



**DEPARTMENT OF FORESTS & WILDLIFE  
CHANDIGARH ADMINISTRATION**

Off: Paryavaran Bhawan Building [2<sup>nd</sup> Floor], Sector-19B, Madhya Marg, Chandigarh-160019  
E-mail Address: [forestchandigarh@gmail.com](mailto:forestchandigarh@gmail.com) Tel: 0172-2700284


No. FOR/2024/ 2753

Dated: 08/08/24

Applications are invited by 29.08.2024 upto 5.00 P.M. for engaging retiree/pensioner retired from the Government of India/State Governments/Union Territory Administrations/Boards/Corporations on contract basis initially for a period of one year or till the post is filled up on regular basis whichever is earlier. The detail of the post is as under:-

Sr. No.	Name of Post	Number of Vacancy
1.	Superintendent (Grade II)	01

The details i.e. age and other conditions are available on website of Department of Forest and Wildlife, Chandigarh Administration i.e. <https://chandigarhforest.gov.in>.

  
Deputy Conservator of Forests (HQ)  
Chandigarh Administration



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1.	Superintendent (Grade II)	01

## 1. Eligibility Criteria/Term of Appointment:-

- The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
- The applicant shall sign an agreement of confidentiality with the Chandigarh Administration containing a clause on Ethics and Integrity.  
Compulsory conditions: -
- The applicant must have 3 year experience of Superintendent (including Grade I and Grade II).
- The age of applicant should not be more than 62 years at the time of applying.  
Desirable conditions:-
- The desirable condition is that the applicant having knowledge of accounts and establishment matters or attended any training in accounts and office procedure.
- The applicant has 5 year experience of Superintendent (including Grade I and Grade II).

## 2. Remuneration:-

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

## 3. Allowances:-

- No increment and Dearness Allowance shall be allowed during the term of the contract.
- No House Rent Allowance shall be admissible.
- An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave period beyond a calendar year may not be allowed.

Applicant (Retiree) must enclose proof of retirement with photocopy of pension book along with latest passport size photograph and send the application on or before 29.08.2024 upto 5 P.M. in the office of the Chief Conservator of Forest, Chandigarh Administration, 2<sup>nd</sup> Floor, Paryavaran Bhawan, Sector-19-B, Madhya Marg, Chandigarh. Incomplete application or application received after the due date will be rejected.

  
Deputy Conservator of Forests (HQ)  
Chandigarh Administration

**APPLICATION FOR THE POST OF SUPERINTENDENT**

1. Full Name: .....

2. Father's Name : .....

3. (a) Date of Birth : .....

(b) Gender : .....

(c) Age (As on the date of Advertisement):  
..... (Year)/..... (Months)/.....

(d) Nationality : .....

Affix a recent,  
passport size  
photograph  
  
(self attested)

4. Permanent Address :

City/Village

.....

District :

.....

State

.....

PIN Code :

.....

5. Address for Correspondence :

City/Village:

.....

District :

.....

State :

.....

PIN Code :

.....

6. Email id : .....

7. Mb. No. : .....

8. Essential Qualification & Experience\* : .....

**9. Details of Education Qualification (Graduation Onwards)**

Examination Passed	Board/University	Year of Passing	Percentage obtained (%)	Subjects

**10. Details of Experience and previous Employment including deputation (if any)**

Sr. No.	Name of the Post	Name of the Organisation	Pay Scale	Basic Pay	Total Experience

**11. Details of Professional Course/trainings etc.**

r. No.	Name of the Course/training	Year

**12. List of Enclosures alongwith proof of retirement with photocopy of pension book (Please attach self attested copies)**

**13. Declaration by the applicant**

I hereby certify that all the information given in the application form is true to the best of my knowledge and belief.

**Date/Place:** .....

**Full Signature**

AGREEMENT

ARTICLES OF AGREEMENT is made on this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_ BETWEEN \_\_\_\_\_ son of Lt. Shri \_\_\_\_\_ at present residing at \_\_\_\_\_ (hereinafter referred to as party of the first part) and the "The Chandigarh Administration" (hereinafter referred to as "The Administration") of the second part.

