

ADVERTISEMENT

1. Applications are invited by 20 Feb 2026 upto 5 P.M. for engaging ex-servicemen retiree/pensioner retired from the Govt. of India/State Governments/Union Territory Administrations/ Boards/Corporations on contract basis for filling up of one post of Clerk (reserved for ex-serviceman clerk) in Zila Sainik Welfare Office, U.T, Chandigarh for a period of one year or till the post is filled up on regular basis whichever is earlier. A Multiple Choice Written Test for assessing proficiency in computer and Typing Test will be conducted to assess the candidates' knowledge and proficiency in clerical work. Preference will be given to Clerk having good computer knowledge.
2. The applications in the prescribed format addressed to the Zila Sainik Welfare Officer, U.T., Chandigarh alongwith self attested supporting documents, i.e. Retirement Order, Discharge Book, PPOs, Education Qualification and one passport size photograph must reach by due date. Incomplete application or applications received after the due date will be rejected.
3. The eligibility criteria, pay, terms and conditions of appointment, selection criteria, application format and agreement etc can be downloaded from the website of the department www.chandigarhsainikwelfare.org/chdpr.gov.in.

DC-cum-President
ZSB,U.T, Chandigarh

No. 24/ZSB/CHD/2026/095
Zila Sainik Welfare Office
Union Territory, Chandigarh

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To

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Advtdprchd@gmail.com

Zila Sainik Welfare Officer
Union Territory, Chandigarh

APPLICATION FORMAT

Application for the post of Clerk (retiree on contract basis) in Zila Sainik Welfare Office, U.T, Chandigarh (RESERV FOR EX-SERVICEMAN CLERK ONLY).

Self
Attested
recent
passport
size photo

1. Rank & Name of the Applicant : _____
2. Father's Name : _____
3. Service No : _____
4. Regt/Corps : Army/Navy/Air Force _____
5. Trade : _____
6. Ex-serviceman Identity Card No : _____
7. Date of Birth : _____
8. Date of Joining/Discharge from Defence : _____
9. Date of Joining/retirement from Civil Service: _____
10. Designation of post from which retired : _____
11. Name of Deptt/Ministry : _____
12. Pay Scale/Pay Band of the post at the time of retirement : _____
13. Last Pay Drawn at the time of retirement: _____
14. Address for correspondence : _____
15. Current Pension details (copy of PPO) : _____
16. Mobile No. : _____
17. Email ID : _____
18. Education Qualification : _____
19. Work & Conduct/integrity certificate Issued by last employer : _____
20. Service Details :-

Sr No.	Name of Department where service rendered	Post Held	Period of Service		Total period of service
			From	To	

Declaration : I _____ S/O _____, do hereby certify that the above information is true and correct to the best of my knowledge and belief. Further, there is no criminal/vigilance enquiry/proceedings pending or likely to be contemplated against me as on date.

Place :

Date : 2026

(Signature of applicant)

**ZILA SAINIK WELFARE OFFICE, UNION TERRITORY
SECTOR:21-D, CHANDIGARH
ADVERTISEMENT**

1. Applications are invited by 20.02.2026 up to 5.00 P.M. for engaging ex-servicemen retiree/pensioner retired from the Government of India/State Government/Union Territory Administration/Boards/Corporations on contract basis for a period of one year or till the post is filled up on regular basis whichever is earlier as per details given below:-

Sr No.	Name of Post	Number of Vacancy
1.	Clerk (Reserved for Ex-serviceman Clerk)	01

2. **Eligibility Criteria** : The age of retiree/pensioner shall not exceed 62 years on the date of publication of advertisement.

3. **Pay and Allowances**

(a) A fixed monthly amount shall be admissible, arrived at by deducting the basic pension before commutation from the basic 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. No Increment and DA, HRA and other allowance shall be admissible. Transport allowance for the purpose of commuting between the residence and the place of work shall be allowed, if applicable and as amended by Chandigarh administration from time to time (para 6 & 7 may please be referred).

(b) The Central Govt retirees under the NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be fixed monthly amount as remuneration.

4. **Leave of absence** : Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed (para 7.3 may please be referred).

5. **Terms of Appointment** : The terms of appointment shall ordinarily be for an initially 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 terms 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 (para 8 may please be referred).

6. **Written and Typing Test** : A Multiple Choice Written Test for assessing proficiency in computer and Typing Test will be conducted to assess the candidates' knowledge and proficiency in clerical work.
7. **Selection Criteria** : The selection of the retirees/ defence pensioners for engagement for above said post on contract basis in the department of Zila Sainik Welfare Office, U.T, Chandigarh shall be made by the Selection Committee through score in written test. The Selection Committee will recommend the name of suitable candidate amongst the applicants. Preference will be given to Clerk having good computer knowledge.
8. The services of retiree/pensioner can be discontinued by giving one month's notice from either side at any time.
9. No vigilance/court case/disciplinary action should be pending against retiree/pensioner certificate shall be sought before the engagement on contract basis. A Certificate/Undertaking will be submitted by the selected candidate.
10. Engaging of retiree/pensioner shall purely be contractual arrangement and he shall have no right against the post whatsoever and shall not be entitled to any other benefit except salary as mentioned above.
11. The applications in the prescribed format addressed to Zila Sainik Welfare Officer, U.T., Sector: 21-D, Chandigarh alongwith self attested supporting documents i.e. Retirement Order, Discharge Book, PPOs, Education Qualification and one passport size photograph must reach on or before 20.02.2025 till 5.00 P.M. Incomplete application or application received after the due date will be rejected.

Zila Sainik Welfare Officer
Union Territory, Chandigarh