

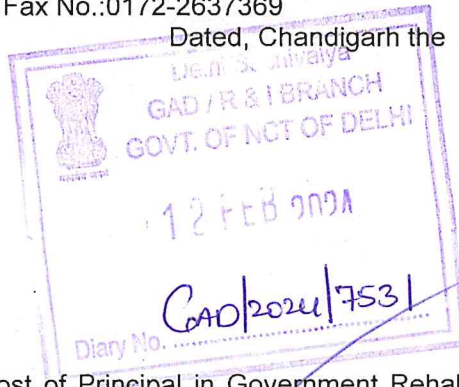
CHANDIGARH ADMINISTRATION
(DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH)
GOVERNMENT REHABILITATION INSTITUTE FOR INTELLECTUAL
DISABILITIES (GRID), SECTOR-31-C, CHANDIGARH

PH. No.: 0172-2637361, Fax No.:0172-2637369

Dated, Chandigarh the

To,

1. The Secretary,
 All Ministries/ Departments,
 Government of India.
 (As per list attached)
2. The Chief Secretary,
 All State Government and UTs,
 (As per list attached)



Subject: Regarding Recruitment to the post of Principal in Government Rehabilitation Institute for Intellectual Disabilities, Sector-31, Chandigarh by composite method [Deputation (Including Short Term Contract) plus Promotion].

Sir,

I am directed to say that it is proposed to fill up the following Group-A (Gazetted) (Non-Ministerial) post in Government Rehabilitation Institute for Intellectual Disabilities (GRID), Sector-31, Chandigarh under the aegis of the Department of Medical Education & Research, Chandigarh Administration, by way of Composite Method [Deputation (Including Short Term Contract) plus Promotion] through Union Public Service Commission, New Delhi:

Sr. No.	Name of the Post	Classification	Pay Band with Grade Pay	Method of Recruitment	No. of Posts to be filled
1.	Principal	General Central Services, Group 'A', Gazetted, Non-Ministerial	Level -12 Rs.78,800- 2,09,200 /-	Composite Method [Deputation (Including Short Term Contract) plus Promotion]	01

The educational and other qualifications, experience etc. required for the above said post are as under:-

Deputation (ISTC -Including Short Term Contract):

Officers under Central Government /State Governments/ Union Territory Administrations / Public Sector Undertakings/Universities/ Recognised Research Institutions/ Semi Government or Autonomous Bodies/ Statutory Organizations:

- (a) (i) Holding Analogous post on regular basis in the parent cadre/department ; OR
- (ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, Rs 9,300-34,800 with grade pay of Rs. 5,400 or equivalent in the parent cadre or department ; OR
- (iii) With 6 years service in the grade rendered after appointment thereto on a regular basis in posts in PB, Rs. 10,300-34,800/PB-2, Rs. 9300-34,800 with grade pay of Rs. 4,800 or equivalent in the parent cadre or department; and

DS-III (S)

so (S-I) Return to Coordination Cell

SO (S-I)

20/2/24

DA

- (b) Possessing the following educational qualifications and experience:

Essential:-

- (i) Master's Degree from a recognized University; and
- (ii) M.Ed. in special Education (Mental Retardation) from a Recognized Institution/ University by RCI; and
- (iii) Five years experience in the field of mental retardation from an RCI recognized Institution.

Desirable:-

Ph.D. M.Phil in relevant field/subject.

Note 1: The Departmental Research Assistant in PB Rs. 10,300-34,800 with grade pay of Rs. 4,200 with 10 years' regular service in the grade with requisite educational qualifications shall also be considered along with deputationist and in the event of his/her selection to the post, it shall be treated as promotion.

Note 2: The Period of Deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding 56 years on the closing date of receipt of applications.

AGE LIMIT: For appointment by Deputation (including Short-term Contract) not exceeding 56 years as on the closing date of receipt of applications.

