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OFFICE OF THE CENTRAL GOVT,
INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT-II
PRESS DEPOT BUILDING, 3rd FLOOR, SECTOR-18, CHANDIGARH.

Tel:0172-2728108

No. CGIT-II/24-25/871

Dated: 27.08.2024

CIRCULAR

Subject:- Engagement of retired Govt. Officers/Official as Consultant against the post of Personal Assistant in Central Government Industrial Tribunal-cum-Labour Court-II, Chandigarh on contract basis - reg.

In terms of office memorandum No. F No.A- 12034/11/2018- Admn.I, dated 30th November, 2018 it is proposed to fill up one post of Personal Assistant, temporarily on contract basis in the **Central Government Industrial Tribunal-cum-Labour Court-II, Chandigarh** initially for a period of Two year, extendable annually as per the requirement; subject to satisfactory performance up to a period of 2 years or till post is filled up by way of regular appointment, whichever is earlier, one the following terms and conditions.

Candidates fulfilling the below mentioned criteria may be applied for the post.

1. Consultant (P.A):-

Retired Govt. Officer/officials, having knowledge of Stenography. Typing and Computers, having good speed etc.

2. Terms of Contract:-

For an initial period of one year, extendable annually as per the requirement, subject to satisfactory performance up to a period of 2 years or 65 years of age or till the post is filled up by way of regular appointment, whichever is earlier. The contractual engagement will commence from the date of resumption/joining of duty as mentioned in the agreement/non-disclosure undertaking entered into between the Central Government Industrial Tribunal-cum-Labour Court-II, Chandigarh and selected candidate.

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3. **Qualification & Experience:**

Candidate should be a Retired Employee of Central Govt./State Govt./PSU/Autonomous Body having considerable experience of functioning of Govt. Departments in the requisite field.

4. **Job Profile :-**

Court work, dealing with judicial file, typing Daily Order/Final Orders/Judgments.

5. **Remuneration:**

The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of 2400/- to 4600/-	Rs.30,000/-	Rs.3000/-

- *The total monthly remuneration and pension drawn by the consultant shall not be more than the last pay drawn by him calculated at the current rate of Dearness Allowance. For PSU candidates last total pay drawn will be taken into comparison for arriving at equivalent pay with respective levels.*
- *Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary (L&E) and IFD of Ministry of Labour & Employment on account of special expertise/experience in the concerned field.*

6. **Allowances:-**

- Consultant shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential accommodation, Personal Staff, CGHS and Medical Reimbursement etc. However, conveyance allowance shall be paid at the rates mentioned in the table above.
- No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of consultant is not permitted at all. However, should he/she requires to travel inside the country in connection with official work, TA/DA as admissible

*Kamal Kant
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to a regular employee of the same grade, will be paid to him/her after obtaining approval of the competent authority.

7. **Leave:-**

Consultant shall be eligible for Eight (08) days Leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.

8. **Mode of Selection:-**

Selection will be made through interview.

(i) **Shortlisting Criteria:-**

In case of large number of applications is received, Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh reserved the right to shortlist the candidate in a rational ratio.

(ii) **Final Selection:-**

Final Selection will be purely on the basis of performance of the candidate in interview/typing experience before the Selection Committee.

(iii) **Final Decision:-**

The decision of the Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh in all matters relating to eligibility, acceptance or rejection of the applications/candidates, penalty for the false information, mode of selection of candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

9. **How to Apply:-**

Dully filled and signed application form in the Performa (Annexure-I) along with self-attested copies of certificates with recent passport size photograph are to be sent in a cover super scribed "Application for the post of Personal Assistant in Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh by registered post to **PRESIDING OFFICER, CENTRAL GOVT. INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT-II, HARYANA PRESS DEPOT BUILDING, 3rd FLOOR, SECTOR-18, CHANDIGARH-160018** by the closing date.


10. **Last Date:-**

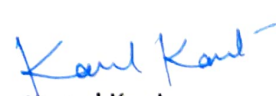
Last date of receipt of application is **23.09.2024**.

Handwritten signature
27/8/2024

The other terms and conditions for engagement of consultant (Personal Assistant) are as under:-

1. The engagement of the Consultant Shall be purely on contractual basis.
2. The appointment of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy in the Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh.
3. Mere submission of application does not confer any right on the candidate to interview.
4. Initially the contract period would be for a period for 12 months, which may be extended or curtailed subject to the performance or 65 years of age or till post is filled up by way of regular appointment.
5. Income Tax or any other Tax, which ever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh will issue TDS certificate.
6. The consultant shall be eligible for 8 days leave in a calendar year. This leave will not be carried forward in any case.
7. Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh may terminate the service of the Consultant in case he/she is unable to achieve the assigned works within the time frame, the work assigned to him is not satisfactory and found lacking in honesty and integrity or in case of long absentee/leave without proper intimation.
8. Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh shall also reserve the right to terminate the service of consultant any time without giving any notice and also without assigning any reason.
9. All terms and condition will be Government by Ministry of Labour & Employment of OM A-12034/11/2018-Admn.I dated 30.11.2018.
10. The competent authority shall reserve the right to relax one or all terms & conditions and cut off criteria in respect of Age & Allowance, Remuneration etc. at his discretion, in deserving case.
11. Application should be submitted in the prescribed form only, no cutting/over writing shall be allowed.
12. Incomplete applications without the certified copies of marks sheets/certificate educational qualification, experience and photographs will be summarily rejected.
13. Candidature is liable to be rejected at any stage of recruitment/ selection process or after joining, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh comes across any evidence/ knowledge that the qualification, experience and any other particulars indicated in the application/ other forms/formats are not recognized/false/misleading and /or amounts to suppression of information particular which should have been brought to the notice of Central Govt. Industrial Tribunal Cum-Labour Court-II, Chandigarh
14. No TA/DA will be paid to the candidates for attending the interview.


(Prepared and Checked
By Puneet Kumar)


Kamal Kant
Presiding Officer
CGIT-Cum-Labour court-II,
Chandigarh

ANNEXURE-I

Application for the post of Consultant
In CGIT-Cum-Labour Court-II, Chandigarh

Recent Passport
Size Photo

1.	Full Name (in Block Letters)	
2.	Father's Name/ Husband 's Name	
3.	Date of Birth	
4.	Contact details	Mobile No;- Email Id;-
5.	Address for communication	
		Pin:-
6.	Date of joining in Govt. Service	
7.	Age as on date	
8.	Weather SC/ ST/ OBC	
9.	Weather physically handicap	
10.	Date if retirement and the post from which retired (enclose copy of the retirement order)	
11.	Name of the Ministry/Department from which retired	
12.	Last Pay drawn (Please enclose copy)	
13.	Education/Technical qualification (please enclose copy of certificate/ Mark Sheet)	
14.	P.P.O No. (please enclose copy)	
15.	Details from computer knowledge	
16.	Brief Particular of experience of the last 10 years (assignment wise) (A separate sheet may be enclosed)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions of engagement of consultant.

Place & Date:

Signature