

**CHANDIGARH ADMINISTRATION**  
**DEPARTMENT OF MEDICAL EDUCATION & RESEARCH**

**Notification**  
The 6th June, 2002

**No. 17173.**—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, New Delhi Notification bearing No. S.O. No. 3257, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh is pleased to make the following rules regulating the method of recruitment to Group 'C' posts (Ministerial) in the Department of Government Medical College and Hospital, Chandigarh :—

**1. Short title and Commencement :**

- (i) These rules may be called the Government Medical College and Hospital, Chandigarh (Group 'C' Ministerial Posts), Recruitment Rules, 2002.
- (ii) They shall come into force on the date of their publication in the official Gazette.

**2. Application :**

These rules shall apply to recruitment to the post(s) specified in column I of the Schedule annexed to these rules.

**3. Number of post, classification and scale of pay :**

The number of said posts, its classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the Schedule annexed to these rules.

**4. Method of Recruitment, Age limit, Qualifications etc. :**

The method of the recruitment to the said posts, the age limit, qualifications and other matters concerned therewith shall be specified in columns 5 to 13 of the said schedule.

**5. Disqualification :**

- (a) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the said post; and
- (b) No women whose marriage is void by reason of her husband having a wife living at the time of such marriage or who has married a person who have a wife at the time of such marriage shall be eligible for appointment to the said post :

Provided that the Administrator, Union Territory, Chandigarh may, if satisfied that there are special grounds for so ordering exempt any person from the operations of this rule.

**6. Power 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 person (s).

**7.** The Rules/Scheme/Executive Instructions already in force in this regard are hereby replaced. Notwithstanding such repeal anything done or any action taken under or purported to have done or taken under or in pursuance of the Rules/Scheme/Executive Instructions so repeated shall be deemed to have been done or taken under or in pursuance of these rules.

R.S. GUJRAL,  
Secretary,  
Medical Education & Research,  
Chandigarh Administration.



**DRAFT RECRUITMENT RULES**  
**GROUP C (NON-GAZETTED MINISTERIAL) (SCHEDULE-I)**  
**INDEX**

Sr. No.	Name of the post	Scale	No. of Post
1.	Superintendent Grade-II	6400-10640	06
2.	Personal Assistant	6400-10640	02
3.	Senior Assistant	5800-9200	36
4.	Senior Scale Stenographer	5800-9200	10
5.	Junior Scale Stenographer	4400-7000	21
6.	Stenotypist	3330-6200	12
7.	Clerk/Storekeeper	3120-5160	97
8.	Store Officer Grade-II	6400-10640	02
9.	Assistant Store Officer	5800-9200	03
10.	Receptionist	3120-5160	02
11.	Driver	3330-6200	14

**GOVERNMENT MEDICAL COLLEGE, CHANDIGARH (Schedule-I)**  
**DRAFT RECRUITMENT RULES**

Name of post	No. of posts	Classification of posts	Scale of pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension)	Age for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment	Period of probation, if any	Method of recruitment whether by direct recruit-	In case of recruitment by promotion/	If a DPC Exists, what is its	Circumstances in which
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**GOVERNMENT MEDICAL COLLEGE, CHANDIGARH (Schedule-I)  
DRAFT RECRUITMENT RULES**

Name of post	No. of posts	Classification of posts	Scale of pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	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 promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/grades from which promotion/deputation/ is to be made	If a DPC Exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1 Superintendent Grade-II	06	General Central civil Services Group C (Non-gazetted, ministerial)	6400-200-7000-220-8100-275-10300-340-10640	Selection-cum-seniority	N.A.	N.A.	N.A.	N.A.	1 year	100% by promotion failing which by deputation	From amongst Senior Assistant having 8 years regular service in the cadre By deputation from official of Central Govt./State Govt./ Union Territory Administration holding analogous posts for three years in parent department on regular basis and carrying the same or identical scale of pay (The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed three years.)	Yes DPC for promotion : 1. Director Principal ; Chairman 2. Medical Supdt., Member 3. J.D.A: Member 4. Representative of SC/ST/OBC to be nominated by the Director Principal: Member	N.A.
2 Personal Assistant	02	General Central civil Services Group C	6400-200-7000-220-8100-275-10300-340-10640	Selection-cum-seniority	N.A.	N.A.	N.A.	N.A.	1 year	100% by promotion failing which by deputation	From amongst Senior Scale Stenographers having 5 years service in the grade 2	Yes DPC for promotion : 1. Director Principal: Chairman 2. Medical Supdt. : Member	N.A.