Applications complete in all respects from willing and eligible officers, who fulfill the eligibility conditions and who can be spared for taking up the assignment within 30 days of the intimation of their selection, duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign alongwith following documents may kindly be sent through proper channel, in the enclosed Curriculum Vitae Proforma (**Annexure 'A'**) alongwith Certificate by Employer (**Annexure 'B'**): -

- (i) Up-to-date Annual Confidential Reports in original of the applicant(s) for the last five years.
- (ii) Integrity Certificate signed by the Head of the Institution.
- (iii) Vigilance Clearance Certificate indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned.
- (iv) Certificate regarding no court case is pending against the officer concerned signed by the Head of the Institution.
- (v) Statement of major/ minor penalties, if any, imposed on the candidate during the last 10 years or a no penalty Certificate, as the case may be.


Applications may be addressed to the Director, Government Rehabilitation Institute for Intellectual Disabilities (GRIID), Sector-31C, Chandigarh-160047.

Note: Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

The above said vacancy is also being published separately in the 'Employment News' and the closing date for receipt of application shall be 60 days from the date of its publication in the 'Employment News'. The details of this advertisement can also be downloaded from our website <http://www.griid.edu.in>.

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Yours faithfully,


(Dr.A.K.Attri)
Director,
Govt. Rehabilitation Institute
For Intellectual Disabilities,
Sector-31C, Chandigarh.

Encls: As Above

Endst. No. GRIID/Estt./223/2024/ 646-50 Dated: 30/11/24
A copy is forwarded to the following for their information and necessary action:-

1. The Joint Secretary, Government of India, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi, for similar action. It is requested to kindly circulate the above contents among all the Statutory Bodies/Recognized Research Institutions/Autonomous Bodies/ Public Sector Undertakings also and send the panel of suitable officers for filling up the above said posts in Govt. Rehabilitation Institute for Intellectual Disabilities(GRIID), Sector-31C, Chandigarh, by way of Composite Method [Deputation (Including Short Term Contract) plus Promotion] within two months from the date of issue of this letter. While sending the panel, the aforesaid certificates/documents mentioned at (i) to (iv) may kindly be sent alongwith the names of the recommendees.
2. The Central Surplus Staff Cell, Department of Personnel & Training, Nirvachan Sadan, New Delhi with a request to intimate as to whether any suitable surplus employee who fulfills the norms for the above said post is held on the surplus roll. If so, the name of the said employee may be furnished to the UPSC under intimation to this department otherwise a No Objection Certificate may be issued in this regard.
3. The Director General (Resettlement) Ministry of Defence, West Block, Sector-V, R.K.Puram, New Delhi with a request to intimate as to whether any suitable employee who fulfills the norms for the above said post is held on rolls. If so, the name of the said employee may be furnished to the UPSC under intimation to this department otherwise a No Objection Certificate may be issued in this regard.
4. The Deputy Secretary (ADT-I), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.
5. The I.T. Incharge, GRIID, Sector31, Chandigarh upload the same one the official website of GRIID.


(Dr.A.K.Attri)
Director,
Govt. Rehabilitation Institute
For Intellectual Disabilities,
Sector-31C, Chandigarh.

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(DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH)
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(GRIID), SECTOR-31-C, CHANDIGARH
Ph. No.: 0172-2637361, Fax No.:0172-2637369 Website: www.griid.edu.in**

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualification / Experience required as mentioned in Advertisement/ Vacancy Circular	Qualification / Experience possessed by officer
Essential	1. 2. 3.	1. 2. 3.
Desirable	1. 2.	1. 2.
6. Please state clearly whether in the light of entries made by you above, you meet the requisite essential Qualifications and work experience of the post.		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post	Nature of Duties (in detail) highlighting experience required for the post applied for.

8. Nature of present employment i.e. Adhoc or Temporary or Quasi- Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state)-			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the

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			parent organisation
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
15. In case the applicant belongs to an Organization which is not following the Central Government/ Punjab Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	a) Basic Pay with Scale of Pay and Rate of increment b) Dearness Pay/ interim relief/ other Allowances etc., (with break-up details) c) Total Emoluments		
16. a) Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
16.b) Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)			
17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-			

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Government Organizations are eligible only for Short Term Contract)	
#{The option of 'STC' / Absorption/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: _____

Date _____

Counter Signed (Employer with Seal)

25/9/14

Annexure-B

Certification by the Employer/ Cadre Controlling Authority

Certified that the particulars furnished by _____
_____are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt.....
- ii. His/ Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2012-13 to 2016-17) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature:
Name & Designation:
Telephone No. :
Fax No. :
Office Seal:

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)