

GOVERNMENT OF PUDUCHERRY
PUDUCHERRY EXAMINING AUTHORITY
CHIEF SECRETARIAT, PUDUCHERRY

No. A-12011/31/2026/PEA/62504

Puducherry, dated 10.06.2026

NOTIFICATION

Sub:- PEA – Engagement of Consultant (Legal) on contract basis
from retired Government officials - Applications - Called
for.

The Puducherry Examining Authority intends to engage **one** official retired from Government of Puducherry in grade of SAO/JAO/Superintendent/Law Officer/Legal Assistant as consultant on Contract Basis initially for a period of six months on full time basis in the Puducherry Examining Authority, Chief Secretariat, Puducherry. The Qualification and other conditions required are as follows.

2. **ELIGIBILITY CONDITION:** Retired SAO/JAO/Superintendent/Law Officer/Legal Assistant with sound legal knowledge and experience in handling court cases /litigation management preferably in the Hon'ble Supreme Court/ High Courts/Tribunals or having experience of working as Registrar/ Deputy Registrar or Legal Advisor in a Judicial Body or where the job description included a significant work of legal nature and court case management for a minimum period of three years and should have Working Knowledge in Computer. The Applicants should possess legal qualification of LLB.

3. **UPPER AGE LIMIT:** Upto 65 years as on 30.06.2026 (Last date for submission of application)

4. **REMUNERATION :** A fixed monthly remuneration shall be admissible, calculated as [Last Basic Pay Drawn minus Basic Pension] in terms of Finance Department, Puducherry ID Note No. 46324/FD/F3/2014 dated 01.12.2022. No DA shall be allowed during the contract period.

5. **TERMS & CONDITIONS:**

- i. The engagement of Consultant will be purely on contractual basis and the Puducherry Examining Authority reserves the right to terminate the same at any time without assigning any reason.



- ii. The period of engagement of Consultant would be initially for a period of 6 months.
- iii. The period of engagement of Consultant may be extended further depending on assessment of performance & requirement of work. Discretion of the Competent Authority shall be binding and final to this effect. In case the Consultant seeks termination of the contract before the expiry of period of engagement, he / she can do so by giving prior notice of 30 days' to the Puducherry Examining Authority.
- iv. The PEA reserves the right to terminate the engagement of Consultant by giving 30 days notice or payment of one month's remuneration in lieu thereof.
- v. The Consultant will be eligible for 01 day leave in a complete calendar month. Pro-rata deduction shall be made from the consolidated remuneration for any absence beyond the permissible leave.
- vi. During the period of engagement with the PEA, the Consultant shall not divulge any information that he/ she may have come across during the period of his/ her engagement in the PEA to anyone who is not authorized to have the same.
- vii. The Consultant shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the PEA on any matter during the period of his/ her engagement with the PEA.
- viii. The Consultant 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.
- ix. The Consultant shall be expected to follow the general conduct rules and regulations laid down by the Government of India from time to time. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the organization where he/ she is engaged, his/ her duties are liable to be terminated/ discontinued without assigning any reason thereof.
- x. The Consultant shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/ exigencies. In case of leave or any exigency, the contractual personnel shall notify the PEA promptly.
- xi. Non-disclosure of information/ Data: The Consultant shall not disclose any information/data that may be supplied to or come to his knowledge during the period of his engagement with PEA to any unauthorized person(s). All the documents, information, data, records, emails etc. will be the property of the PEA. Appropriate action will be taken against such person for sharing of any information/data un-



authorised. The Consultant shall not take any commercial advantage of having contractual relationship with the PEA using the name, emblem or official seal of PEA.

6. HOW TO APPLY

- i. The Willing and Eligible retired Government Officials shall submit the duly filled application form as prescribed in (Annexure-I) with recent photograph to the **Member Secretary, Puducherry Examining Authority, Chief Secretariat, Puducherry- 605001 superscribing on the envelope "APPLICATION FOR THE POST OF CONSULTANT (LEGAL)" so as to reach this Department on or before 30.06.2026** by 05:00 P.M. (i.e. Last date for submission of application).
- ii. A scanned copy of application along with all requisite documents such as document in support of Date of Birth, Valid Identity proof of the candidate issued by Government and certificates regarding Educational/ Professional Qualification, Experience Certificate etc. must be sent (in pdf format only) through e-mail at **dpar-exam@py.gov.in** on or before last date i.e. **30.06.2026**. Enclose your document in support of date of birth, a valid ID proof (Aadhaar / PAN card), Pension Payment Order Copy.
- iii. Application in other than prescribed Annexure-I/ incomplete application not received on or before closing date will be rejected without any intimation to candidate concerned.
- iv. No fee is required to be paid by the candidates.

