

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

RECRUITMENT NOTICE

ON-LINE applications are invited on or before 21.10.2019 by 11:59 P.M from eligible candidates for filling up the posts of Clerks & Steno-Typists (English) in the pay scale of Rs.10300-34800 + 3200 Grade Pay in the Chandigarh Administration under the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 on regular basis as per detail given below :-

(i) (Post Code – CC#01) Clerks – 356 Posts

**(UR – 162, SC – 68, OBC – 92, EWS - 34) (Pay Scale – Rs. 10300-34800 + 3200 Grade Pay)(see note 2)
(ESM – 50*, PWD – 14*)**

(ii) (Post Code – CC#02) STENO-TYPISTS (ENGLISH) – 48 Posts

(UR – 23, SC – 10, OBC – 12, EWS - 3) (Pay Scale – Rs. 10300-34800 + 3200 Grade Pay – Initial Pay Rs. 13500/-)(see note 2)
(ESM – 7*, PWD – 2*)**

*** They will consume the point/quota of the category to which they belong.**

**** The starting pay of Steno-Typist in the pay scale of Rs. 10300-34800 + 3200 Grade Pay shall be fixed by allowing one increment on the initial pay of the revised pay scale of the post on successful completion of three years period of probation and extended period of probation, if any.**

No application shall be entertained to any post in service unless he/she is:

- a) a citizen of India or
- b) a subject of Nepal, or
- c) a subject of Bhutan or
- d) a Tibetan refugee, who has come over to India before the 1st January 1962 with the intention of permanently settling in India or
- e) a person of Indian origin, who has migrated from Pakistan, Burma Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to any category (b), (c) ,(d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/ appointing authority

ABBREVIATIONS

Category: UR – Unreserved, SC – Scheduled Castes, OBC – Other Backward Classes, EWS – Economically Weaker Section, ESM – Ex-Serviceman, PWD – Persons with Benchmark Disabilities.

PERIOD OF PROBATION: -

The period of probation shall be three years as per the Punjab Government's Notification No. G.S.R.56/Const./Art.309/Amd.(18)/2016 dated 05.09.2016 as adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2016/31807 dated 30.11.2016.

NOTE (1): Number of vacancies are subject to variation.

NOTE (2): During the period of probation of 3 years and extended period of probation, if any, the selected candidates will draw emoluments as per Government of Punjab Notification No. 7/204/2012-4FP1/60 dated 15.01.2015 and letter No.7/204/2012-4FP1/66 dated 15.1.2015 duly adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)-2015/14387 dated 10.7.2015 and Government of Punjab letter No. 7/204/2012-4F.P.1/1049 dated 21.12.2015 as adopted by Chandigarh Administration vide letter No. 28/70-IH(7)-2016/1175 dated 18.01.2016 as mentioned below :-

1. The newly recruited employees will be paid Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years period of probation and the extended period of probation, if any. No grade pay, increment or any other allowances except travelling allowance will be payable.
2. After completion of period of probation successfully, the employee will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
3. Period of probation and extended period of probation, if any, will not be countable towards period of service in the time scale.
4. An employee already working under Chandigarh Administration having lien on any post will be entitled to salary of lien post during the period of probation on new post.
5. The employee will be covered under New Defined Contributory Pension Scheme including the period of probation and he/she will be entitled to matching share by the Government/Chandigarh Administration.

EDUCATIONAL AND OTHER QUALIFICATIONS:

CLERKS

1. Bachelor Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 words per minute in English Typewriting on Computer.
2. Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.

STENO-TYPISTS (ENGLISH)

1. Bachelor's Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in Operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and a 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 8% mistakes.
2. Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.

For the Post Code CC# - 01 & CC# - 02 [Clerks & Steno-Typists (English)]

The candidates who have Certificate/Diploma/Bachelor's OR Master's Degree in Computer Science from any recognized Institution/University need not have ICT Skills course certificate.

NOTE: The eligibility for Educational Qualification and Experience in respect of Ex-Servicemen is as under:-

- (i) As per notification of the Government of Punjab bearing No. G.S.R. 11/Const./Arts.309, 234 and 318/82 dated 02.02.1982 and adopted by the Chandigarh Administration vide notification No. 9673-IH(7)-2000/4585 dated 10.03.2000, no Ex-Serviceman shall be eligible for recruitment to the reserved vacancy for Ex-Serviceman unless he possesses the minimum educational qualifications prescribed in the Rules.
- (ii) Provided that for appointment to the post of Clerk and Steno-typists against a reserved vacancy for Ex-Serviceman, and Ex-Serviceman who is matriculate having obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has not less than fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which the essential qualifications prescribed for recruitment by direct appointment in the relevant services rules, if Graduation from a recognized University.

