

**GREATER HYDERABAD MUNICIPAL CORPORATION**

**APPLICATIONS ARE INVITED FROM THE RETIRED SECTION  
OFFICER/DEPUTY RANGE OFFICER/RANGE OFFICER FROM FOREST AND  
RETIRED HORTICULTURE EXTENSION OFFICER/HORTICULTURE OFFICER  
FROM HORTICULTURE DEPARTMENT**

To .

The Commissioner  
Greater Hyderabad Municipal Corporation  
Hyderabad

Affix recent  
passport  
copy

Sir,

**Ref:** GHMC-Urban Biodiversity Wing-Applications are invited from the retired section officer/deputy range officer/range officer from Forest and retired Horticulture Extension Officer/Horticulture Officer from Horticulture department-Application Submitted-Request-Reg.

\* \* \*

1. Name of the applicant  
(In BLOCK LETTERS) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_  
(In case of individuals)
3. Address of the applicant : \_\_\_\_\_  
(a) Permanent : \_\_\_\_\_  
(b) Temporary/Correspondence : \_\_\_\_\_
- Mobile No : \_\_\_\_\_
4. Designation (at the time of retirement) : \_\_\_\_\_
5. Working Experience : \_\_\_\_\_
6. Last Pay Certificate at the time of retirement : \_\_\_\_\_
7. Pension sanctioned at the time of retirement : \_\_\_\_\_

I declare that, there are no Article of Charges/Departmental proceedings pending against me as on \_\_\_\_\_.

Place:  
Date :

**Signature**

**Eligibility criteria:**

- (i) The applicant should be a retired Section Officer/Deputy Range Officer/Range Officer from Forest or retired Horticulture Extension Officer/Horticulture Officer from Horticulture departments. (retirement proceeding copy)
- (ii) There should not be any Article of Charges/Departmental proceedings pending against the applicants. (self-declaration)

**Terms and Conditions:**

1. The applicants can view/download the application from GHMC website.
2. The Commissioner, GHMC reserves the right to accept / reject any or all the applications without assigning any reasons thereof.
3. Any effort by an applicant to influence GHMC officers in the decisions on applications/evaluation, application comparison or selection may result in rejection of the applications and applicant may also be marked as ineligible in future. If the applicant wishes to bring additional information to the notice of the GHMC, it should do so in writing.
4. Any wrong declaration in this regard if comes to the notice at a later date, the services will be removed.
5. The contract period is initially for a period of (1) year. It may or may not be extended.
6. The remuneration of individual will be taken in to account from date of their joining duty in the office. The remuneration is fixed based on formula i.e. Lat pay basic drawn (-) pension sanctioned at the time of retirement or Rs. 30,000/Month (Rs.20,000 + Rs.10,000 convenience allowance) whichever is less.
7. Income Tax @ 10% from the individual remuneration as per rules.
8. The retired officers are eligible for (15) days casual leave per year proportionately to the actual contract period and there shall not be any reduction from the remuneration due to availing of such Cause Leave. At the time of claiming their remuneration every month leave particulars should be submitted.
9. In case the retired officers does not report to the GHMC officers for work on any day except causal leave the GHMC will accordingly deduct the remuneration out of the total amount payable to the for the respective month.
10. The retired officers will be responsible for any damage to equipment's, property and third party liabilities caused by them. All equipment will be used only for the purpose of carrying out legitimate duties of organization and will not be put into any other use. For

any established damage the extent of damage as decided by GHMC will be final and binding on them and it will be adjusted from its receivables.

11. The retired officers are expected to maintain office decorum. They will be courteous, polite and cooperative and able to resolve the organization problems.
12. The retired officers shall give advance notice to GHMC before going on leave or leaving the GHMC.
13. The retired officer shall ensure that no information about the Urban Biodiversity Section and the policies of the GHMC is taken out in any form including electronic form or otherwise, from the GHMC site.
14. The retired officers, by virtue of working on GHMC projects, can't claim any rights on the work performed them. GHMC will have absolute rights on the work assigned and performed by them. No claims will be entertained on the deliverables.
15. The retired officer shall work as per the directions of the higher officers (i.e. Deputy Director/Director(UB)/Additional Commissioner/any other higher officers).