

**CHANDIGARH ADMINISTRATION**  
**DEPARTMENT OF PERSONNEL & TRAINING**  
**(ESTABLISHMENT BRANCH)**

4<sup>th</sup> Floor, Deluxe Building, U.T. Secretariat, Sector 9-D, Chandigarh – 160009

**ADVERTISEMENT**

Applications are invited from the eligible retirees / pensioners from the Government of India / State Governments / Union Territory Administrations / Boards / Corporations, for engaging 01 Staff Car Driver, on contract basis, in the Chandigarh Administration Secretariat, as per detail given below:-

|    |                             |  |
|----|-----------------------------|--|
| 1) | Name of the organization    | Chandigarh Administration Secretariat.   |
| 2) | Name and number of the post | Staff Car Driver – 01 post   |
| 3) | Place of engagement         | Chandigarh Administration Secretariat, Deluxe Building, 4 <sup>th</sup> Floor, Sector-9, Chandigarh -160009  |
| 4) | Pay                         | <p>i) Last basic pay drawn before retirement minus pension before commutation plus DA as applicable from time to time.</p> <p>ii) Retirees / pensioners who are covered under NPS Scheme / who are not covered under any pension scheme, shall be paid remuneration equivalent to 50% of the last basic pay drawn before retirement plus DA as applicable from time to time.</p> <p>No other allowance, whatsoever, shall be payable. However, he will continue to draw separately any pension sanctioned to him and shall retain any other form of retirement benefits.</p> |
| 5) | Period of contract          | The engagement shall initially be for a period of six months or till the post is filled up on regular basis by direct recruitment, whichever is earlier, further extendable on six monthly basis, but in no case, it shall be beyond 65 years of age.  |
| 6) | Eligibility                 | The retiree / pensioner shall be engaged against the post from which he retired and not against a post higher than the one he held before retirement.  |
| 7) | Age                         | Less than 65 years on the date of publication of advertisement.  |

The applications addressed to Secretary Establishment, Chandigarh Administration Secretariat, 4<sup>th</sup> Floor, Deluxe Building, Sector-9, Chandigarh-160009 alongwith supporting documents i.e. copies of retirement order, PPO, Last Pay Certificate, age proof, self declaration to the effect that “no vigilance / Court Case / disciplinary action is pending against him” must reach on or before **30.04.2021 till 5.00 PM**. The advertisement, terms and conditions of appointment, selection criteria, application format and Agreement can be downloaded from the website of the Department i.e. [www.chdpr.gov.in](http://www.chdpr.gov.in).

Secretary Establishment  
Chandigarh Administration Secretariat

# **Application for engagement as Staff Car Driver on contract basis in the Chandigarh Administration Secretariat**

|     |   |  |  |
|-----|---|--|--|
| 1)  | Name of the Applicant                     |  | Self Attested<br>Recent Passport<br>size<br>photograph |
| 2)  | Father's Name                             |  |  |
| 3)  | Date of Birth                             |  |  |
| 4)  | Date of Retirement                        |  |  |
| 5)  | Name of the office from which retired     |  |  |
| 6)  | Mode of Retirement (Superannuation / VRS) |  |  |
| 7)  | Last Pay Drawn                            |  |  |
| 8)  | Pay Band + GP /Pay Level (at retirement)  |  |  |
| 9)  | PPO No.                                   |  |  |
| 10) | Educational Qualification                 |  |  |
| 11) | Residential Address                       |  |  |
| 12) | Phone / Mobile No.                        |  |  |
| 13) | Email ID                                  |  |  |

## **Declaration:-**

I \_\_\_\_\_ S/o \_\_\_\_\_, do hereby certify that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed therein. It is also declared that no Vigilance / Court Case / disciplinary action is pending against me.

Place:-

Date:-

(Signature of Applicant)

## **SELECTION CRITERIA**

The selection of the retirees/pensioners for engagement as Staff Car Driver on contract basis shall be made on the recommendations of the Selection Committee with the approval of Competent Authority as in the case of regular appointment.

## **TERMS AND CONDITIONS OF APPOINTMENT**

1. The engagement of the retiree/ pensioner shall initially be for a period of six months or till the post is filled up on regular basis by direct recruitment, whichever is earlier, further extendable on six monthly basis, but in no case it shall be beyond 65 years. The extension beyond one year on every occasion shall be with the prior approval of Finance Department, Chandigarh Administration.
2. The pay shall be determined as under:-
  - (i) The remuneration of retiree/pensioner on his engagement will be fixed at the stage i.e. last basic pay drawn by him before retirement minus pension before commutation plus DA as applicable from time to time. No other allowance, whatsoever, shall be payable to him. However, he will continue to draw separately any pension sanctioned to him and shall retain any other form of retirement benefits.
  - (ii) The retirees/pensioner who are covered under NPS Scheme / who are not covered under any pension scheme, shall be paid remuneration equivalent to 50% of the last basic pay drawn before retirement plus DA as applicable from time to time. No other allowance, whatsoever, shall be payable to him. However, he will continue to draw separately any pension sanctioned to him and shall retain any other form of retirement benefits.
3. The retiree/ pensioner engaged on contract basis shall be entitled to 06 days casual leave during contract of six months and no leave of any other kind will be admissible. In case of availing leave beyond this limit, his salary shall be deducted on pro rata basis;
4. The retiree / pensioner engaged on contract basis shall observe office hours as per the norms of this department. Further he shall devote his whole time to his duties during the period of contract and shall not accept any other appointment/engagement, paid or otherwise and shall not engage himself in private practice of any kind during the period of contract;
5. Engaging of retiree/pensioner shall purely be contractual arrangement and he shall have no right against the post whatsoever and shall not be entitled to any other benefit except salary as mentioned above;
6. The services of retiree/ pensioner shall be discontinued by giving one month's notice from either side at any time. However, the contract of engagement will be discontinued, the moment direct recruitee joins the post without giving any notice in this regard;
7. No vigilance/court case/disciplinary action should be pending against retiree/pensioner to be engaged on contract basis i.e the appointment order to the selected candidate will be issued only after the receipt of Vigilance Clearance / No Departmental Complaint / Inquiry Certificate from the respective Departments from where the retiree / pensioner had retired from service;
8. The pensioners/retirees to be engaged shall have to execute an agreement with the HOD of the concerned department, in the form of agreement;