

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF HIGHER EDUCATION**

**(NODAL DEPARTMENT FOR RECRUITMENT TO THE POSTS OF CLERKS/  
LOWER DIVISION CLERKS/STENO-TYPISTS FOR CHANDIGARH  
ADMINISTRATION)**

**RECRUITMENT NOTICE**

ON-LINE applications through C-DAC, Mohali are invited by 12<sup>th</sup> October, 2015 from eligible candidates for filling up the posts of Clerks & Steno-Typists in the pay scale of **Rs.10300-34800 + 3200 Grade Pay** in the Chandigarh Administration (Common Cadre) and Lower Division Clerks and Steno-Typists in Engineering Department, U.T., Chandigarh in the pay scale of **Rs.6400-20200 + 3400 Grade Pay (Initial pay Steno-Typist Rs.10100/-)** on regular basis as per detail given below :-

**(POST CODE – CC#-01) CLERKS – 253 POSTS (All Departments – Common Cadre) (Pay scale of Rs.10300-34800 + 3200 Grade Pay ) (for initial pay, see Note No.2)**

**Unreserved** : 140 posts  
**Reserved for SC** : 45 posts

**Reserved for OBC** : 68 posts

For Ex-servicemen\* – 24 posts

For Physically Handicapped\* – 8 posts i.e. 03 for VH, 03 HH and 02 OH

**(POST CODE – CC#-02) STENO-TYPISTS – 30 POSTS (All Departments – Common Cadre) (Pay scale of Rs.10300-34800 + 3200 Grade Pay\*\*) (for initial pay, see Note No.2)**

**Unreserved** : 17 posts  
**Reserved for SC** : 05 posts  
**Reserved for OBC** : 08 posts

For Ex-servicemen\* - 3 posts

For Physically Handicapped\* – 01 post (VH)

**(POST CODE - ED##- 03) LOWER DIVISION CLERKS – 42 posts (Engineering Department - Electricity Wing) (i.e. UR - 21, SC - 10 & OBC - 11) (EX-SM-05 & Physically Handicapped (VH) - 01\*) ( Pay Scale of Rs.6400-20200 + 3400 Grade Pay) (for initial pay, see Note No.2)**

**(POST CODE – ED##-04) STENO-TYPISTS– 4 POSTS (Engineering Department – Electricity Wing)**

**(i.e. UR – 2, SC- 01 & OBC - 01)**

**(Pay Scale of Rs.6400-20200 + 3400 Grade Pay\* – (for initial pay, see Note No.2)**

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

**(\*\*The starting pay of Steno-Typists 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 two years probation period and extended probation period, if any).

(# COMMON CADRE)

(## ENGINEERING DEPARTMENT)

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

**NOTE (2) : During probation of 2 years and extended period of probation, if any, the selected candidates will draw emoluments as per Punjab Government vide 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 as mentioned below :-**

1. In direct recruitment, the newly recruited employees will be paid Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post during two years probation period including extended probation period, if so, and grade pay, increment or any other allowances except traveling allowance will not be paid.
2. After completion of probation period successfully, the employee will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
3. Period of probation, and extension in probation period, if any, will not be counted 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 probation period on new post.
5. The employee will be covered under New Defined Contributory Pension Scheme during probation period and he/she will be entitled to matching share by the Government.

### **ESSENTIAL QUALIFICATION**

#### **CLERKS (COMMON CADRE)**

Bachelor Degree from a recognized university/ Institution and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 W.P.M. in English Typing on Computer.

#### **LOWER DIVISION CLERKS (ENGINEERING DEPARTMENT)**

Bachelor Degree and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 W.P.M. in English Typing on Computer (Time allowed – 10 minutes).

#### **STENO-TYPISTS (COMMON CADRE)**

Bachelor's Degree from a recognized university/Institution 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.

### **STENO-TYPISTS (ENGINEERING DEPARTMENT)**

Bachelor's Degree 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.

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

- (i) No person shall be eligible for recruitment to a reserved vacancy unless he possess the minimum educational qualifications and experience if any prescribed by the Govt. for direct appointment to such a vacancy in the concerned Service Rules;

provided that for appointment to the post of Clerk, Lower Division Clerk and Steno-Typist against a reserved vacancy for Ex-Serviceman, an Ex-Serviceman who is matriculate or who has obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has put in no 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, is Graduation of a recognized University.

### **APPLICATION FEE :**

General Category & Dependants  
of Ex-Servicemen : Rs.400/-

SC/OBC/PH/Ex-Servicemen : Rs.200/-

**NOTE :** Candidates applying for Clerks (Common Cadre) may also give an option for consideration against the post of Lower Division Clerk (Engineering Department). Such candidate will be charged single fee for both posts.

