

Chandigarh Administration
Chandigarh Right to Service Commission
Nagar Yojana Bhavan, C- Wing, Sector 18-A, Madhya Marg, Chandigarh -160018
Phone No. 0172-2700018, 2774448 email- chd.rtsc@chd.nic.in

No. ADVT/CRTSC/2019/0001

Dated:- 26.12.2019

PUBLIC NOTICE

The Chandigarh Right to Service Commission invites applications from retired Administrative Officers/ Superintendents Grade – I/ Superintendent Grade – II of the State / U.T. Government or its Boards, Corporations and other statutory bodies etc. to fill up 01 post of Administrative Officer on contract basis in the Chandigarh Right to service Commission on the following terms & conditions :-

1. The applicant should have sufficient experience of having worked / dealt with Establishment and Personnel matters; he/ she should have good knowledge of rules/ instructions applicable in the Union Territory of Chandigarh.
2. The appointment shall be on contractual basis, initially for a period of one year and renewable / extendable till the age of 65 years, as per relevant instructions issued by the U.T. Government from time to time.
3. The remuneration of the person so appointed will be fixed at the stage i.e. last basic pay drawn by him/ her 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.
4. The person so appointed shall be entitled to 01 day casual leave per month and no leave of any other kind will be admissible.
5. The person so appointed shall observe office hours as per norms of the Chandigarh Right to Service Commission. Further, he/ she shall devote his/ her whole time to his/ her 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.

6. Engagement shall purely be a contractual arrangement and he/ shall have no right whatsoever against the post and shall not be entitled to any other benefit except salary as mentioned in para -3 above.
7. Services of the person so appointed can be discontinued/ terminated by giving one month notice from either side at any time.
8. No vigilance/ court case/ disciplinary action should be pending against the applicant.

Note : The desirous candidates may apply in the application format given below by post addressed to (The Member-Secretary, Chandigarh Right to Service Commission, Nagar Yojana Bhavan, 'C' Wing, First Floor, Sector 18-A, Chandigarh) **OR** through email: **chd.rtsc@chd.nic.in** latest by **10.01.2020**. Applications received after the stipulated date shall be rejected summarily.

Sd/-
Member-Secretary

Application format for the post of Administrative Officer

1. Name of the applicant :
2. Father's Name :
3. Residential address
with phone no. & email id :
4. Educational Qualification:
5. Date of Superannuation:
6. Details of the post held in the
last 10 years before the date
of retirement :

S. No.	Name of the post	Department	Name of State / UT Govt.	Period
1				From..... to
2				From..... to
3				From..... to
4				From..... to

7. Any other information the
candidate may like to submit :

UNDERTAKING

I hereby solemnly affirm and declare as under that no vigilance/ court case/ disciplinary action is pending against me and the details given above are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

Signature of the applicant

Dated: _____

(Name of the applicant)