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Chandigarh Administration
Personnel Department

NOTIFICATION

The 22.02.2019, 2019

No. RR(185)-IH(9)/ 3073 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 makes the following rules, regulating the method of recruitment to Group 'C' posts (Ministerial) in the Chandigarh Administration namely:

1. (i) **Short title and Commencement:-** These rules may be called the Chandigarh Administration, Group 'C' (Junior Scale Stenographer) (Common) Recruitment Rules, 2019.

(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 column 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 scale 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.

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 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.

6. **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 affect 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.

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26 FEB 2019**8. Repeal:**

The Recruitment Rules for the posts of Junior Scale Stenographers notified by the various departments of the Chandigarh Administration are hereby repealed.

Note 1: These rules will be applicable to all the employees whether appointed under Common Cadre or otherwise.

Note 2: These rules will not affect the rights of the employees who were not recruited under Common Cadre and are already working in various departments, regarding their promotion, seniority etc. in their respective cadres/offices.

**Adviser to the Administrator
Union Territory, Chandigarh**

Endst. No. RR(185)-IH(9)/2019/3073-A

Dated: 22.02.2019

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 Extra-Ordinary Gazette and its 150 copies may be sent to this Administration for record.

Superintendent Personnel
For Adviser to the Administrator
Union Territory, Chandigarh

Endst. No. RR(185)-IH(9)-2019/3074

Dated: 22.02.2019

P/GMCH-32
A copy with a copy of Chandigarh Administration, Group 'C' (Junior Scale Stenographer) (Common) Recruitment Rules, 2019 is forwarded to all the Administrative Secretaries/Head of Departments, Chandigarh Administration for information and necessary action.

Superintendent Personnel
For Adviser to the Administrator
Union Territory, Chandigarh

Endst. No. RR(185)-IH(9)-2019/3075

Dated: 22.02.2019

A copy with a copy of Chandigarh Administration, Group 'C' (Junior Scale Stenographer) (Common) Recruitment Rules, 2019 is forwarded to all the Administrative Branches, U.T. Secretariat for information and necessary action.

Superintendent Personnel
For Adviser to the Administrator
Union Territory, Chandigarh

Endst. No. RR(185)-IH(9)-2019/3076

Dated: 22.02.2019

A copy with a copy of Chandigarh Administration, Group 'C' (Junior Scale Stenographer) (Common) Recruitment Rules, 2019 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 the information of Administrator/Adviser to the Administrator, Union Territory, Chandigarh.

Superintendent Personnel
For Adviser to the Administrator
Union Territory, Chandigarh

Schedule in respect of the post of Junior Scale Stenographer

Name of Post	No. of posts	Classification of post	Scale of Pay	Whether Selection post or Non-Selection post	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 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
1	2	3	4	5	6	7	8	9	10	11	12	13
Junior Scale Stenographer	32*	General Central Services (Group 'C')	10300-34800+ Grade Pay Rs.3600/-	i) Selection (in case of promotion). ii) Selection (in case of direct recruitment)	Between 18 years and 37 years (Relaxable for departmental candidates and other Government servants in accordance with the instructions issued by the Chandigarh Administration from time to time.)	Bachelor Degree from a recognized University/ Institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 100 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 4% mistakes.	Not applicable	i) No probation for promotees ii) Three years in case of direct recruits	By promotion failing which by direct recruitment.	<u>By Promotion:</u> From amongst the Steno-typists having two years of regular service in the cadre after appointment thereto and, possessing a speed of 100 words per minute in Stenography (English) and 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 4% mistakes. <u>Required:</u> ICT course is mandatory to the officials as per instructions	<u>Group 'C' DPC (for existing cadre):</u> 1. Head of Department- Chairman 2. Representative of Personnel department- Member 3. Representative of Director Social Welfare- Member 4. Representative of SC category - Member <u>Group 'C' DPC (for Common Cadre):</u> 1. Special Secretary Personnel - Chairman	Not applicable

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