

CHANDIGARH EDUCATION DEPARTMENT (SUB-OFFICES CADRE), (GROUP 1C)
NON~ GAZETTED, MINISTERIAL RULES, 2001.

[Extract from the Chd. Admn. Gaz. (Extra.) , dated the 14th December,' CHANDIGARH ADMINISTRATION EDUCATION DEPARTMENT Notification The 14th December, 2001 2001] —In exercise of the powers conferred by No. the proviso to article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification GSR No. 3267, dated the 1st November, 1966, Administrator, U.T., Chandigarh is pleased to make the following rules for appointment to the Chandigarh Education Department (Sub-Office Cadre) Ministerial service and the condition of service thereof . 1. Short title and' These rules may be called the (Sub-Offices Cadre), (Group) Non— Chandigarh Education Department Gazetted, Ministerial Rules, 2001. (ii) They shall. come into force on the date of their publication in the official gazette. 2. rules shall apply to tk• post specified in Column I of Annexure— I, annexed to these rules

3. Number of posts, Classification and Scale of pay.—The number of the said posts, their classification and the scales of pay thereof shall be specified in Columns 2 to 4 of the said Annexure

4. Method of Recruitment, Age limit and Qualification etc.—The method of recruitment to the said posts, age limit, qualification and other matters connected therewith shall be as specified in Columns 5 to 14 of the said Annexure

5. Disqualification.—No Person—(a) Who has entered into or contracted a marriage with a person having a spouse living; OR (b) Who, having a spouse living, has entered into or contracted a marriage, with any persons, shall be eligible for the appointment to the said posts; Provided that the Administrator, U.T. Chandigarh may, if satisfied, that such marriage is ' permissible under the Personal Law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule

6. Power to relax.—Where the Administrator is of the opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing relax any of provisions of these rules in respect of any class or category of persons. (Sd.) Home—cum—Education Secretary , Chandigarh Administration. ANNEXURE-I RECRUITMENT RULES FOR APPOINTMENT IN 'THE SUB-OFFICE CADRE OF EDUCATION DEPARTMENT, U. T. , CHANDIGARH I. 2

3. Name of Post No.of Posts Classification of post Superintendent Grade—II 14 posts Subject to variation dependent on the work load . General Central Civil Services (Group 'CI) Non—Gazetted Ministerial, 4. 5. 6. 7. 8. 9. 10. 11. 12

13. Scales of pay Whether selection post or non—selection .post Whether benefit of added years of service admissible under rule 30 of C.C.S. (Pension Rules) , 1972 Age for direct recruitment Educational and other qualifications required fore 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 I 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. 2 Rs. 6,400-200-7 ,000-220-8, 100-275- , 300-340-10,640 Selection— cum—Seniority Not Not Not Not One applicable applicable applicable applicable year By promotion, deputation. By promotion ; failing which by From amongst the Senior Assistants/ (Accounts) and Senior Scale Assistant Stenographers in the pay scales of 9, 200 with eight years Rs. 5,800--- regular service in the - cadre. The Senior Scale Stenographers should have at least worked for a period of two years as Senior Assistant. By deputation officials of Central From the Government/ State Government/ Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The- period of deputation including the period of deputation in another ex—cadre held post immediately preceding this appoint— in the same or some other ment organisation/ department shall ordinarily not exceed three years) 1. 2

3. Yes, Group I Ct Director Public (Colleges) Director Public (Schools) Assistant Legal D.P.C., for promotion : Instruction Instruction Chairman Member Remembrancer Member

14. Circumstances in which U.P.S.C. is to be consulted in making recruitment. 3 Not Applicable
ANNEXURE-I RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT/ACCOUNTANTS IN EDUCATION DEPARTMENT (SUB-OFFICE CADRE), CHANDIGARH 1. 2. 3, 4. 5. 6. 7. 8. 9. 10. 11