WHEREAS It has been agreed between the parties that the party of the first part shall be engaged as \_\_\_\_\_ In the Department/ Office of \_\_\_\_\_ with effect from \_\_\_\_\_ for a period of \_\_\_\_\_ month(s) or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENT WITNESSES AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:-

1. The Chandigarh Administration has agreed to engage the party of the first part and the party of the first part has agreed to serve the Chandigarh Administration, as \_\_\_\_\_ In the Department/Office of \_\_\_\_\_ with effect from \_\_\_\_\_ for a period of \_\_\_\_\_ month(s) or until further orders on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the Chandigarh Administration and of the officers and authorities under whom he may from time to time be placed by the Chandigarh Administration and shall remain in the service subject to the provisions herein contained.
2. The party of the first part shall observe office hours as per the norms of the department/organization in which/pensioner shall be engaged. Further he/she 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/herself in private practice of any kind during the period of contract.
3. The engagement of the party of the first part as \_\_\_\_\_ In the Department/ Office of \_\_\_\_\_ shall continue for a period of \_\_\_\_\_ month(s) or until further orders of the Chandigarh Administration/Department/Office, subject to the provisions contained in the following clause.

4. The service of the party of the first part be discontinued by giving one month's notice in writing any time during the terms of the engagement under this Agreement either by the party of the first part to the Chandigarh Administration or by the Chandigarh Administration or its authorized officer to the party of the first part without assigning any reasons whatsoever. However, the contract of engagement will be discontinued the moment direct recruitee/on deputation/promote joins the post without giving any notice in this regard.
5. The party of the first part shall be entitled to receive pay/remuneration by either of the following provisions:-

The remuneration of retiree/pensioner on his/her engagement will be flexed 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/her. However, he/she will continue to draw separately any pension sanctioned to him/her and shall retain any other form of retirement benefits.

6. The aforesaid salary shall be paid to the party of the first part for such time as he shall serve under this Agreement and actually perform his/her duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the date of his discharge there from or on the expiration of his term of service under this Agreement or on the day of his death, if he shall die whilst in service. He shall not be entitled to any allowances, financial benefits or concession as admissible to regular Government employees.
7. Notwithstanding anything hereinbefore, If the party of the first part is required to travel in the Interest of the public service, he shall be entitled to travelling allowance on the scale provided in the Punjab Civil Services Rules Volume II (Travelling Allowance Rules), as amended from time to time (which are also applicable to the employees of the Union Territory of Chandigarh) and applicable in the case of corresponding permanent employees of the lowest grade.
8. The party of the first part shall be entitled, subject to the exigencies of public service, to casual leave of six days in six months.
9. The engagement of the party of the first part is purely contractual in nature and does not confer upon him/her any right for regularization or permanent absorption in Government service, He/She shall not be entitled to any benefit like leave encashment, Provident Fund, Pension, Gratuity, Medical Allowance, Seniority, Promotion etc. or any other benefits available to the Government employees appointed on regular basis.
10. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provision has been made in this Agreement, the provisions of the Government Employees (Conduct) Rules, 1966 and the Punjab Civil Services (Punishment and Appeal Rules),

1970, or any other rules made or deemed to be made under article 309 of the Constitution of India, as applicable to the employees of UT Chandigarh shall apply to the party of the first part of the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

11. If any declaration given or information furnished by the party of the first part proves to be false or if he/she is found to have willfully suppressed any material information, his/her engagement contract shall be discontinued without any notice and will also be liable for any such other action as the Chandigarh Administration may deem necessary.
12. The stamp duty payable on this Agreement shall be borne by the Chandigarh Administration.

IN WITNESS WHEREOF, the parties hereto have hereunto set and subscribe their respective hands and seal, the day and year herein above written.

Executed by Shri \_\_\_\_\_  
At \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

WITNESS

1. \_\_\_\_\_  
2. \_\_\_\_\_

Executed for and on behalf of the  
Administration, UT, Chandigarh \_\_\_\_\_  
At \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

WITNESS

1. \_\_\_\_\_  
2. \_\_\_\_\_