Similarly the candidates applying for Steno-Typists (Common Cadre) may also give an option for consideration against the post of Steno-Typist (Engineering Department). Such candidates will also be charged single fee for both posts.

If a candidate wishes to apply for Steno-Typist and Clerk/Lower Division Clerk, he/she will have to pay double the fee [e.g. for General Category Rs.800/- (Rs.400/- for Steno-Typist + Rs.400/- for Clerk/Lower Division Clerk)] .

### **AGE/ AGE RELAXATION**

#### **(1) FOR POST CODE C#-01 & CC#-02**

Between 18 years and 25 years as on 1.1.2015 (Relaxable upto 40 years only for employees of the Chandigarh Administration being Common Cadre) i.e. not for Boards and Corporations, upto 30 years for SC candidates and 28 years for OBC candidates. Upto 35 years

for Physically Handicapped (General Category), 40 years for Physically Handicapped (Scheduled Caste) and 38 years for Physically Handicapped (OBC). In case of Ex-servicemen, an ex-serviceman 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.

**(2) FOR POST CODE ED## - 03 & ED## - 04**

Between 18 years to 25 years (Relaxable for departmental candidates having 3 years service upto 40 years in case of general candidates and 45 years in case of Schedule Castes/Schedule Tribes in accordance with the instructions of the Government of India/Chandigarh Administration).

(Relaxable for Schedule Castes/Scheduled Tribes/Other Backward Classes categories in accordance with the instructions issued by the Union Territory of Chandigarh Administration from time to time).

**(3) FOR CONTRACTUAL EMPLOYEES WORKING IN CHANDIGARH ADMINISTRATION :-**

The Clerks/Lower Division Clerks and Steno-Typists working on contract basis against sanctioned posts in 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 Contractual Clerk/Steno-Typist/LDC attaches experience certificate in the following format :-

“The Clerks/Steno Typists/Lower Division Clerks working on contract basis against sanctioned posts in different Departments of Chandigarh Administration have to furnish a experience certificate issued by their respective Heads of Departments to the effect that they have actually worked as Clerk/Steno-Typist/Lower Division Clerk under their control on contract basis against sanctioned posts at a remuneration fixed by the Chandigarh Administration from \_\_\_\_\_ to \_\_\_\_\_ (\_\_\_\_ years \_\_\_\_ Months \_\_\_\_\_ days) to claim the benefit of age relaxation.”

**NOTE :** 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 document verification.

**PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS**

1. Before applying online candidate must have a scanned copy of passport size photograph without sunglasses covering 75% portion of face. Without photograph candidate cannot apply for the job openings. Size of photograph should be less than 120 KB. The extension of Photo must be .jpg, .gif or .png
2. **The candidate has to apply only 'ONLINE' on web-site <http://recruitment-portal.in> from 12<sup>th</sup> October, 2015 (9.00 AM onwards) to 2<sup>nd</sup> November, 2015 up to 5.00 pm** and generate his/her registration number. Once his/her registration number is generated, he/she should get the print of the form. This allotted registration

number slip will be used as identification slip at the time of Typing/Stenography Test and Written Test. Candidates need not send any application/documents by post.

3. Only On-line registered application forms will be entertained i.e. application sent by post/in person will not be entertained.
4. Applicant will be allotted online Registration Number printed on the acknowledgement slip containing the details (Registration number and Password). Candidates are advised to note their registration number and password immediately after generating by the system and keep it with him/her confidentially and should not share with anybody. Education Department, U.T., Chandigarh/C-DAC Mohali shall not be liable for any breach done by anyone using the registration number and password shared by the candidate.
5. Thereafter the candidate shall have to report to the designated banker (SBOP Bank) alongwith the downloaded Fee Challan for depositing the fee. **Application Fee Rs.400/- for General Category & Dependants of Ex-Servicemen and Rs.200/- for Reserved Category i.e. SC/OBC/PH/Ex-Servicemen. Last Date for submission of fee is 6<sup>th</sup> November, 2015 by 4.00 pm.**
6. In case the candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
7. Candidates can apply for the post of Steno Typist and Clerk/Lower Division Clerk, if eligible, by submitting separate application for each post alongwith separate processing fee as indicated in the NOTE under heading "APPLICATION FEE".
8. **If by mistake the candidate has filled in wrong data, he/she can correct the data till closing date i.e. 2<sup>nd</sup> November, 2015 up to 5.00 pm by entering his/her registration number and password. Henceforth, no editing will be done and thereafter data will be locked and no change will be allowed/ acceptable.**
9. The Registration slip will be generated after filling the online form. Get the printout (2 copies) of the Registration Slip-cum-Fee Challan.
10. For any clarifications regarding the online filling of the form, the candidate can call at C-DAC Mohali help-line numbers 0172-6619054, 6619055, 6619062 on all working days from 9.00 am to 5.00 pm. Candidates may also send their queries through e-mail at the address <http://recruitment-portal.in>
11. Candidate will be responsible for any mistakes made by him/her in the online application form, Education Department, U.T., Chandigarh & C-DAC Mohali shall not be responsible or liable in any way.
12. The venue, date and time of Written Test, Typing Test on Computer & Stenography Test will be available on the web-site <http://recruitment-portal.in>. Candidates are advised to visit the site on regular basis for updates. No separate individual intimation through post will be sent.