12. Name of post No. of Posts Classification of -post Scale of pay Whether selection post or non—selection post Whether benefit of added years of service admissible under rule 30 of the CCS(Pension Rules), 1972 Age for direct recruitment Educational and other qualifications required for. 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. Senior Assistant/ Accountant 47 posts Subject to variation dependent upon the work load General Central Services Group ICI Non-Gazetted Ministerial Rs. 5,800-200-7 Selection—cum-Seniority Not applicable Not applicable Not applicable Not applicable One year By promotion deputation. From amongst failing which the Clerks / Junior Assistants / Junior Scale Stenographers/ Steno—typists having five years regular service in the cadre taken together as Clerk, Junior Assistant, Junior Scale Stenographer and Steno— typist. By deputation . From the officials of the Central Government/State Government/ Union Territories Administrations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre held immediately post preceding this department in the same or some other organisation/department shall not ordinarily exceed three years) . Yes, Group ICI D.P.C. for promotion : 13. 2. 14. 1. 2. 3. 4. 5. 6

7. If a Departmental Promotion Committee exists what is its composition Circumstances in which U.P.S.C. is to be consulted in making recruitment

3. Director Public Instruction (Colleges) Director Public Instruction (School) Asstt. Legal Remembrancer Not applicable — Chairman — Member -- Member RECRUITMENT RULES FOR THE POST OF SENIOR SCALE STENOGRAPHER (SUB-OFFICE CADRE), EDUCATION DEPARTMENT, CHANDIGARH Name of post No. of posts Classification of post Scale of pay Whether selection post or non—selection post Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules) , 19 7 2 Age for direct recruitment (i) (ii) Senior Scale Stenographer One Subject to variation dependent on the work load. General Central Services Group ICI Non-Gazetted, Ministerial. Rs. 5,800-200-7 , 200 Selection—cum—seniority in case of promotees . Selection by merit in case of direct recruitment. Not applicable 18 years and 30 years Between (Relaxable Departmental for the candidates upto 35 years for appoint— ment by direct recruitment and upto 5 years for other Government servants in accordance with the instructions of the Government of India) . 8. 9. 10. 11

12. Educational and other qualifications required for 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.(i) (ii) (iii) 5 Bachelor S University 5 years line in a Degree from a recognised or its equivalent. experience in Stenography reputed concern or public sector/ private in the sector or Government Department. Speed of 120 words per minute •in Stenography (English) and speed of 30 words per minute in transcribing the same. Not applicable. Two years for direct recruit and one year for promotee. failing which by By promotion, deputation and failing which by direct recruitment. By Promotion : Scale From Junior the amongst Stenographers in the pay scale of Rs. with 5 years regular service as such in the cadre , and possessing speed of 120 Stenography words p in (English) and 30 words per minute in transcribing the same. If no post of Junior Scale Stenographer exists in the department, from amongst the Steno— Typists having ten years regular service as such in a cadre and possessing speed of 120 words per minute in Stenography (English) and 30 words per minute in transcribing the same. By deputation . From the officials of the Central Government/ State Government/ Union holding Territories Administrations analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another immediately ex-cadre held post preceding this

department in the same or some other organisation/ department shall not ordinarily exceed three years.) 6
Yes, Group 'C' D.P.C. for Promotion/ 13. 1. 14, 8

9. If a Departmental Promotion Committee exists what is its composition Circumstances in which U.P.S.C. is to be consulted in making recruitment 2

3. Selection .Director Public Instruction (Colleges) Director Public Instruction (School) Asstt. Legal Remembrancer Not applicable. • Chairman • Member Member ANNEXURE-I RECRUITMENT RULES FOR THE POST OF STENO-TYPIST IN (SUB-OFFICES CADRE)), EDUCATION DEPARTMENT, U.T., CHANDIGARH 2. 3. 4. 5. 6. 7

10. Name of post No. of posts Classification of post Scale of pay Whether selection post or non-selection post Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972, Age for direct recruitment Educational and other qualifications required for direct recruitment Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Period of probation, if any Steno-typist 10 Subject to variation dependent on the work load • General Central Service Group ICI Non-Gazetted, Ministerial. Rs. 4,400-150-5, 000-160-5, 800-200-6, Selection by merit. Not applicable. 18 years and 25 years Between (Relaxable for departmental candidates up to 35 years for appointment and up to 5 years for other Government accordance with the instructions of the Government of India) Matriculation 2nd division or 10+2 or its equivalent with a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same. . Knowledge in operation/ use Desirable of Computer. Not applicable. Two years, 11. 12. 13. 14. 1. 2. 3. 4. 5. 6. 7. 8. 1. 2. 3

