times. 6. To take safety measure for the safety by store house, materials in store. 7. To maintain the neat and tidiness of store house. 8. To issue materials to the departments as per the schedule. 9. To pass the bills of the materials received from supplier and send it to Accounts Section for payment. 10. To carry out periodical condemnation board for the unserviceable materials. 11. To perform any other duties entrusted from time to time.
4	Eligibility, Educational Qualifications and age limit	:	a) Retired Store Keepers Grade II/III who are willing to work in the post of Store Keeper Grade II/III. b) Knowledge of Computer applications such as MS Word, MS Excel, MS Powerpoint etc. will be essential c) <u>Age Limit</u>: Not more than 62 years on the date of application.
5	Experience	:	Minimum 5 years experience of working as Store Keeper Grade II & III in the Govt. of Puducherry.
6-16	As shown in the Annexure - II		

Terms of Reference for All Posts

6	Period of Engagement	:	Initially for a period of 6 months and will be extended further subject to requirement and performance during the tenure.
7	Nature of Engagement	:	The engagement will be purely on contractual basis and MGPGIDS reserves the right to terminate the same at any time without prior notice and without assigning any reasons whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
8	Job location	:	Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry.
9	Remunerations & Entitlements	:	Remuneration will be fixed as per guidelines laid down in the ID Note / Memorandum No. 46324/FD/F3/2014, dated 11.09.2014 & 01.12.2022 of FD, Puducherry.
10	Allowances	:	The contractual employee will not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Medical Reimbursement, TA etc.
11	Leave	:	The contractual employee shall be entitled to leave on one day for one completed month. The unavailed leave in a calendar year neither be carried forward to next calendar year nor can be encashed.
12	Termination of contract	:	The MGPGIDS reserves the right to terminate the contract at any time in case: a) The contractual employee is unable to complete the assigned tasks satisfactorily; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The MGPGIDS decides not to renew the contract at the end of the initial period of engagement. e) Any other reasons
13	Requirement of prior notice	:	In case, the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving one month's notice prior to the MGPGIDS or remit one month's salary in lieu of the notice period.
14	Confidentiality clause	:	a) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him / her. The secrecy and confidentiality shall be maintained even after the termination of the contract. b) The contractual employee shall, in no case, work for or represent to any other authority other than the MGPGIDS on any matter during the period of his / her engagement in the Institute.
15	Conflict of interest	:	In case, the services of the contractual employees are not found satisfactory or found in conflict with the interest of the MGPGIDS functioning, his / her duties are liable to be terminated / discontinued without assigning any reasons there for.
16	Working hours	:	The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturdays and Sundays or any other holidays in case of requirement / exigencies. In case of exigency, the contractual employee shall work beyond office hours.

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ANNEXURE - III

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIAL ON
CONTRACT BASIS IN MAHATMA GANDHI POSTGRADUATE INSTITUTE OF
DENTAL SCIENCES, PUDUCHERRY**

Post Applied for : _____

Recent passport
size photo to be
pasted here

1. Name :
2. Date of Birth :
3. Age (as on _____) :
4. Address for communication :
5. Contact Number (Mobile) :
6. E-mail id :
7. Particulars of Government Service
 - 7.1 Date of Joining in Govt. Service :
 - 7.2 Date of retirement and the post in which retired :
 - 7.3 Name of the Department / Organization from which retired (Copy of PPO to be enclosed) :
8. Educational Qualification (Copy of certificates to be enclosed) :
9. Computer knowledge :

10. Brief Particulars of experience with :
nature of duties performed (Starting
from initial appointment)

Sl. No.	Name of the Department	Period		Post held	Nature of work
		From	To		

11. Additional information if any, in :
support of 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:

Signature of Applicant

Date :