

Chandigarh Administration
Personnel Department

NOTIFICATION

The 29/5/, 2015

No. 32/1/12/90-IH(7)/ 10 896 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 bearing No. S.O. No. 3267 dated 01.11.1966, the Administrator, Union Territory, Chandigarh hereby amalgamate the cadre of Clerk as well as Steno-Typist and makes the following rules for regulating the method of recruitment to the Group 'C' posts (Ministerial) in the Chandigarh Administration namely:

1. **Short title and commencement:** (1) These rules may be called the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015.

(2) 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 column No.1 of the Schedule annexed to these rules.
3. **Number of posts, Classification & scale of pay:** - The number of posts, their classification and the scales of pay attached thereto shall be as specified in Columns (2) to (4) of the said schedule annexed to these rules.
4. **Method of Recruitment, age limit and other qualifications:** - The method of Recruitment, Age limit. Qualification and other matters connected thereto shall be as specified in Column no (5) to (13) of the said schedule
5. **Disqualifications:** - 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 appointment to the said post.
Provided that the Administrator, Union Territory, Chandigarh may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.
6. **Powers to Relax:-** Where the Administrator, Union Territory, 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 affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
8. **Repeal:** The Recruitment Rules for the post of Clerk & Steno-Typist (Group 'C') notified by the various departments of the Chandigarh Administration are hereby repealed.

Note: The Special Secretary Personnel/Additional Secretary Personnel, Chandigarh Administration shall be the Appointing/Cadre Controlling/Transferring Authority.

Administrator,
Union Territory, Chandigarh.
By order and in the name of the Administrator


(Dr. S.B. Deepak Kumar)
Special Secretary Personnel

Endst. No. 32/1/12/90-IH(7)-2015/ 10897

Dated: 29/5/15

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.

Amrita Bawa
Superintendent Personnel,
for Secretary Personnel,
Chandigarh Administration.

Endst. No. 32/1/12/90-IH(7)-2015/ 10898

Dated: 29/5/15

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A copy with a copy of Chandigarh Administration Group 'C' (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.

Amrita Bawa
Superintendent Personnel,
for Secretary Personnel,
Chandigarh Administration.

Endst. No. 32/1/12/90-IH(7)-2015/ 10899

Dated: 29/5/15

A copy with a copy of Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Rules, 2015 is forwarded to all the Administrative Branches for information and necessary action..

Amrita Bawa
Superintendent Personnel,
for Secretary Personnel,
Chandigarh Administration.

Endst. No. 32/1/12/90-IH(7)-2015/ 10900

Dated: 29/5/15

A copy with a copy of Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Rules, 2015 is forwarded to the:-

1. Principal Secretary to the Governor of Punjab and Administrator, Union Territory, Chandigarh.
2. Private Secretary to the Adviser to the Administrator, Union Territory, Chandigarh.

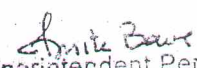
for information of the Administrator/Adviser to the Administrator, Union Territory, Chandigarh.

Amrita Bawa
Superintendent Personnel,
for Secretary Personnel,
Chandigarh Administration.

Schedule

Recruitment Rules for the post of Clerk

1.	Name of Post	Clerk
2.	No. of posts	239* *Subject to variation
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	10300-34800 + Grade Pay ₹3200/-
5.	Whether Selection post or Non-Selection post.	Not applicable
6.	Age for direct recruitment	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.)
7.	Educational and other Qualifications required for direct recruitment	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 computer.
8.	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation, if any	Two years
10.	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.	i) 85% By Direct recruitment. ii) 15% By promotion from Group D employees of the concerned department.
11.	In case of recruitment by Promotion/deputation/ Transfer, grades from which Promotion/ deputation/transfer is to be made	<u>By appointment from Group 'D'</u> From amongst the Group 'D' employees of the concerned department having five 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 'D'.
12.	If a Departmental Promotion Committee exists what is its Composition	Group 'C' DPC in case of promotion as per guidelines of the DPC.
13.	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable


 Superintendent Personnel,
 Chandigarh Admn. Secretariat.

Recruitment Rules for the post of Steno-Typist

1.	Name of Post	Steno-typist
2.	No. of posts	26 * *Subject to variation
3.	Classification of post	General Central Civil Services (Group 'C') Ministerial
4.	Scale of Pay	10300-34800 + Grade Pay ₹ 3200/-
5.	Whether Selection post or Non-Selection post.	Not applicable
6.	Age for direct recruitment	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.)
7.	Educational and other Qualifications required for direct recruitment	Bachelor's Degree from a recognized University/Institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes.
8.	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable
9.	Period of probation, if any	Two years
10.	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.	Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ Transfer, grades from which Promotion/ deputation/transfe is to be made	Not applicable
12.	If a Departmental Promotion Committee exists what is its Composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in Making direct recruitment.	Not applicable

Anita Bawa
 Superintendent Personnel,
 Chandigarh Admn. Secretariat.