

No. GRIID/Estt/376/2023/  
**GOVT. REHABILITATION INSTITUTE FOR INTELLECTUAL  
DISABILITIES (GRIID), SECTOR-31, CHANDIGARH**  
(Ph 0172-2637361, 0172-2637369)

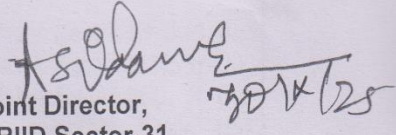
Dated, Chandigarh the

**PUBLIC NOTICE**

**Last Date for Receipt of Application(s) is 14.11.2025 by 5:00 P.M.**

Applications are invited to engage one person against vacant post of Clerk on contract basis in the Govt. Rehabilitation Institute for Intellectual Disabilities (GRIID), Sector-31, Chandigarh, who has retired from the Government of India/State Governments/Union Territory Administrations/Boards/Corporations, for an initial period of one year or till the regular incumbent joins, 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 detailed public notice, terms and conditions of appointment and application format has been uploaded on the official website of this institute i.e. <https://www.griid.edu.in/> The last date of receipt of application in prescribed proforma alongwith all supporting documents on or before **14.11.2025 by 5:00 P.M.** After due date, no further applications will be entertained.

  
Joint Director,  
GRIID, Sector-31,  
Chandigarh.

No. GRIID/Estt/376/2023/2927

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DISABILITIES (GRIID), SECTOR-31, CHANDIGARH**  
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DETAILED PUBLIC NOTICE

Applications in prescribed format are invited from the eligible Retiree/Pensioners for filling up one post of Clerk on contract basis in Govt. Rehabilitation Institute for Intellectual Disabilities (GRIID), Sector-31, Chandigarh. Application(s) duly completed should reach in the office of Director, GRIID, Sector-31C, Chandigarh on or before 14.11.2025 by 05:00 P.M. The detail of which is as under:

Sr. No.	Name of the Department	Government Rehabilitation Institute for Intellectual Disabilities (GRIID), Sector-31-C, Chandigarh.
1.	Name & No. of the Post	Clerk (One).
2.	Category of Post	Group 'C'
3.	Age	Less than 65 years
4.	Remuneration	<p>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><b>Example</b></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>Remuneration</b></p> <p>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>No increment and Dearness Allowance/HRA shall be allowed during the term of contract.</p>
5.	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.
6.	Nationality	Indian

7.	Essential and other qualification.	<b>Clerk:</b> Retired as <b>Clerk</b> or from equivalent post from the Govt. of India/State Govt./Central Govt./UTs/Boards/Corporations. 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 she/he held before retirement.
8.	The retiree/pensioner engaged on contract basis shall be entitled for 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.	
9.	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.	
10.	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 para 4.	
11.	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 the regular appointee/ promote/ deputationist as the case may be joins the post without giving any notice in this regard.	
12.	No vigilance/court case/disciplinary action should be pending against the retiree/pensioner to be engaged on contract basis.	
13.	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.	
14.	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 Clerk may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.	

**Note: Incomplete application shall liable to be rejected.**

Sd/-  
**Joint Director,  
 GRIID, Sector -31,  
 Chandigarh.**

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APPLICATION FORMAT

Application for the post of : Clerk

1. Name of the Candidate (In Block letters) :

2. Father's Name :

3. Date of Birth (attach proof) :

4. Date of Retirement & from which  
Department he/she retired  
(attach copy of retirement order) :

5. Experience as Clerk :

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 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.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_ **(Signature of Applicant)**

**Documents to be enclosed with application:-**

1. Two Passport size photograph (self-attested).
2. Copy of PPO (self-attested).
3. Self-declaration to the effect that "no criminal/vigilance enquiry/court case is pending or likely to be contemplated against me".