

CHANDIGARH ADMINISTRATION GROUP 'C' (CLERK AND STENO-TYPIST) (COMMON CADRE) RECRUITMENT RULES, 2015. .

D.T.E. Supdt. Admn. upCt Accts. .0 Chandigarh Administration Personnel Department NOTIFICATION
The No. 32/1/12/90-IH(7)/ //o In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Government of India, Ministry Home Affairs Notification bearing No. S.O. No. 3267 dated 01.11.1966/ the Administrator, Union Territory, Chandigarh hereby announce the cadre of Clerk as well as Steno-Typist and enact the following rules for regulating the [method of recruitment to the Group 'C' posts ('B':inistories) in the Chandigarh Administration namely. • 2. 5. 6

8. Note; the Chapter A) These rules may be called. - Short title and commencement: Administrative, Group 'C' (Clerk and Steno-Typist) (Common Cadre) Rules, 2015. (2) They shall come into force on the date of their publication in the official gazette. Application: These rules shall apply to the posts specified in No. 1 of the Schedule annexed to these rules. The following posts, Classification & scale of pay, classification and the scales of pay attached thereto shall be as specified in Columns to (4) of the said schedule annexed to these rules. age limit and other Method of Recruitment, Recruitment. Age limit. Qualifications and other matters specified in Column (5) to (13) of the schedule. • . Conditions: No person, (Zi) who has entered into or a marriage • with a person living, or (b) Who, having a living partner has entered into or contracted person, shall be eligible for appointment to the said post. Provided that the Administrator, Union Territory, Chandigarh may, that such marriage is permitted under the personal law applicable to person and the other party to the marriage and that there are no other reasons so doing exempt any person from the operation of this rule. Powers to Relax:- Where the Administrator, Chandigarh Territory, opines that it is necessary or expedient so to do, he may, by order, recorded in writing, relax any of the provisions of these rules in any class or category of persons. Savings: - Nothing in Rules shall affect reservations, relaxation of age limit: other required 10 be. provided for Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories persons accordance with the orders issued by the Central Government from time to time in this regard. Repeal: The Recruitment Rules for:- the post of Clerk & Steno-Typist (Group 'C') by the various departments of the Chandigarh Administration are repealed. The Special Secretary Personnel/Additional Secretary Personnel Administration be the Appointing/Controlling/ Transferring Administrator, Union Territory By order and in the of:- the (Dr. S.B. Deepak Special Endst. No. (O & Dated: O.C. A copy with a copy of its enclosures is forwarded to the Controller, Printing & Stationery, Union Territory, Chandigarh with the request to publish the notification in the Chandigarh Administration Gazette and its 150 copies may be sent to this Administration for record. Endst. No. for Secretary Personnel, Chandigarh Administration. Dated :)) A COPY with a copy of Chandigarh Administration Group (Clerk and Steno- Typist) (Common Cadre) Rules, 2015 is forwarded to all the Administrative Secretaries/Head of Departments, Chandigarh Administration for information and necessary action. Endst. No. 10/ 7 by Superintendent Personnel, for Secretary Personnel, Chandigarh Administration. Dated:) A copy with a copy of Chandigarh Administration Group (Clerk and Steno- Typist) (Common Cadre) Rules, 2015 is forwarded to all the Administrative Branches for information and necessary action. Superintendent Personnel, for Secretary Personnel, Chandigarh Administration. Endst. No. / d) for Dated : A copy with a copy of Chandigarh Administration Group 'C' (Clerk and Steno- Typist) (Common Cadre) Rules, 2015 is forwarded to the:- 1

2. Principal Secretary to the Governor of Punjab and Administrator Union Territory, Chandigarh. Private Secretary to the Adviser to the Administrator, Union Territory, Chandigarh. for information of the Administrator/Adviser to the Administrator, Union Territory, Chandigarh. Superintendent Personnel, for Secretary Personnel, Chandigarh Administration. Recruitment 1. 2. 3. 4. 5. 6. 9. 10. 11 12

13. Name of Post No. of posts Classification of post Scale of Pay Whether Selection post Non-Selection post. Age for direct recruitment Schedule Rules for the post of Clerk Clerk *Subject to variation General Central Civil Services (Group or Educational Qualifications and other required for Ministerial 10300-34800 + Grade Pay 23700/- Not applicable 18 years and 25 years between (Relaxable for departmental candidates upto 40 years for appointment by direct recruitment and upto 5 years for other Government servants in accordance with the instructions issued by the Chandigarh Administration from time to time.) Bachelor's Degree from a recognized University/ Institution and Proficiency in operation of Computer

(Word Processing and Spread Sheets) and a speed of 35 words per minutes in English typing on direct recruitment Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees. Period of probation, if any Method of whether recruitment By direct by or computer. Not applicable Two years i) 85% By Direct recruitment. n) 150/0 By promotion from employees of department. Promotion or by deputation/ transfer and percentage J of the vacancies to be filled by various methods. In case of recruitment by Promotion/deputation/ Transfer, grades from which Promotion/ deputation/transfer is to be made If a Departmental Promotion Committee exists what is its Composition Circumstances in which UPSC is to be consulted in Making direct recruitment. Group concerned Appointment from Group, 'D' From amongst the Group 'D' employees of the concerned department having five I years regular service in the cadre and possessing 10+2 educational qualification from a recognized Board/ Institution and a speed of 35 words per minutes in English typing on computer and has not crossed the age of 45 years at the time of availability_ of post meant for Group Group 'C' DPC in case of promotion as per guidelines of the DPC. Not applicable Superintendent Personnel, Chandigarh Admin Secretariat. Recruitment Rules for the post of Steno-Typist 1. 2. 3. 4. 5. 6. 8. 9

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13. Name of Post No. of posts Classification of post Scale of Pay Whether Selection post Non-Selection post. Age for direct recruitment or Educational Qualifications and other required for Steno-typist 26 *
 *Subject to variation General Central Civil Services (Group Ministerial 10300-34800 + Grade Pay 3200/- Not applicable Between 18 years and 25 years (Relaxable for departmental candidates upto 40 years for appointment by direct recruitment and upto 5 years for other government servants in accordance with • the instructions issued by the Chandigarh Administration from time to time.) Bachelor's Degree from a recognized University/ Institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 40 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same candidate • ...- he she commits more than 80/0 mistakes. direct recruitment Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees. Period of probation, if any Method of recruitment whether By direct recruitment or by Promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods. In case of recruitment by Promotion/deputation/ Transfer, grades from which Promotion/ deputation/transfer is to be made If a Departmental Promotion Committee exists what is its Composition Circumstances in which UPSC is to be consulted in Making direct recruitment. i Nor. applicable Two years Direct Recruitment Not applicable Not applicable Not applicable Superintendent Personnel, Chandigarh Admin Secretariat.