

CHANDIGARH ADMINISTRATION  
ENGINEERING DEPARTMENT

NOTIFICATION

The \_\_\_\_\_, 2016

No. 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 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following rules, regulating the method of recruitment to Group 'B' posts in respect of the office of the Chief Engineer, U.T., Chandigarh Administration, Chandigarh namely:-

1. (i) Short title and commencement :- These rules may be called the Ministerial Cadre (Personal Assistant and Senior Scale Stenographer) of the office of Chief Engineer, Union Territory, Chandigarh (Group-B Posts) Recruitment Rules, 2016.
- (ii) They shall come into force on the date of their publication in Chandigarh Administration 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 SCALES OF PAY:-

The number of the posts their classification and the scale of pay shall be 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 is 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, 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, 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 effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes/Scheduled Tribes/Other Backward Classes and Ex-Servicemen and other Special categories of person in accordance with the orders issued by the Chandigarh Administration, from time to time in this regard.

Sarvjit Singh, IAS  
Secretary Engineering,  
Chandigarh Administration.

From

The Chief Engineer,  
Union Territory, Chandigarh.

To

All the concerned officers/officials,  
Working in the O/o Chief Engineer,  
Engineering Department,  
Union Territory, Chandigarh.

Memo No.A-5/2016/ 8641  
Dated Chandigarh the 25.10.2016

**SUBJECT: DRAFT RECRUITMENT RULES OF THE POST OF PERSONAL ASSISTANT AND SENIOR SCALE STENOGRAPHER, IN THE OFFICE OF CHIEF ENGINEER, UT, OF CHANDIGARH.**

The Draft Recruitment Rules of the post of Senior Scale Stenographer and Personal Assistant of this office were earlier uploaded for the information of the stake holders and for inviting their objections if any during the period from 03.08.2016 to 03.09.2016 through DIT, in terms of the guidelines issued by the DOP vide their letter No. RR(90-IH(9)-2016/3955 dated 25.02.2016. However none of the stake holders have raised objections to the proposed criteria. Later on the DRRs of the post of Personal Assistant and Senior Scale Stenographer (Group-B) of the Engineering Department, Union Territory, Chandigarh were discussed in the UPSC duly framed in consultation with the DOP Chd Admn. The observations raised by the Commission has also been agreed by the DOP, Chd. Admn.

All the concerned officials are requested to raise their objections to the proposed criteria if any mentioned in the DRRs of the post of Senior Scale Stenographer and Personal Assistant as published on the official website of the Chandigarh Administration i.e. [www.chandigarh.gov.in](http://www.chandigarh.gov.in) (Public Notice) within thirty days failing which the said DRRs would be notified with the approval of the competent authority.

This issue with the concurrence of the DOP as well as approval of the Chief Engineer, Union Territory, Chandigarh.

DA/as above.

SD/-  
Superintending Engineer,  
For Chief Engineer, UT, Chandigarh.

**DRAFT RECRUITMENT RULES OF GROUP ' B' POSTS OF PERSONAL ASSISTANT IN THE OFFICE OF CHIEF ENGINEER UNION TERRITORY, CHANDIGARH.**

**(1) PERSONAL ASSISTANT**

Name of post.	No of post.	Classification.	Pay Band and Grade Pay or Pay Scale.	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 /absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption 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.
PERSONAL ASSISTANT	*1 (2016) *subject to variation dependent on work load	General Central Civil Service Group ' B' Ministerial	RS. 10300-34800+  GRADE PAY RS.4800/-	N.A.	N.A.	N.A.	N.A.	N.A.	DEPUTATION (ISTC) FAILING WHICH BY PROMOTION (COMPOSITE METHOD)	<u>DEPUTATION (ISTC)</u> FROM AMONGST THE SENIOR SCALE STENOGRAPHER OF THE CENTRAL GOVERNMENT/ STATE GOVERNMENTS/SEMI GOVERNMENT/ UNION TERRITORY OF INDIA/ PUBLIC SECTOR UNDERTAKING/ AUTONOMOUS BODIES/ STATUTORY ORGANIZATIONS.  (A) (I) HOLDING ANALOGOUS POST ON REGULAR BASIS IN THE PARENT CADRE/ DEPARTMENT ;  (II) WITH FIVE YEARS SERVICE IN THE GRADE RENDERED AFTER APPOINTMENT THERETO ON REGULAR BASIS IN POST (SENIOR SCALE STENOGRAPHER IN PB-3 OF RS.10300-34800 WITH GRADE PAY OF RS.4400/- OR EQUIVALENT IN THE PARENT CADRE OR DEPARTMENT;	1.Secretary Engineering (CHAIRMAN)  2. Chief Engineer, UT Chandigarh (MEMBER)  3. Superintending Engineer, Construction Circle-II, Chandigarh. (MEMBER)  4. Representative of DOP,UT,Chd. (MEMBER)	Not applicable.



