

CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL  
NOTIFICATION

20 NOV 2019  
239438

The 14<sup>th</sup> November, 2019

No.32/1/12/90-IH(7)/17351 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 No. S.O. 3267, dated 1<sup>st</sup> November, 1966, the Administrator, Union Territory, Chandigarh hereby makes the following rules further to amend the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 namely :-

1. (i) These rules may be called the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) (Second Amendment) Recruitment Rules, 2019.

- (ii) They shall come into force on the date of publication in the official gazette.

2. In the Schedule appended to Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 in respect of the post of Clerk :-

- (a) In Column No.2 against the post Clerk, the number of posts shall be substituted as **593\***
- (b) In Column No.10 against the post of Clerk, the method of recruitment shall be substituted as under:
- i) 85% by direct recruitment
- ii) 15% by promotion by the Department of Personnel, Chandigarh Administration in respect of the posts to be filled up in future from amongst Group 'D' and Group 'C' (whose pay scale is less than that of the post of Clerk), employees working in the offices/ departments of Chandigarh Administration
- (c) In Column No.11 against the post of Clerk, in case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made, shall be substituted as under:

**" By appointment from Group 'C' and 'D'**

From amongst the Group 'D' and Group 'C' (whose pay scale is less than that of the post of Clerk), working in the offices/ departments of Chandigarh Administration having five years regular service in the cadre and possessing 10+2 educational qualification from a recognised Board/ Institution and a speed of 35 words per minutes in English typewriting on computer and has not crossed the age of 45 years on the date of arisen of vacancy of the post of Clerk and has successfully completed the ICT training course as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH(12)/Pers. & Trg./2019/8006 dated 20.5.2019.

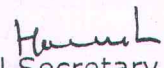


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**NOTE:** The seniority will be determined on the basis of their seniority in the office/department to which they belong and if they belong to different offices/ departments/cadres, the older member shall be senior to the younger."

- (d) In Column No.2 against the post Steno-Typist, the number of posts shall be substituted as **74\***.

Adviser to the Administrator  
Union Territory, Chandigarh.


  
Special Secretary Personnel  
Chandigarh Administration

DP/GMCH-32 ✓

Endst No. 32/1/12/90-IH(7)/17352

Dated: 14/11/2019


A copy is forwarded to all the Administrative Secretaries/  
Heads of Departments for information and necessary action.

  
Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh

Endst No. 32/1/12/90-IH(7)/17353

Dated: 14/11/2019


A copy is forwarded to all the Administrative Branches,  
Chandigarh Administration Secretariat for similar action.

  
Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh

Endst No. 32/1/12/90-IH(7)/17354

Dated: 14/11/2019

A copy is forwarded to the Controller, Printing & Stationery,  
Union Territory, Chandigarh with the request to publish the above said  
notification on the official e-gazette portal.

  
Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh