

# **GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

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## **(ESTABLISHMENT BRANCH-I)**

Endst. No. GMCH/1EA2/12(5)91/2021/

29633-35

Dated, Chandigarh, the 16 AUG 2021

A copy of the Recruitment Rules for the post of Data Entry Operator (Group 'C') has framed/ notified in Gazette Notification bearing No. RR(176)-IH(9)-2021/10982 dated 04.08.2021 in supersession of all the recruitment rules for the post of Data Entry Operator notified by the various departments of the Chandigarh Administration as received from the O/o Department of Personnel, Chandigarh is forwarded to the following for information and further necessary action at their end:-

1. The Superintendent (Establishment Branch-III), GMCH-32, Chandigarh.
- ✓ 2. The System Analyst, GMCH-32, Chandigarh Administration with the request to upload the said notification on the website of this Institute.
3. The Librarian, GMCH-32, Chandigarh for their record.
4. Master file.

Joint Director (Admn.),  
Govt. Medical College & Hospital,  
GMCH-32, Chandigarh

PERSONNEL DEPARTMENT  
CHANDIGARH ADMINISTRATION

NOTIFICATION

The 4<sup>th</sup> August, 2021

416502  
09 AUG 2021

OSF-1 7

EA/2

No. RR(176)-IH(9)-2021/10982

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 1<sup>st</sup> November, 1966 and in supersession of all the Recruitment Rules for the posts of Data Entry Operator 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 'C' post (Non-Ministerial) in the Chandigarh Administration namely:-

1. (i) **Short title and Commencement:-** These rules may be called the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021.

(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.

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

✓ Endst. No. RR(176)-IH(9)-2021/ 10983

Dated: 4/8/2021


GMCH  
A copy with a copy of the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021 is forwarded to all the concerned 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(176)-IH(9)-2021/ 10984

Dated: 4/8/2021

A copy with a copy of the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021 is forwarded to the Director Information Technology, U.T., Chandigarh for information and necessary action. It 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.


Endst. No. RR(176)-IH(9)-2021/ 10985

Dated: 4/8/2021

A copy with a copy of the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021 is forwarded to the:

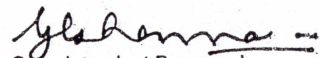
1. Principal Secretary to the Governor of Punjab and Administrator, Union Territory, Chandigarh
2. Private Secretary to the Adviser to the Administrator, Union Territory, Chandigarh

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

  
Superintendent Personnel  
For Adviser to the Administrator  
Union Territory, Chandigarh.

SCHEDULE

Name of post	No. of Posts	Classification	Scale of Pay	Whether Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualification 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 / Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by 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 recruitment.
1	2	3	4	5	6	7	8	9	10	11	12	13
Data Entry Operator	10 (Ten)  Subject to variation dependent on work load	General Central Civil Services (Group 'C') Non-Ministerial	10300-34800 + Grade pay 3200	Selection	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.)	i) Graduation from recognized University or Institution alongwith Diploma in Computer Science/Computer Applications/Information Technology from a recognized University or Institution.  OR A Degree in Computer Science/Computer Applications/Information Technology from a recognized University.  ii) The candidates have to qualify English Typewriting Test at the speed of 35 words per minute on Computer.	Not applicable	Three years	Direct recruitment	Not applicable	Not applicable	Not applicable

  
 Superintendent Personnel  
 Chandigarh Administration Sectt.