Name of post	No. of posts	Classification of posts	Scale of pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972	Age for direct recruitment	Educational and other qualification required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/grades from which promotion/deputation/ is to be made	If a DPC Exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14

		Non-gazetted, ministerial)									on regular basis. By deputation from the officials of Central Govt./ State Govt./ Union Territory Administration holding analogous posts for three years in parent department on regular basis and carrying the same or identical scale of pay (The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed three years.)	4. Representative of SC/ST/OBC to be nominated by the Director Principal ; Member	
3 Senior Assistant	36*	General Central Civil Services Group C (Non-gazetted, ministerial)	5800-200-7000-220-8100-275-9200	Selection-cum-seniority	N.A.	N.A.	N.A.	N.A.	1 year	100% by promotion failing which by deputation	From amongst Clerks/Junior Assistants having 5 years regular service in the cadre taken together. By deputation from the officials of Central Govt./ State Govt./ Union Territory Admini-	Yes, DPC for promotion : 1. Direct Principal : Chairman 2. Medical Supdt. : Member 3. Joint Director (Admn.) : Member 4. Representative of SC/ST/OBC to be nominated by the	N.A.

station holding analogous posts for three years in parent department on regular basis

Direct Principal : Member



1	2	3	4	5	6	7	8	9	10	11	12	13	14
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5 Junior  
Scale  
Steno-  
grapher

21\*

General  
Central  
Civil  
Services  
Group C  
(Non-  
gazetted,  
ministerial)

4400-150-  
5000-160-  
5800-200-  
7000

(i) Selection-  
cum-seniority in  
case of promot-  
ion;  
(ii) Selection by  
merit for direct  
recruitment.

N.A.

Between 18  
years and  
25 years  
(Relaxable for  
the department  
candidates upto  
35 years for  
appointment by  
direct recruit-  
ment and upto  
5 years for  
other govt.  
servants in  
accordance  
with the  
instructions  
of the Govt.  
of India).

Matric 2nd  
Division or 10+2  
or its equivalent  
with speed of  
100 words per  
minute in steno-  
graphy (English)  
and speed of 20  
words per minute  
in transcribing  
the same.

N.A.

(i) 1 year  
in case of  
promotion;  
(ii) 2 years  
in case of  
direct  
recruitees

By promotion  
failing which  
by direct  
recruitment  
failing which  
by deputation

From amongst  
Stenotypists  
with 5 years  
regular service  
in the cadre and  
possessing  
speed of 100  
w.p.m. in steno-  
graphy (English)  
and 20 w.p.m.  
in transcribing  
the same.  
By deputation from  
the officials of  
Central Govt./  
State Govt./Union  
Territory Admini-  
stration holding  
analogous posts  
for three years in  
parent department  
on regular basis &  
carrying the same  
or identical scale  
of pay (The period  
of deputation in  
another ex-cadre  
post held  
immediately  
preceding this  
appointment in the  
same or some  
other organization/  
department shall  
ordinarily not  
exceed three  
years.)

Yes /  
DPC for promotion/  
confirmation  
1. Director Principal;  
Chairman  
2. Medical Supdt.;  
Member  
3. J.D.A. Member  
4. Representative of  
SC/ST/OBC to be  
nominated by the  
Director Principal;  
Member

N.A.