APPLICATION FEE (NON-REFUNDABLE):

General Category/OBC/Dependents
of Ex-Serviceman/EWS : Rs. 1000/-

SC/PWD/Ex-Serviceman : Rs. 500/-

AGE/ AGE RELAXATION

1. FOR POST CODE CC# 01 & CC#-02
- (i) Unreserved/EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2019.
 - (ii) Candidates belonging to Scheduled Caste category should not be below 18 years and above 42 years of age as on 01.01.2019.
 - (iii) Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2019.
 - (iv) Candidates belonging to Persons with Benchmark Disabilities [PwBD] category should not be below 18 years and above 47 years of age as on 01.01.2019.
 - (v) Candidate belonging to Ex-servicemen category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.
 - (vi) Relaxation upto 40 years only for employees of the Chandigarh Administration, however, this relaxation shall not be applicable to the employee of Boards/Corporations etc., being common cadre posts of the Departments of Chandigarh Administration.
 - (vii) For the persons working on direct contract basis against sanctioned posts in the various departments of Chandigarh Administration will be given age relaxation equal to the period rounded to nearby month they worked under Chandigarh Administration, provided the such Contractual employees shall attach experience certificate in the following format:

Mr./Ms. _____, S/o, D/o, W/o _____ R/o
_____ has worked/have been working as _____ from
_____ to _____/since _____ on direct contract basis against
sanctioned post in the _____ (name of office/Department).
He/she was drawing salary as per the rates fixed by the Department of Personnel,
Chandigarh Administration from time to time.

NOTE (1): However, the afore-said relaxation shall not be applicable to the persons, who have worked/have been working in any of the Board/Corporation etc. of the Chandigarh Administration.

NOTE (2): No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by the competent authority at the time of verification of documents.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. Before applying online candidates must have a scanned copy of Signatures and passport size photograph without sunglasses [covering 75% portion of face] having size less than 50 KB each. Extension of Photo must be .jpg
2. The candidates have to apply only 'ONLINE' on web-site from 30.09.2019 (09.00 A.M) upto 21.10.2019 (11:59 P.M) and generate his/her registration number. Once his/her registration number is generated, he/she should get the print of the form. This registration number will be used as identification slip at the time of Written Test and Typing/Stenography Test. Candidates need not send hardcopy of the application/ documents by post or otherwise, because the applications sent by post/in person will not be entertained.
3. Applicants shall be allotted online Registration Number printed on the acknowledgement slip containing the detail (Registration number and Password). Candidates are advised to note their registration number and password immediately after generating by the system and keep it with them confidentially and should not share with anybody. Department of Personnel, U.T., Chandigarh shall not be liable for any breach done by anyone using the registration number and password shared with anybody by the candidates.
4. Thereafter, the candidates shall have to report to the designated banker (State Bank of India), 24 hours after the Registration, alongwith the downloaded Fee Challan for depositing the fee. Application Fee Rs. 1,000/- for General Category/OBC/Dependents of Ex-Servicemen/EWS and Rs. 500/- for Reserved Category i.e. SC/PWD/Ex-Servicemen. Last Date for submission of fee is 25.10.2019 by 4.00 p.m.
5. In case any candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be processed further.
6. Candidates can apply for both the posts of Steno Typist and Clerk, if eligible, by submitting separate application for each post alongwith separate processing fee as indicated in the NOTE under heading "APPLICATION FEE".
7. If by mistake any candidate fills in wrong data, he/she can correct the data till closing date i.e. 21.10.2019 up to 11.59 P.M. by entering his/her registration number and password. Thereafter, no editing can be done because the data will be locked and no change will be allowable/ acceptable.
8. The Registration slip will be generated after filling the online form. Get the printout (2 copies) of the Registration Slip-cum-Fee Challan.
9. For any clarification regarding the online filling of the form, the candidate can call at help-line numbers 0172-2740200, 0172-2740591, on all working days from 9.00 am to 5.00 pm. Candidates may send their queries only through e-mail at the **e-mail ID chdirectt2019@gmail.com**
10. Candidates shall be responsible for any mistake made by them in the online application form, Department of Personnel, U.T., Chandigarh as well as University Institute of Applied Management Sciences (Examination Unit), Chandigarh shall not be responsible or liable in any way.
11. The venue, date and time of Written Test, Typing Test on Computer & Stenography Test will be available on the web-site chdirectt2019.in Candidates are advised to visit the site on regular basis for updates. No separate/ individual intimation through post etc. will be sent.

CRITERIA FOR FILLING UP THE POSTS

CLERKS and STENO-TYPISTS (ENGLISH)

Written Test of all eligible candidates : 200 marks
(Two papers of 100 marks each of 2 hours duration)

Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.

FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON

English (Upto 12 th level)	: 40 marks
General Knowledge	: 40 marks
Computer Proficiency Test	: 20 marks

SECOND PAPER – EVENING SESSION: 02.00 P.M TO 04.00 P.M

Mathematics (upto 10 th level)	: 40 marks
Statistics (upto 10 th level)	: 30 marks
Aptitude (Reasoning Verbal & Non-verbal)	: 30 marks

FOR THE POSTS OF CLERKS ONLY

Please see para 4 of the caption "Selection Procedure"

Typing Test on Computer for 10 minutes @ 35 words per minute : Only Qualifying Test
(No marks/Weightage)

FOR THE POSTS OF STENO-TYPISTS (ENGLISH) ONLY

Stenography Test in English at the speed of 80 words per minute in Stenography and 20 words per minute to transcript the same on computer : Only Qualifying Test
(No marks/Weightage)

- (i) In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.
- (ii) In 10 minutes typing test, 3 minutes & 20 seconds extra time will be given to Persons with Benchmark Disabilities (PWD) candidates.

NOTE:

If the number of candidates exceed fifty thousand, then a preliminary test will be conducted and aspirants equal to 20 times of the vacancies in each category will be shortlisted on the basis of merit for final test. The scheme of examination for the preliminary test will be as English – 20 marks, General Knowledge – 20 marks, Computer Proficiency Test – 20 marks, Mathematics – 20 marks, Statistics – 20 marks and Aptitude – 20 marks. The duration of the test will be two hours and there will be no negative marking.

SELECTION PROCEDURE :

- 1. The question paper & the answer Key of each written test shall be uploaded on the website on the next day of the examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objections will be referred to experts and key will be finalized for preparation of result, which will also be uploaded on the website.**
- 2. No candidate will be considered to have qualified in the written test unless or until he/she obtained at least qualifying 40% marks in each paper i.e. 40 out of 100.**
- 3. Marks obtained by the candidates in written test will be uploaded on the website.**
- 4. Merit list shall be prepared on the basis of marks obtained in the written test and will be uploaded on the website and on the basis of merit, the candidates will be called for Typing Test and Stenography Test for the posts of Clerks and Steno-Typists respectively equal to 10 times of number of vacancies i.e. in the ratio of 1:10 in first batch. If required number of candidates fail to qualify the said tests then next batch of candidates in the ratio of 1:10 of remaining posts will be called for shorthand/typing test on Computer.***
- 6. The candidates scoring higher merit will be considered against the posts in question. A waiting list shall also be maintained. In case, the selected candidate fails to join the post due to any reason within a period of one month (4 months in exceptional circumstances with prior approval of the competent authority), his/her candidature will be cancelled and the candidates in waiting list shall be offered appointment till all the notified vacancies of Clerks and Steno-Typists are filled up.**
- 7. In case two or more candidates secure equal merit, then the candidate older in age will rank higher in the order of merit list at the time of final selection.**
- 8. In case two or more candidates secure equal merit and their date of birth may happen to be the same then the candidate having higher percentage in educational qualification shall rank higher in the order of merit list at the time of final selection.**
- 9. Final Merit list prepared on the basis of marks in written test (of those candidates who qualified type/ stenography test) will be uploaded on the website & on the basis of said merit, candidates will be called for scrutiny of original documents and checking up eligibility conditions.**

GENERAL INSTRUCTIONS :

1. Examination Centres for written test will be notified at the time of downloading of admit card-cum-Roll No. slip. The candidates will report at the Examination Centre one hour before the scheduled time alongwith admit card-cum-Roll No. slip and the same passport size photograph as uploaded in the ON-LINE Application form, so that proper frisking of the candidates could be made.
2. No request for change of examination centre will be entertained.
3. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale.
4. Selection will be made purely on the basis of merit in written test subject to fulfilment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfil the eligibility conditions to the post applied for. No Interview will be conducted.
5. Documents for claiming benefit of reserved categories should be obtained from competent authority not less than Deputy Commissioner/Additional Deputy Commissioner/SDM/ District Sainik Welfare Board/Chief Medical Officer as the case may be.
6. Where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman, who has never been recruited against a reserved vacancy as per rules, subject to the conditions that :-
 - i) He or she possesses the prescribed qualification and is within the prescribed age limits;
 - ii) He or she is not already in service;
 - iii) He or she will be eligible to avail the benefit only once in life.

Eligible dependents of ex-serviceman will be required to submit Lineal Dependent Certificate on prescribed format issued by the concerned Zila Sainik Welfare Officer at the time of document verification.

7. A candidate would be eligible for the benefit of reservation of Other Backward Class (OBC) whose caste is notified in the State list of Other Backward Classes (OBCs) of Union Territory, Chandigarh. In case, the caste is not notified in the State list of OBC of Union Territory, Chandigarh, his/her candidature will be treated as un-reserved.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/
USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his / her candidature or
- (v) obtaining support for his/her candidature by unfair means, or
- (vi) carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:
 - a) to be disqualified from examination for which he/she is a candidate
 - b) to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration
 - c) for termination of service, if he/she has already joined the Chandigarh Administration as per rules.