

**No. RR(185)-IH(9)-2019/14714**  
**Chandigarh Administration**  
**Department of Personnel**

Chandigarh, dated the 25/9/2019

To

All the Administrative Secretaries/  
Head of Departments  
(as per list overleaf)  
Union Territory, Chandigarh

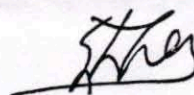
**Subject: - Common Recruitment Rules in respect of the posts of Personal Assistants (Group 'B') and Senior Scale Stenographers (Group 'B') - Gazette Notification thereof**

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Sir/Madam

I am directed to address you on the subject noted above and to enclose herewith a copy of Gazette notification No. RR(185)-IH(9)-2019/14671 dated 24.09.2019 whereby the recruitment rules called the Chandigarh Administration, Group 'B' (Ministerial) (Personal Assistants and Senior Scale Stenographers) Common Recruitment Rules, 2019 for the posts of Personal Assistants and Senior Scale Stenographers in respect of all the departments of Chandigarh Administration have been notified, for strict compliance.

Yours faithfully

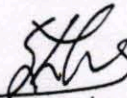


Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh

Endst No. RR(185)-IH(9)-2019/14715

Dated: 25/9/2019

A copy alongwith a copy of its enclosures is forwarded to all the Administrative Branches, Chandigarh Administration Secretariat for similar action.



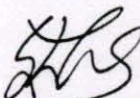
Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh

Endst No. RR(185)-IH(9)-2019/14716

Dated: 25/9/2019

A copy alongwith a copy of its enclosures is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action.

He is requested to upload the above Recruitment Rules on the official website of Chandigarh Administration.



Superintendent Personnel  
for Adviser to the Administrator  
Union Territory, Chandigarh

DLT  
Resub  
Dec (AS)



1. OSD (Vigilance)  
2. Additional Chief Electoral Officer  
3. Director Technical Education  
4. Director IT  
5. Director Science & Tech.  
6. HOD/GCA  
7. Principal/CCA  
8. Director General of Police  
9. Commissioner, Excise & Taxation  
10. Controller, Civil Defence  
11. I.G. Prisons  
12. Director Agriculture  
13. Labour Commissioner  
14. Zila Sainik Welfare Officer  
15. Director Agriculture Census  
16. Director Sports  
17. Deputy Commissioner  
18. Registrar Co-operative Societies  
19. Estate Officer  
20. Additional Director General, NCC  
21. Director School Education  
22. Director Higher Education  
23. Director Treasury  
24. Treasury Officer  
25. Secretary Establishment, UT  
Secretariat, Chandigarh  
26. Director Animal Husbandry &  
Fisheries  
27. Special Secretary Finance  
28. Special Secretary Personnel  
29. Chief Engineer  
30. Chief Architect  
31. Director Principal GMCH

33. Director Health Services  
34. Controller Printing & Stationery  
35. Director Public Relations  
36. Director Cultural Affairs  
37. Director Hospitality  
38. Director Museum & Art Gallery  
39. Senior Town Planner  
40. Legal Remembrancer  
41. Divisional Manager, CTU  
42. Director Industries  
43. Chief Conservator of Forests  
44. Director Environment  
45. Regional Employment Officer  
46. Director Social Welfare  
47. Director Tourism  
48. Secretary State Transport Authority  
49. Director Food & Supplies  
50. Principal/CCET (Diploma Wing)  
51. Principal/ CCET (Degree Wing)  
52. Economic & Statistical Organisation  
53. Planning & Evaluation Organisation  
54. Assistant Controller (F&A) Rents  
55. All Administrative Branches, U.T.,  
Secretariat, Chandigarh



[Extract from the Chd. Admn. Gaz. (Extra.), dated the 24th September, 2019]

**CHANDIGARH ADMINISTRATION**

**PERSONNEL DEPARTMENT**

**Notification**

The 24th September, 2019



**No. RR(185)-IH(9)-2019/14671.**—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 and in supersession of all the Recruitment Rules for the posts of Personal Assistant and Senior Scale Stenographer, notified by the various departments of the Chandigarh Administration, the Administrator, Union Territory, Chandigarh hereby makes the following rules, regulating the method of recruitment to Group 'B' posts (Ministerial) in the Chandigarh Administration namely :—

1. (i) **Short title and commencement.**—These rules may be called the Chandigarh Administration, Group 'B' (Ministerial) (Personal Assistant and Senior 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 and in consultation with the Union Public Service Commission, 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.

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.

MANOJ PARIDA, I.A.S.,

Adviser to the Administrator,  
Union Territory, Chandigarh.

(Sd.) . . .

(HARISH NAYAR), I.A.S.,

Special Secretary, Personnel,  
Chandigarh Administration.

**SCHEDULE IN RESPECT OF THE POST OF PERSONAL ASSISTANT**

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other qualifications required for Direct Recruits	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/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Personal Assistant	09* (2019) *Subject to variation dependent on workload	General Central Services, Group 'B' Ministerial	₹ 10,300–34,800 <i>plus</i> Grade Pay ₹ 4,800	Selection	Not applicable	Not applicable	Not applicable	Not applicable	By promotion failing which by deputation	<b>Promotion :</b> From amongst the Senior Scale Stenographers in Pay Band-3, ₹ 10,300-34,800 <i>plus</i> Grade Pay of ₹ 4,400 with four years' regular service in the grade; and successfully completed ICT training course of duration of time 126 hours to 200 hours is mandatory to the officers/officials as per instructions issued by the Chandigarh Administration,— <i>vide</i> letter No. 28/69-IH(12)/ Pers. & Trg.-2019/ 8006, dated 20th May, 2019. <i>Note 1.</i> —The common cadre of Steno-typists has been established. Whenever the post of Personal Assistant will be filled up from	<b>Group 'B' Departmental Promotion Committee (for existing cadre) :</b> 1. Concerned Administrative Secretary— <b>Chairman</b> 2. Head of Department concerned— <b>Member</b> 3. Representative of Department of Personnel— <b>Member</b> 4. Representative of Director Social Welfare— <b>Member</b>	Consultation with UPSC necessary while appointing an Officer on deputation.



Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other qualifications required for Direct Recruits	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/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13

the officials recruited as Stenotypist under the Common Cadre Rules, that post of Personal Assistant will be merged in the common cadre.

*Note 2.*—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less. And have successfully completed their probation period for promotion to the next higher grade alongwith their Juniors who have

**Group 'B' Departmental Promotion Committee (for Common Cadre) :**

1. Secretary Personnel—**Chairman**
2. Concerned Secretary or Representative—**Member**
3. Special Secretary, Personnel—**Member**
4. Representative of Director Social Welfare—**Member**



already completed  
such qualifying/  
eligibility service.

**Deputation :**

Officers holding the  
post of Stenographer  
under the Central  
Government / State  
Governments / Union  
Territory Administra-  
tions :

(A) (I) Holding  
analogous posts on  
regular basis in the  
parent cadre/  
department; or

(II) With two years  
regular service in the  
grade rendered after  
appointment thereto  
on a regular basis in  
posts in Pay Band- 2,  
plus Grade Pay of  
₹ 4,600 or equivalent  
in the parent cadre or  
department.

Note 1.—The  
departmental Officers  
in the feeder category  
who are in the direct  
line of promotion will  
not be eligible for  
consideration for  
appointment on  
deputation. Similarly,  
deputationists shall  
not be eligible for  
consideration for  
appointment by  
promotion.



Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other qualifications required for Direct Recruits	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/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13

Note 2.—Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.



**SCHEDULE IN RESPECT OF THE POST OF SENIOR SCALE STENOGRAPHER**

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other Qualifications required for Direct Recruits	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/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Senior Scale Stenographer	32* (2019) Subject to variation dependent on workload	General Central Services, Group 'B' Ministerial	₹ 10,300—34,800 <i>plus</i> Grade Pay of ₹ 4,400	Selection	Not applicable	Not applicable	Not applicable	2 years	By promotion failing which by deputation	<p><b>Promotion :</b></p> <p>(I) From amongst the Junior Scale Stenographers in Pay Band-3, ₹ 10,300—34,800 <i>plus</i> Grade Pay of ₹ 3,600 with three years' regular service in the grade; and having successfully completed ICT training course of duration of time 126 hours to 200 hours as per instructions issued by the Chandigarh Administration,—<i>vide</i> letter No. 28/69-IH(12)/Pers. &amp; Trg.-2019/8006 dated 20th May, 2019.</p> <p>(II) If no post of Junior Scale Stenographer exists in the department then from amongst the Stenotypists in Pay Band-3,</p>	<p><b>Group 'B' Departmental Promotion Committee (for existing cadre) :</b></p> <ol style="list-style-type: none"> <li>1. Concerned Administrative Secretary—<b>Chairman</b></li> <li>2. Head of Department concerned—<b>Member</b></li> <li>3. Representative of Department of Personnel—<b>Member</b></li> <li>4. Representative of Director Social Welfare—<b>Member</b></li> </ol>	Consultation with UPSC not necessary.



Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other Qualifications required for Direct Recruits	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 deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13

₹ 10,300—34,800 *plus* Grade Pay of ₹ 3,200 with five years regular service in the grade; and having successfully completed ICT training course of duration of time 126 hours to 200 hours as per instructions issued by the Chandigarh Administration,—*vide* letter No. 28/69-IH(12)/Pers. & Trg.-2019/8006 dated 20th May, 2019.

**Group 'B' Departmental Promotional Committee (for Common Cadre) :**

1. Secretary (Personnel)—**Chairman**
2. Concerned Secretary or Representative—**Member**

*Note 1:* The common cadre of Steno-typists has been established. Whenever the post of Senior Scale Stenographer will be filled up from the official recruited as Steno-typist under the Common Cadre Rules. The post of Senior Scale Stenographer will be merged in the common cadre.

3. Special Secretary (Personnel)—**Member**
4. Representative of Director Social Welfare—**Member**

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Note 2.—The eligibility list for promotion shall be prepared with reference to the date of completion by the Officers of the prescribed qualifying service in the respective grade/post.

Note 3.—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less. And have successfully completed their probation period for promotion to the next higher grade alongwith their Juniors who have already completed such qualifying/eligibility service.

**Deputation :**

Officers holding the post of Stenographer under the Central



Name of Post	Number of Posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection Post or Non-selection Post	Age limit for Direct Recruits	Educational and other qualifications required for Direct Recruits	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/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its Composition	Circumstances in which UPSC to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13

Government/ State Governments/ Union Territory Administrations

(A) (I) Holding analogous posts on regular basis in the parent cadre/ department, or

(II) With Six years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band- 1, ₹ 5,200—20,200 *plus* Grade Pay of ₹ 2,800 or equivalent in the parent cadre or department.

*Note 1:* The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment



on deputation.  
Similarly,  
deputationists shall  
not be eligible for  
consideration for  
appointment by  
promotion.

*Note 2:* Period of  
deputation including  
the period of  
deputation in another  
ex-cadre post held  
immediately  
preceding this  
appointment in the  
same or some other  
Organization/  
Department of the  
Central Government  
shall ordinarily not to  
exceed three years.  
The maximum age  
limit for appointment  
by deputation shall  
not be exceeding 56  
years as on the  
closing date of  
receipt of applica-  
tions.

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