9. Method of recruitment whether by direct recruitment or by promotion or by deputation transfer and percentage of 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 U.P.S.C. is to be consulted in making recruitment RECRUITMENT RULES FOR Name of Post No. of Posts Classification of post Scale of pay 7 Direct recruitment. Not applicable. Group 'C' D.P.C. for confirmation : Director Public Instruction (Colleges) Director Public Instruction (School) Asstt. Legal Remembrancer Not applicable. • Chairman • Member • Member ANNEXURE-I THE POST OF ADMINISTRATIVE OFFICER (SUB-OFFICES CADRE), EDUCATION DEPARTMENT, CHANDIGARH Whether selection post or non-selection post Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules), 1972 Age for direct recruitment Educational and other qualifications required for direct recruitment Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees Administrative Officer 1 post Subject to variation dependent upon the work load. General Central Services Group 'C' Non-Gazetted, Ministerial. Rs. 10,980 Selection-cum-seniority . Not applicable. Not applicable. Not applicable. Not applicable. 10. 11. 12. 1. 3. 1. 2. 3

4. 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 recruitment 8 One year By promotion, deputation By promotion, failing which by From amongst the Supdt. Grade-II having 5 years regular service as such in the cadre By deputation From the Central Government/ State Government/ Union Territory analogous holding Administrations posts on regular basis and carrying the same or Identical scale of pay (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department shall not exceed three years) Yes, Group 'C' DPC for promotion 13

14. Director Public (Colleges) (School) Assistant Legal Instruction —Chairman —Member Remembrancer —Member Not applicable. ANNEXURE-I RECRUITMENT RULES FOR THE POST OF CIRCLE AUDITOR IN THE SUB-OFFICES CADRE, EDUCATION DEPARTMENT, Name of Post No. of Posts Classification of post Scale of pay CHANDIGARH Circle Auditor (Non-SAS) 1 post Subject to variation dependent upon the work load General Central Service Group 'C' Non-Gazetted. Ministerial

Rs. 9 5. 6. 7. 8. 9. 11. 2. 1. 2. 3, Whether selection post or non- post Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules). 1972 Age for direct recruitment Educational and other qualifications required for 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 recruitment . Not applicable Not applicable Not applicable Not applicable One year By promotion, deputation By Promotion falling which by From amongst the Senior Assistant/ Accountants having 8 years regular service as such in the cadre By deputation From the officials of Central Government/ State Government/ Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this department In the same or some other organisation/ department shall ordinarily exceed three years) Yes, Group 'C' DPC for promotion : Director Public (Colleges) Director Public (School) Assistant Legal Instruction - -Chairman Instruction —Member Remembrancer --Member Not applicable.

10 ANNEXURE-I RECRUITMENT RULES FOR THE POST OF CLERK CADRE, EDUCATION DEPARTMENT, U.T., IN THE SUB-OFFICES CHANDIGARH 1. 2. 3. 4. 5. 6. 7. 8. IO

12. Name of post No. of posts Classification of post Scale of pay Whether selection post or non-selection post Whether benefit of added years of service admissible under rule 30 of the CCS (Pension Rules), 1972. Age for direct recruitment Educational and other qualifications required for 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 Clerk 76 posts Subject to variation dependent on work—load General Central Services Group Non-Gazetted, Ministerial. Rs. 4, 260-140-4, 400-150-5, 000-160-5, 160 Selection by merit Not applicable between 18 years and 25 years (Relaxable for departmental candidates upto 35 years for appointment by direct recruitment and upto 5 years for other Government servants in accordance with the instructions of the Government of India) Matriculation 2nd Division or 10+2 or its equivalent with a speed of 30 words per minute in English type- writing and has not crossed the age 11 of 45 years at the time of appointment as Clerk. In case of non-filling of this percentage of vacancies in a year the same will not be carry forwarded to the next year Group 'C' DPC for confirmation : 13, 1. 2. 14. U.T., Chd If a Departmental Promotion Committee exists what is its composition Circumstances in which UPSC 3. Director, Public (Colleges) Director, Public (Schools) Assistant Legal Instruction —Chairman Instruction —Member Remembrancer —Member Not applicable. is to be consulted recruitment in making 1638/CCUT-- Govt. Presg ,