

**Chandigarh Administration  
Home Department**

**NOTIFICATION**

The \_\_\_\_\_, 2023

No. IH(9)-2023/ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Ministry of Home Affairs Notifications bearing No. S.O. No. 3267 dated 01.11.1966 and G.S.R 230 (E), dated 29.03.2022, the Administrator, Union Territory, Chandigarh is pleased to make the following rules for regulating the method of recruitment of amalgamated Cadre of Group 'C' posts (Clerk & Steno-Typist) (Ministerial) in the Chandigarh Administration namely:

- 1. Short title and commencement:** (1) These rules may be called the Chandigarh Administration Group 'C' (Clerk & Steno-Typist) (Common Cadre) Recruitment Rules, 2023.  
(2) 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 & scale of pay: -**  
The number of posts, their classification and the scales of pay attached thereto shall be as specified in Columns (2) to (4) of the said schedule annexed to these rules.
- 4. Method of Recruitment, age limit and other qualifications: -**  
The method of Recruitment, Age limit. Qualification and other matters connected thereto shall be as specified in Column no (5) to (13) of the said schedule
- 5. Disqualifications: -** 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 appointment to the said post.  
Provided that the Administrator, Union Territory, Chandigarh may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.
- 6. Powers 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 persons.
- 7. Repeal and savings:-** The Recruitment Rules for the post of Clerk and Steno-Typist (Group-C) notified by Department of Personnel, Chandigarh Administration vide notification No.32/1/12/90-IH(7)/10896, dated 29.05.2015 further amended vide notification No.32/1/12/90-IH(7)/540, dated 10.01.2017 and No.32/1/12/90-IH(7)/17351, 14.11.2019 are hereby repealed.  
Provided that such repeal shall not affect anything done or any action taken under the rules so repealed.  
Provided further that nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Note:-**The Special Secretary Personnel / Additional Secretary Personnel, Chandigarh Administration shall be the Appointing / Cadre Controlling / Transferring Authority.

Administrator  
Union Territory, Chandigarh

Name of post	Number of post	Classification	Scale of pay	Whether Selection post or not 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 posts 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 is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Clerk	593* Subject to variation	General Central Civil Services (Group-C) Ministerial	Pay Level -2 (Rs.19,900-63,200)	Non-Selection	Between 18 and 27 years of age (Relaxable for departmental candidates upto 40 years for appointment by direct recruitment and upto 05 years for other Government servants in accordance with the instructions issued by the Central Government)	12th class or equivalent qualification from a recognized Board or University and Proficiency in Operation of Computer (Word Processing and Spread Sheets) a typing speed of 35 w.p.m in English on Computer.	Not applicable	Two years for direct recruitment  'Nil' for promotee.	i) 85% by direct recruitment ii) 15% by promotion by the Department of Personnel Chandigarh Administration from amongst the Group C Staff in the Grade Pay of Rs.1800/- working in the offices / departments of Chandigarh Administration.	<u>By appointment from Group 'C' (whose pay scale is less than that of the post of Clerk)</u>  From amongst the Group C staff in the Grade Pay of Rs.1800/- working in the offices / departments of Chandigarh Administration having three years regular service in the cadre and possessing 10+2 educational qualification from a recognized Board / Institution and a speed of 35 words per minutes in English typewriting on computer and has not crossed the age of 45 years on the date of arisen of vacancy of the post of Clerk and has successfully completed the ICT training course as per instructions issued by the Chandigarh Administration vide letter No.28/69-IH(12)/Pers. & Trg./2019/17927, dated 25.11.2019  NOTE:- The Seniority will be determined on the basis of their seniority in the office / department to which they belong and if they belong to different offices / departments / cadres, the older member shall be senior to the younger.	<u>Group 'C' DPC</u>  i) Special /Additional Secretary Personnel-Chairman ii) Concerned HOD-Member iii) Superintendent Personnel-Member iv) Reprs. of DSW-Member v) Reprs. of SC Category-Member (to be nominated by the SSP/ASP)	Not applicable

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1	2	3	4	5	6	7	8	9	10	11	12	13
Steno- typist	74*  Subject to variation	General Central Civil Services (Group-C) Ministerial	Pay Level -3 (Rs.21,700-69,100)	Non-Selection	Between 18 and 27 years (Relaxable for departmental candidates upto 40 years for appointment by direct recruitment and upto 05 years for other Government servants in accordance with the instructions issued by the Central Government)	i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University. ii) Skill test Norms:- <u>Dictation</u> : 10 minutes @ 80 w.p.m <u>Transcription</u> :- 50 minutes (on computer) in English	Not applicable	Two Years	Direct Recruitment	Not applicable	Not applicable	Not applicable