### **CRITERIA FOR FILLING UP THE POSTS :**

#### **CLERKS/LOWER DIVISION CLERKS**

1. **Written Test of all eligible candidates = 200 marks  
(Two papers of 100 marks each of 2 hours duration)**

##### **First Paper - (Morning Session)**

English (Upto 12 <sup>th</sup> level)	-- 40 marks
General Knowledge	-- 40 marks
Computer Proficiency Test	-- 20 marks

**Negative marking 0.25 for each wrong answer.**

## **Second paper – (Evening Session)**

Mathematics (upto 10 <sup>th</sup> level)	–40 marks
Statistics - (-do-)	-- 30 marks
Aptitude (Reasoning Verbal & Non-verbal )	--30 marks

2. **Typing Test on Computer @ 35 words per minute** -- **Only Qualifying Test (No marks/ Weightage)**

## **STENO-TYPISTS**

1. **Written Test of all eligible candidates = 200 marks**  
**(Two papers of 100 marks each of 2 hours duration)**

### **First Paper - (Morning Session)**

English (Upto 12 <sup>th</sup> level)	– 40 marks
General Knowledge	-- 40 marks
Computer Proficiency Test	-- 20 marks

**Negative marking 0.25 for each wrong answer.**

### **Second paper – (Evening Session)**

Mathematics (upto 10 <sup>th</sup> level)	–40 marks
Statistics - (-do-)	-- 30 marks
Aptitude (Reasoning Verbal & Non-verbal )	--30 marks

2. **Stenography Test in English at the speed of 80 w.p.m. in Stenography and 20 words per minute to transcript the same on computer** -- **Only Qualifying Test (No marks/ Weightage)**

**Note :** 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.

## **SELECTION PROCEDURE :**

1. After the conduct of written test answer key will be uploaded on website as per schedule for submission of objections by the candidates.
2. No candidate will be considered to have qualified in the written test unless or until he/she obtained atleast 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 prepared on the basis of marks in written test will be uploaded on the website and on the basis of said merit, the candidates will be called for Typing Test and Stenography Test for the posts of Clerks/Lower Division Clerks and Steno-Typists equal to 03 times of number of vacancies i.e. in the ratio of 1:3 in 1<sup>st</sup> batch. If required number of candidates fail to qualify the said tests then next batch of candidates in the ratio of 1:3 of remaining posts will be called for shorthand/typing test on Computer.
5. At the time of appearing in the typing test and stenography, the candidates will have to produce original certificate/degree and also to furnish the self attested copies of the certificates/degree/proof of date of birth/Caste

Certificate/Educational Qualification for verification in support of their application submitted ON-LINE only.

6. The candidates scoring higher merit will be considered against the posts in question. A waiting list equal to 10% of advertised posts 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), his/her candidature will be cancelled and the candidates in waiting list can be offered appointment. The waiting list will be valid for six months only.
7. The candidates opting **ONLY** for the post of Lower Division Clerks (Post Code ED## - 03) in the pay scale of Rs.6400-20200 + 3400 Grade Pay and Steno-Typist (Post Code ED## - 04) in the pay scale of Rs.6400-20200 + 3400 Grade Pay (Initial start Rs.10010/- on successful clearance of probation period) will only be considered for the posts of Lower Division Clerks and Steno-Typists in Engineering Department, U.T., Chandigarh.

### **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 half an hour before the scheduled time alongwith admit card-cum-Roll No. slip and latest photograph.
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 fulfillment 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 fulfill eligibility conditions to the post applied for.
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. Further, wife or the dependent child of the ex-serviceman shall be recruited against the reserved vacancy 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. In case two or more candidates are having same total score in the merit list then a candidate older in age will rank higher in order of merit.

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