7. SCOPE OF WORK

(a) Litigation Monitoring

- i. Maintaining records of all pending cases and ensure timely action and follow-up to avoid delays in court proceedings.
- ii. Carry out continuous review, support & monitoring of the all court cases in Central Administrative Tribunal, High Court (Chennai) and in Supreme Court related to conduct of direct recruitment examinations by the Puducherry Examining Authority and provide advice on matters related to recruitment.

(b) Coordination with Legal Counsel

- i. Coordination with government counsels and ensure that legal representatives are properly briefed and supported.



- ii. Regular Liaising with Government/Pvt. Panel Counsel defending the court cases of PEA and Perform such other work of legal nature as may be entrusted from time to time.
- iii. Brief advocates and visit courts for filing caveat petitions and replies, as required.

(c) Legal Vetting

- i. To assist the concerned sections so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner.
- ii. Vetting the draft affidavit prepared by the Section concerned before filing the same before the Court of law.
- iii. Scrutinizing files, legal papers and documents related to the courts matters and further process the same on file for getting final approval of the competent authority.

(d) Drafting Replies

- i. Prepare draft replies to legal notices, affidavits, and court submissions, statement of facts, contract, agreement, MoU, etc.
- ii. Coordination with officer or dealing clerk handling with the Court matters.

(f) Repository of Legal Records

Maintaining data on cases, court orders, and related documents in a systematic and accessible manner.

(g) Compliance Monitoring

Deliver all assigned tasks in a time-bound manner and submit monthly progress report.

(h) Legal Advisory

- i. To apply applicability and interpretation of relevant rules & laws specifically to the service law and connected matter thereto.
- ii. Provide Technical inputs on references made to the Department by other ministries / Departments with respect to rules, policies and legislation pertaining to the department as the case may be.
- iii. Tender opinion/ views on the issues emerging in the department related to recruitment or issue of appointment or engaging of vendor on contract basis for development of web portal.
- iv. Assist in drafting Bills and Acts for the Puducherry Examining Authority.



8. **SELECTION PROCEDURE**

The engagement shall be purely on contractual basis. Applications in response to this advertisement shall be shortlisted by the Consultancy Evaluation Committee by the Puducherry Examining Authority. The decision of the Committee shall be final and binding.

9. **MANDATORY EXPERIENCE REQUIREMENT:**

Having experience of handling Court cases/litigation management preferably in the Hon'ble Supreme Court/ High Courts/Tribunals or having experience of working as Registrar/ Deputy Registrar or Legal Advisor in a Judicial Body or where the job description included a significant work of legal nature and court case management. **Preference will be given to persons having experience of handling Court cases/litigation management preferably in service matters**

10. The selection procedure, remuneration and other terms and conditions of the engagement shall be in accordance with the I.D.Note/ Memo.No.46324/FD/F3/2014 dated 11.09.2014 and 01.12.2022 of the Finance Department, Puducherry. The Consultant shall also execute an Agreement in the prescribed form at the time of joining. The appointment of consultant is purely temporary (non-official) nature for specific assignment and the engagement will be cancelled at any time without assigning any reasons thereof. Preference will be given to those having experience in Legal matters.

Encl.: As stated above.



(S. MURUGESAN)

**Under Secretary to Govt.
(DP&AR)-cum- Member Secretary
(PEA)**

ANNEXURE- I

APPLICATION FORM FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS OF
PUDUCHERRY AS CONSULTANT (LEGAL) ON CONTRACT BASIS

LAST DATE TO APPLY: 30.06.2026

1. Candidate's Name :
2. Father Name :
3. Date of birth :
4. Age as on 30.06.2026 : ____ Years
5. Address for Communication :
6. Mobile Number & Email ID :
7. Date of Joining in Government Service :
8. Date of retirement and the post In which retired :
9. Name of the Department/ Organization from which retired :
10. Last Pay drawn (7th CPC) (Copy of PPO to be enclosed) :
11. Educational Qualification :
12. Details of knowledge in Computer :
13. Brief Particulars of Experience with Nature of duties performed (Starting from last appointment) :

Recent passport
size photograph

SI. No.	Name of the Ministry/Department	Period		Post held	Nature of work
		From	To		
1.					
2.					
3.					

4.					
5.					
6.					
7.					
8.					
9.					
10.					

14. 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. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected. All terms and conditions of engagement as mentioned in the notice are acceptable to me.

Place:

Signature of the Applicant

Date:

Kindly enclose the following supporting documents.

- i. Document in support of Date of Birth.

- ii. Valid Identity proof of the candidate issued by Government (Aadhaar/PAN Card)
- iii. Copy of PPO
- iv. Any other relevant documents in support of the candidature