

CHANDIGARH EDUCATION DEPARTMENT, DIRECTORATE OF HIGHER EDUCATION
(GROUP 'C') RECRUITMENT RULES, 2013.

ECHANDIGARH ADMINISTRATION ON THE INTERNET <http://chandigarh.nic.in/> Regd. No. CHD/0131/2012—2014 Price : Rs. 3.00 GOVERNMENT OF INDIA Chandigarh Administration (5aztttt EXTRAORDINARY Published by Authority CHANDIGARH, THURSDAY MAY 23, 2013 (JYAISTHA 2, 1935 SAKA) EDUCATION DEPARTMENT Notification The 4th May, 2012 No. DHE-UT-Ad.I-10(6)2013.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following rules, regulating the method of recruitment to the Group-'C' post (Ministerial/Non- Ministerial Staff) in the Office of Director Higher Education, Chandigarh Administration namely — (i) Short title and Commencement.— These rules may be called the Chandigarh Education Department, Directorate of Higher Education (Group 'C') Recruitment Rules, 2013. (ii) They shall come into force on the date of their publication in the Official Gazette

2. Application.—These rules shall apply to the posts specified in columns No. 1 of the Schedule annexed to these rules

3. Number of posts, classification and scale of pay.—The number of posts, their classification and the scales of pay shall be as specified in columns 2 to 4 of the said Schedule

4. Method of recruitment, age limit and qualification, etc.—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in Columns 5 to 13 of the said Schedule. (991) 992 5

6. CHI).ADMN GAZ. (EXTRA.), MAY 23, 2013 (JYST 2, 1935 SAKA) 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 person, shall be eligible for the appointment to the said posts Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and other party to the marriage and there are other grounds for so doing exempt, any person from the operation of this rule. Power to relax.—Where the Administrator, Union Territory of Chandigarh 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 the provisions of these rules in respect of any class or category of persons

7. Savings.—Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard. V. K. SINGH, I.A.S., Secretary Education, Chandigarh Administration. SCHEDULE Name of post 1 No. of posts 2 Classifi- cation 3 General Central Civil Services (Group'C') (Ministe- rial) Scale of pay 4 Rs. 10,300- 34,800+ Grade Pay Rs. 3,600 Whether Selection post or Non- Selection post 5 Non- Selection Age limit for Direct Recruits 6 Not applicable Educational and other qualifications required for Direct Recruits 7 Not applicable Whether age and educa- tional qualifications prescribed for direct recruits will apply in the case of promotees 8 Not applicable Period of probation, any 9 if Method of recruitment whether by direct recruit- ment or by promotion or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods 10 By promo- tion failing which by deputation In case of Recruitment by Promotion/ Deputation/ Transfer is to be made 11 By Pro- motion From amongst the Steno- typists having five years regular service in the cadre after appoint- ment thereto and possess- ing a speed of 100 words per minute in Stenography (English) and 20 words per minute in transcribing the same on computer. By Deputa- tion : From amongst the officials of Punjab/ Haryana State govts/Union Territory, Chandigarh If a Depart- mental Promotion Committee exists what is its com- position 12 Yes, Group 'C' D.P.C. for promotion

1. Director, Higher Education,—Chairperson 2. Director, Public Instruction(s)— Member 3. Joint Secretary Personnel,— Member Circum- stances in which UPSC is to be consulted in making recruitment 13 Not applicable Junior 1 (One) Scale Subject to Steno- variation grapher dependent on work load. One

year Z t-rl to Name of post 1 Steno- typist No. of 2 2 (Two) S ubject to variation dependent on work- load. Classifi- cation 3 General Central Civil Services (Group'C') Scale of pay 4 Rs. 10,300- 34,800+ Grade Pay Rs. 3,200 Whether Selection post or Non- Selection post 5 Not applicable Age limit for Direct Recruits 6 Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time) Educational and other qualification required for Direct Recruits 7 Bachelor's Degree and Proficiency in Operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same on computer. Whether age and educa- tional qualifications prescribed for direct recruits will apply in the case of promotees 8 Not applicable period of probation, if any Two Method of recruitment whether by direct recruit- ment or by In case of recruitment by Promotion/ Deputation/ Transfer is to promotion or by be made If a Depart- mental Promotion Committee exists, what is its com- position 12 9 years Deputation/ Transfer and percentage of the vacancies to be filled by various methods 10 Direct recruitment 11 holding analogous post having two years regular service in the cadre. The deputation period should not exceed 3 years. Not Not applicable applicable Circum- stances in which UPSC is to be consulted in making recruitment 13 Not applicable Clerk Staff Car Driver 22 (Twenty Two) Subject to variation dependent on work- load. 4 (Four) Subject to Variation dependent on work- load. General Central Civil Services (Group' C') (Ministe- rial) General Central Civil Services (Group'C') Non- Ministerial Rs. 10,300- 34,800+ Grade Pay Rs. 3,200 Rs. 5,910- 20,200+ Grade Pay Rs. 2,400 Selection Not applicable Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time) Between 20 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time) Bachelor's Degree and Not appli- cable typing speed of 35 words per minute in English The typing tests shall be conducted only on Computer. Proficiency in operation of computer (Word Processing and Spread Sheets) (i) Matriculate Not applicable from a recognized Board/Institution (ii) Driving Licence of Transport Vehicles (iii) One year's experience of driving a Transport Vehicle (i) Two years in case of direct recruits (ii) One year in case of promotees Two years (i) 85% By Direct recruitment (ii) 15% By promotion from Group- D employ- Direct recruitment By Pro- motion : From amongst the Group O' employees having five years regular service in the cadre and possessing matriculation qualification 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 'D' Not applicable Yes Group 'C' D.P.C. (for promotion : 1. Director Higher Education— Chairperson 2. Director, Public Instruction(s)— Member 3. Joint Secretary Personnel,— Member Not applicable Not applicable Not applicable Name of post 1 Restorer No. of posts 2 1 (One) Subject to Variation dependent on work- load. Classifi- cation 3 General Central Civil Services (Group'C') (Ministe- rial) Scale of pay 4 Rs. 5,910- 20,200+ Grade Pay Rs. 2,400 Whether Selection post or Non- Selection post 5 Non- Selection Age limit for Direct Recruits 6 Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time) Educational and other qualification required for Direct Recruits 7 Matriculate of a recognized University/ Board or its equivalent Whether age and educa- tionai qualifications prescribed for direct recruits will apply in the case of promotees 8 Not appli- cable period of probation, 9 if Method of recruitment whether by Direct recruit- ment or by promotion or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods 10 By Promotion failing which by direct recruitment failing which by deputa- tion In case of Recruitment by Promotion/ Deputation/ Transfer is to be made 11 By Pro- motion : From amonst the Peons having qualification of matricula- tion from recognized University/ Board and three years regular service as such in the cadre By deputa- tion : From amongst the Restorers serving in other departments of the Chandigarh Administra- tion having two years regular service and who possess the educational qualifications as laid down in Col. 8 If a Depart- mental Promotion Committee exists, what is its com- position 12 D.P.C. for promotion : 1. Director Higher Education,— Circum- stances in which UPSC is to be consulted in making recruitment 13 (i) One year in case of promotion (ii) Two years in case of direct recruits Yes Group 'C' Not applicable Chairperson 2. Director, Public Instruction(s)— Member 3. Joint Secretary Personnel,— Member