सत्यमेव जयते

जवाहरलाल स्नातकोत्तर चिकित्सा शिक्षा एवं अनुसंधान संस्थान (जिपमेर)
धनवंतरी नगर, पुदुच्चेरी 605 006, भारत
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तहत राष्ट्रीय महत्व का संस्थान)
Jawaharlal Institute of Postgraduate Medical Education and Research
Dhanvantari Nagar, Puducherry 605 006, India
(An Institution of National Importance under Ministry of Health & Family Welfare, Government of India)
Phone: 0413 2296022

JPADMN-1REC0EOC(OCB)/1/2026 Date: 13.10.2026

Advertisement Notice

Applications are invited by the Director, JIPMER, from Retired Government Servants from any Ministry / Department or its attached / subordinate offices of Central / State / UT Governments, Autonomous Bodies, Statutory Bodies, or PSUs having served in pay level of 10 and above (as per 7th CPC) for engagement as **Consultants** on the following positions (on contract basis) as per the terms and conditions mentioned on page no. 5.

The last date for receipt of the application is **12.11.2026 by 4:30 PM**. The last date (i.e., 12.11.2026) will be considered as the cutoff date for computing the upper age limit and experience. Experience will be considered only after obtaining the essential qualification.

Name of the Post	**Consultant (Admin.)**
Number of Posts	1
Upper Age Limit	62 years as on closing date of receipt of filled-in application. Age may be relaxed in some deserving cases with the approval of the competent authority.
Period of Engagement	Initially for 1 year, extendable as per the requirement of the institute, up to a maximum age of 65 years or for a maximum period of three years, whichever is earlier.
Eligibility Criteria	• **Educational Qualification:** Graduate in any discipline • Retired government servants from any Ministry / Department or its attached / subordinate offices of Central / State / UT Governments, Autonomous Bodies, Statutory Bodies, or PSUs having served in pay level of 10 and above (as per 7th CPC).
Desirable Experience	• Experience in General Administration, Establishment, Cash, and Account matters • Sound knowledge of Service Rules, Regulations, Noting, and Drafting • Working knowledge of computer applications required for daily office functions • Experience as consultants in Ministries, Departments, or Organizations • Operational knowledge of e-office for managing official correspondence and file processing
Roles and Responsibilities	Assisting the institute in framing / amendment / review of the Recruitment Rules, Policy related matters and any other duties assigned by the competent authority.
Remuneration	The remuneration of retired Govt. servants shall be as per the DoE OM No.3-25/2020-E.III-A dated 09/12/2020. The transport allowance shall be fixed as applicable on the date of Engagement and shall not be varied during the tenure of employment. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and conditions shall be as per the above-mentioned OM. No HRA shall be paid.
Selection Process	Through interview

Name of the Post	Consultant (Legal)
Number of Posts	1
Upper Age Limit	62 years as on closing date of receipt of filled-in application. Age may be relaxed in some deserving cases with the approval of the competent authority.
Period of Engagement	Initially for 1 year, extendable as per the requirement of the institute, up to a maximum age of 65 years or for a maximum period of three years, whichever is earlier.
Eligibility Criteria	• **Educational Qualification:** Graduate in any discipline with Bachelor's Degree in Law or any equivalent degree from a recognized institution/university. • Retired government servants from any Ministry/Department or its attached/subordinate offices of Central/State/UT Governments, Autonomous Bodies, Statutory Bodies, or PSUs having served in pay level of 10 and above (as per 7th CPC) with a minimum of six years' experience in handling court cases, legal drafting, and administrative coordination.
Roles and Responsibilities	• Prepare draft counter replies for filing before CAT, Labour Tribunal, High Courts, District Courts, and other courts and get them vetted from a legal perspective. • Provide legal advice as and when required. • Liaise and coordinate with advocates on various legal cases. • Perform other duties as assigned by the Director or authorized representatives.
Remuneration	The remuneration of retired Govt. servants shall be as per the DoE OM No.3-25/2020-E.III-A dated 09/12/2020. The transport allowance shall be fixed as applicable on the date of Engagement and shall not be varied during the tenure of employment. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and conditions shall be as per the above-mentioned OM. No HRA shall be paid.
Selection Process	Through interview