6 Steno- typist	12*	General Central Civil Services Group C (Non- gazetted, ministerial)	3330-110- 3550-120- 4260-140- 4400-150- 5000-160- 5800-200- 6200	Selection by merit	N.A.	Between 18 years and 25 years	(i) Matric 2nd Division or 10+2 or its equivalent ; (ii) English short- hand at the speed of 80 w.p.m. and transcription thereof at the speed of 20 words per minute Desirable : Knowledge of operation/use of computers.	N.A.	2 years	100% direct recruitment	N.A.	Yes, DPC for promotion/ confirmation : 1. Director Principal; Chairman 2. Medical Supdt. Member 3. J.D.A. 4. Representative of SC/ST/OBC to be nominated by the Director Principal ; Member.	N.A.
7 Clerk/ Store - Keeper	97*	General Central Civil Services Group C (Non- gazetted, ministerial)	3120-100- 3220-110- 3660-120- 4260-140- 4400-150- 5000-160- 5160	Selection by merit	N.A.	Between 18 years and 25 years	(i) Matric 2 nd Division or 10+2 or its equivalent from recognized institution; (ii) Typing speed in English at the speed of 30 w.p.m. Desirable : Knowledge of operation/ use of computers	N.A.	2 years	Direct recruitment 90%, By appointment of Group D employees 10%	By appointment from Group 'D' From amongst the Group D against 10% posts having five years regular service in the cadre and possessing matriculation qualification and a speed of 30 w.p.m. in English typewriting and has not crossed the age of 45 years at the time of appointment as Clerk.	Yes, DPC for promotion/ confirmation : 1. Director Principal; Chairman 2. Medical Supdt. ; Member 3. J.D.A. : Member 4. Representative of SC/ST/OBC to be nominated by the Director Principal : Member	N.A.
8 Store Officer Grade II	02*	General Central Civil Services Group C (Non- gazetted, ministerial)	6400-200- 7000-220- 8100-275- 10300-340- 10640	(i) Selection-cum- seniority in case of promotion; (ii) Selection by merit for direct recruitment.	N.A.	Between 18 years and 30 years	Essential : (i) Bachelor's degree from a recognized University/ Institution; (ii) Degree in material management or MBA from a recognized University/ Institution; Desirable : (i) Experience in handling	N.A.	(i) 1 year in case of promotion; (ii) 2 years in case of direct recruits.	By promotion 50% failing which by deputation. By Direct Recruitment 50%	Assistant Store Officer with 8 years service in the grade on regular basis. By deputation from the officials of Central Govt./ State Govt./Union Territory Admini- stration holding analogous posts for three years in parent department on regular basis and carrying the same	Yes, DPC for promotion/ confirmation : 1. Director Principal; Chairman 2. Medical Supdt.; Member 3. J.D.A. : Member 4. Representative of SC/ST/OBC to be nominated by the Director Principal; Member	N.A.



1	2	3	4	5	6	7	8	9	10	11	12	13	14
							stores, preferably Hospital Stores; (ii) Working knowledge of computers.				or identical scale of pay (The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed three years.)		
9 Assistant 03* Store Officer	General Central Civil Services Group C (non- gazetted ministerial)	5800-200- 7000-220- 8100-275- 9200	Selection-cum- Seniority	N.A.	Between 18 years and 30 years	Essential : (i) Bachelor's degree from a recognized University/ Institution; (ii) Diploma in Materials Management from a recognized University/ Institution. Desirable: (i) Experience in handling stores; preferably Hospital Stores; (ii) Working knowledge of computers.	N.A.	2 years in case of direct recruits	100% by direct recruitment falling which by deputation	By deputation from the officials of Central Govt./ State Govt./Union Territory Admini- stration holding analogous posts for three years in parent department on regular basis & carrying the same or identical scale of pay (The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed three years.)	Yes, DPC for promotion/ confirmation: 1. Director Principal; Chairman 2. Medical Supdt. : Member 3. J.D.A.: Member, 4. Representative of SC/ST/OBC to be nominated by the Director Principal; Member	N.A.	
10 Receptionist 02	General Central Service Group C (non- gazetted, non- ministerial)	3120-100- 3220-110- 3660-120- 4260-140- 4400-150- 5000-160- 5160	Selection by Merit	N.A.	18-25 years	(i) 10+2 from a recognised Board/ Institution; (ii) Diploma in journalism/public relations/front office Desirable : (i) Experience in public relations; (ii) Experience of working on computers	N.A.	2 years	100% direct	N.A.	1. Director Principal; N.A. Chairman 2. Medical Supdt. : Member 3. J.D.A.: Member 4. Concerned HOD 5. Representative of SC/ST/OBC to be nominated by the Director Principal; Member		



11 Driver 14

General 3330-110-  
Central 3660-120-  
Service 4260-140-  
Group C 4400-150-  
(non- 5000-160  
gazetted 5800-200-  
non- 6200  
ministerial)

Selection  
by Merit

N.A.

25-35 years

Matric pass from  
recognised School/  
Board/University.  
Should hold valid  
driving licence to  
drive heavy trans-  
port vehicle.  
Atleast 5 years  
experience of  
driving heavy  
motor vehicle and  
has not been  
convicted of any  
offence.  
Desirable:  
Knowledge of  
executing minor  
repairs on motor  
vehicle

N.A.

2 years

100% direct

N.A.

1. Director Principal; N.A.  
Chairman
2. Medical Supdt. ;  
Member
3. J.D.A.; Member
4. Concerned HOD
5. Representative of  
SC/ST/OBC to be  
nominated by the  
Director Principal;  
Member