

OFFICE OF THE ESTATE OFFICER, U.T., CHANDIGARH.

PUBLIC NOTICE

LAST DATE FOR RECEIPT OF APPLICATION (S) IS 20.08.2025 by 04:00 PM.

Applications are invited to engage Naib-Tehsildar 01 No. (one) against the vacant post in the Office of the Estate Officer, UT, Chandigarh, from the retirees/pensioners retired from the Government of India/State Governments/Union Territory Administrations on contract basis for an initial period of one year or till the post is filled up on regular basis either by promotion, by direct recruitment or by deputation as the case may be, whichever is earlier, further extendable by another one year on review of the task and the performance of the contract appointee, provided it shall not be extended beyond 05 years after superannuation.

The aforesaid public notice, terms and conditions of appointment, application format has been uploaded of the official website of Chandigarh Administration i.e. **<https://chandigarh.gov.in/>** The last date of receipt of application in prescribed proforma alongwith all supporting documents is on or before **20.08.2025** by 04:00 P.M. After due date, no further applications will be entertained.

**Sd/-
Assistant Estate Officer-I,
U.T., Chandigarh.**

OFFICE OF THE ESTATE OFFICER, U.T., CHANDIGARH.

DETAILED PUBLIC NOTICE

Application on prescribed format is invited from the eligible Retiree/Pensioners for filling up one post of Kanungo on contract basis in the Office of the Estate Officer, U.T. Chandigarh. Application(s) duly completed should reach in the Office of the Estate Officer, U.T., Chandigarh on or before **20.08.2025** by 4:00 P.M. The detail of which is as under:

Sr. No.	Particulars	Details
1	Name & No. of the Post	Naib-Tehsildar (One)
2	Category of Post	Group-B
3	Date of Birth	
4	Age (as on last date of application)	Year____Month____Day____(it may be noted that Age of Retiree should be less than 65 years)
5	Nationality	Indian
6	Remuneration	<p>Remuneration shall be in accordance with Instructions dated 30.06.2022 issued by DOP, Chandigarh Administration which is as under:-</p> <p>a) 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 contract period.</p> <p>Example</p> <p>An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs.1,55,900. Thus, the basic pension will be Rs.77,950. If the employee is appointed on contract basis the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).</p> <p>b) The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs.31,180 (40% of 77,950) and the pension actually drawn shall be Rs.46,770. However, the amount of pension to be deducted from the last salary shall be Rs. 77,950.</p> <p>c) No increment and Dearness Allowance/HRA shall be allowed during the term of contract.</p> <p>However, the aforesaid provision for remuneration shall be subject to review/change in accordance with any clarification/instructions issued/adopted by Chandigarh Administration from time to time.</p>
7	Allowances	<p>House Rent Allowance admissible- No HRA shall be admissible.</p> <p>Transport Allowance - 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</p>

		<p>appointee at the time of retirement, provided notification to adopt TA on Central Pattern will be issued by the Chandigarh Administration in due course of time and even it will be released/paid from the effective date of such notification only, otherwise the retiree who will be appointed shall not have any right to claim the same. Moreover, the amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as Naib-Tehsildar may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.</p> <p>Leave of absence- Paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.</p>
8	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.
9	Essential and other qualification	Naib-Tehsildar: Retired as Naib-Tehsildar or from equivalent post from the Govt. of India/State Govt./Central Govt./UTs. The retiree/pensioner shall be engaged against the post from which he/she retired or on equivalent post and not against a post higher than the one he held before retirement.
10	The retiree/pensioner engaged on contract basis shall observe office hours as per the norms of the department/organization in which he/she 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.	
11	Engaging of retiree/pensioner shall purely be contractual and he/she shall have no right against the post whatsoever and shall not be entitled to any other benefit except salary as mentioned above in point 6.	
12	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 when direct recruitee/promote/deputationist as the case may be joins the post without giving any notice in this regard.	
13	No vigilance/court case/disciplinary action should be pending against the retiree/pensioner to be engaged on contract basis. As such the applicant have to submit undertaking/self declaration to this effect.	
14	The pensioners/retirees to be engaged shall have to execute an agreement with the HOD of the concerned department, containing a clause on ethics and Integrity.	
15	The engagement of retiree/pensioners on contract basis shall be as per instructions/guidelines issued by the Government of India, Ministry of Finance, Department of Expenditure and further adopted by the Department of Personnel, Chandigarh Administration from time to time.	

Note : 1) Incomplete application shall liable to be rejected.

2) This office reserves the right to cancel/quash this recruitment process at any stage due to administrative reason.

Sd/-
Assistant Estate Officer-I,
U.T., Chandigarh.

OFFICE OF THE ESTATE OFFICER, U.T., CHANDIGARH.

APPLICATION FORMAT

Application for the post of : NAIB-TEHSILDAR

- 1. Name of the Candidate (In Block letters) :
- 2. Father's Name :
- 3. a) Date of Birth (attach proof) :
- b) Age as on last date of application : Y_____M_____D_____
- 4. Date of Retirement & from which :
Department he/she retired
(attach copy of retirement order & PPO order)
- 5. Experience as Kanungo :
- 6. Gender :
- 7. Nationality :
- 8. Permanent Address :
- 9. Correspondence Address :
- 10. Mobile No. :
- 11. Whether any criminal case has ever :
been registered against you or whether
you have ever been convicted for any
offence or bound down in any security
proceedings.

Dated: _____

Place: _____

(Signature of applicant)

I _____ S/o, D/o, W/o
_____, solemnly declare the particular(s) given by me in
the above column are true and correct to the best of my knowledge and belief and nothing
has been concealed therein. I further undertake that in the event of any of the
particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my
candidature/appointment, if so made, be treated as cancelled/terminated and I shall have no
claim on the basis thereof at any stage.

Documents to be enclosed with application:

- 1. Copy of Date of Birth Certificate (self-attested)
- 2. Two Passport size photographs (self-attested)
- 3. Copy of PPO & copy of Retirement orders (self-attested)
- 4. "Self-declaration/undertaking" to the effect that "no criminal/vigilance enquiry/court case
is pending or likely to be contemplated against me".

Dated: _____

Place: _____

(Signature of Applicant)