Name of the Post	Consultant (Internal Audit / Finance)
Number of Posts	1
Upper Age Limit	62 years as on closing date of receipt of filled-in application. Age may be relaxed in some deserving cases with the approval of the competent authority.
Period of Engagement	Initially for 1 year, extendable as per the requirement of the institute, up to a maximum age of 65 years or for a maximum period of three years, whichever is earlier.
Eligibility Criteria	• **Educational Qualification :** Graduate in any discipline • Retired government servants from any Ministry/Department or its attached or subordinate offices of Central/State/UT Governments or Autonomous Bodies or Statutory bodies or PSUs who held the position of Senior Audit Officer, Assistant Audit Officer, or a higher post having served in pay level of 10 and above (as per 7th CPC).
Desirable Experience	• Experience in internal audit in civil ministries or autonomous bodies • Knowledge of accounting rules, financial reporting, payment functions, and PFMS • Experience in auditing procurement processes, tenders, contracts, and the execution of works • Familiarity with pay fixation and establishment rules • Analytical experience in reviewing accounts of autonomous bodies
Roles and Responsibilities	• Prepare annual and risk-based audit plans aligned with institutional priorities • Provide technical guidance on audit issues, especially those raised in statutory and transaction audits • Review and strengthen internal control mechanisms • Settle outstanding audit paras • Draft responses to audit observations and ensure timely follow-up • Coordinate with external auditors, including CAG audit teams • Build capacity of internal audit staff through mentoring and support • Analyse accounts of autonomous bodies • Perform any other audit-related duties assigned by the competent authority
Remuneration	The remuneration of retired Govt. servants shall be as per the DoE OM No.3-25/2020-E.III-A dated 09/12/2020. The transport allowance shall be fixed as applicable on the date of Engagement and shall not be varied during the tenure of employment. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and conditions shall be as per the above-mentioned OM. No HRA shall be paid.
Selection Process	Through interview

List of documents to be sent
• Duly filled in the application form in the prescribed format
• Proof for age (Birth Certificate or SSLC)
• All Educational Qualification Degree Certificates
• Experience Certificates (should be issued by competent/administrative authority)
• Last Pay Certificate and Pension Payment Order
• Caste Certificate (if applicable)
• E-receipt for application fee paid through SBI collect
• Any other relevant documents
Note: The cover containing the above documents should be sent to the below-mentioned address with super-scribed as: **"Application for the post of Consultant for _____ (on contract basis) at JIPMER, Puducherry"**
Address: **Shri Hawa Singh**, Chief Administrative Officer, Room No. 210, II floor, Administrative Block, JIPMER, Puducherry 605006

Details of Application fee	
Category	**Application fee**
UR/OBC/EWS	₹500 + Transaction Charges as applicable
SC/ST	₹250 + Transaction Charges as applicable
PWD	Exempted

Steps for Payment through SBI Collect

1. Visit https://www.onlinesbi.sbi/sbicollect/icollecthome.htm
2. Select 'Educational Institutions' under Category
3. Select 'Puducherry' under Filter by state
4. Select 'JIPMER Pondicherry' as Name of Educational Institutions
5. Select 'Rect. of various post on contract basis' under Payment Category
6. Provide all the details which are mandatory and proceed with the payment
7. On completion of payment, save the e-receipt.

Terms and Conditions for contract appointment

1. The appointment is purely on contract basis and will be initially for a period of one year with effect from the date of joining. Extension will be granted for further period, if it is required by the administration up to a maximum age of 65 years or for a maximum period of three years, whichever is earlier. If the contract is not extended further, the same will lapse automatically.
2. The engagement can be terminated at any time without assigning any reason. However, Consultant will have to give one month advance notice before resigning from the engagement.
3. The appointment will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
4. The appointee shall perform the duties as assigned to him/her. The Competent Authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
5. The appointee shall be permitted to avail paid leave of absence at the rate of 1.5 (one and a half) days for each completed calendar month of service. The appointee may carry forward unavailed leave from one month to the next within a calendar year; however, such leave shall lapse at the end of the calendar year, even where the period of engagement is extended. The appointee may avail the accrued leave in full or in part, subject to the balance standing to his/her credit. The appointee shall not be entitled to any payment in lieu of unutilised leave on expiry of the contract.
6. The contract appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
7. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, Allowances etc. or any other benefits available to the regular employees of this Institute.
8. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
9. The appointee shall not be granted any claim or right for regular appointment to any post of JIPMER Puducherry /Karaikal / Yanam.
10. The appointee shall be on a whole time appointment at JIPMER, Puducherry and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
11. No Travelling allowances or other allowances will be paid to the candidate for attending the interview or for joining the post.
12. The contract appointee shall in no case represent or give an opinion or advice to others in any matter which is adverse to the interest of the Institute.
13. The contractually engaged person(s) should not have been convicted by any court of law.
14. Incomplete and unsigned applications in any aspect will be summarily rejected.
15. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from the service and also such other action as the Government may deem it necessary.
16. The Competent Authority 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.
17. The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
18. Canvassing of any kind will lead to disqualification.
19. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Department.
20. The person shall not use, or publish, disclose or part with, to any third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment, either or during the course of assignment or even after termination of contract without express written consent of the Director, JIPMER.
21. The Consultant would be required to sign a non-disclosure undertaking as per Appendix, if selected.
22. Other conditions of service will be governed by relevant rules and orders issued from time to time.

For any queries, Contact no.: (0413)2296022; Email id: jipmer.contract@gmail.com

(Hawa Singh)
Chief Administrative Officer