										<p>PROMOTION WILL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT ON DEPUTATION. SIMILARLY DEPUTATIONISTS SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT BY PROMOTION</p> <p>(PERIOD OF DEPUTATION (ISTC) INCLUDING PERIOD OF DEPUTATION (ISTC) IN ANOTHER EX-CADRE POST HELD IMMEDIATELY PRECEDING THIS</p> <p>APPOINTMENT IN THE SAME OR SOME OTHER ORGANIZATION/ DEPARTMENT OF THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT TO EXCEED 3 YEARS THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION (ISTC) SHALL BE NOT EXCEEDING 56 YEARS AS ON THE CLOSING DATE OF RECEIPT OF APPLICATIONS).</p> <p>NOTE: 2. FOR THE PURPOSE OF APPOINTMENT ON DEPUTATION BASIS, THE SERVICE RENDERED ON A REGULAR BASIS BY AN OFFICER PRIOR TO 01.01.2006 (THE DATE FROM WHICH THE REVISED PAY STRUCTURE BASED ON 5<sup>TH</sup> PUNJAB PAY COMMISSION RECOMMENDATIONS HAS BEEN EXTENDED) SHALL BE DEEMED TO BE SERVICE RENDERED IN THE CORRESPONDING GRADE PAY / PAY SCALE EXTENDED BASED ON THE RECOMMENDATIONS OF THE PAY COMMISSION EXCEPT WHERE THERE HAS BEEN MERGER OF MORE THAN ONE PRE-REVISED SCALE OF PAY INTO ONE GRADE WITH A COMMON GRADE PAY/ PAY SCALE, AND WHERE THIS BENEFIT WILL EXTEND ONLY FOR THE</p>		
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										POST (S) FOR WHICH THAT PAY GRADE PAY/ PAY SCALE IS THE NORMAL REPLACEMENT GRADE WITHOUT ANY UPGRADATION.		
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ANNEXURE – I

DRAFT RECRUITMENT RULES OF GROUP ' B' POSTS OF SENIOR SCALE STENOGRAPHER IN THE OFFICE OF CHIEF ENGINEER UNION TERRITORY, CHANDIGARH.

(2) SENIOR SCALE STENOGRAPHER

Name of post.	No of post.	Classification.	Pay Band and Grade Pay or Pay Scale.	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 /absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption 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.
SENIOR SCALE STENOGRAPHER	*1 (2016) *SUBJECT TO VARIATION DEPENDENT ON WORK LOAD	GENERAL CENTRAL CIVIL SERVICE (GROUP ' B') MINISTERIAL	RS. 10300-34800+  GRADE PAY RS.4400/-	SELECTION	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	Two years	PROMOTION FAILING BY DEPUTATION (ISTC).	<u>BY PROMOTION:</u>  FROM AMONGST THE DEPARTMENTAL STENO-TYPIST IN PB-3 OF RS.10300-34800 WITH A GRADE PAY OF RS.3200 AFTER RENDERING 5/10 YEARS REGULAR SERVICE IN THE CADRE AFTER APPOINTMENT THERETO.  <u>MANDATORY TRAINING:</u>	1.Secretary Engineering (CHAIRMAN)  2. Chief Engineer, UT Chandigarh (MEMBER)  3.Superintending Engineer, Construction Circle-II, Chandigarh. (MEMBER)	Not applicable.

										<p>THE SENIOR SCALE STENOGRAPHER APPOINTED BY PROMOTION SHALL UNDERGO ONE MONTH TRAINING FROM THE REQUISITE INSTITUTE IN THE FIELD OF DUTIES/ RESPONSIBILITIES OF THE PROMOTIONAL POST INCLUDING PRESCRIBED ICT SKILLS.</p> <p><u>BY DEPUTATION (ISTC)</u> FROM AMONGST THE OFFICERS OF THE CENTRAL GOVERNMENT/ STATE GOVERNMENTS/SEMI GOVERNMENT/ UNION TERRITORY OF INDIA/ PUBLIC SECTOR UNDERTAKING/ AUTONOMOUS BODIES/STATUTORY ORGANIZATIONS.</p> <p>(A) (I) HOLDING ANALOGOUS POST ON REGULAR BASIS IN THE PARENT CADRE/ DEPARTMENT ;</p> <p>OR</p> <p>(II) WITH TEN YEARS SERVICE IN THE GRADE RENDERED AFTER</p>	<p>4.Representative of DOP,UT,Chd. (MEMBER)</p>	
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										<p>APPOINTMENT THERETO ON REGULAR BASIS IN POST OF (STENO-TYPIST) IN PB-3 OF RS.10300-34800 WITH GRADE PAY OF RS.3200 OR EQUIVALENT IN THE PARENT CADRE OR DEPARTMENT;</p> <p>(B) POSSESSING THE FOLLOWING EDUCATIONAL QUALIFICATION :</p> <p><u>ESSENTIAL</u> (I) BACHELOR DEGREE IN ANY DISCIPLINE.</p> <p><u>(C) EXPERIENCE :</u> 05 YEARS EXPERIENCE IN THE RELEVANT FIELD.</p> <p>NOTE: 1. THE DEPARTMENTAL OFFICIALS IN THE FEEDER CADRE WHO ARE IN THE DIRECT LINE OF PROMOTION WILL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT ON DEPUTATION. SIMILARLY DEPUTATIONISTS SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT BY PROMOTION</p> <p>(PERIOD OF DEPUTATION</p>		
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										<p>(ISTC) INCLUDING PERIOD OF DEPUTATION (ISTC) IN ANOTHER EX-CADRE POST HELD IMMEDIATELY PRECEDING THIS APPOINTMENT IN THE SAME OR SOME OTHER ORGANIZATION/ DEPARTMENT OF THE CENTRAL GOVERNMENT SHALL ORDINARILY NOT TO EXCEED 3 YEARS THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION (ISTC) SHALL BE NOT EXCEEDING 56 YEARS AS ON THE CLOSING DATE OF RECEIPT OF APPLICATIONS).</p> <p>NOTE: 2. FOR THE PURPOSE OF APPOINTMENT ON DEPUTATION BASIS, THE SERVICE RENDERED ON A REGULAR BASIS BY AN OFFICER PRIOR TO 01.01.2006 (THE DATE FROM WHICH THE REVISED PAY STRUCTURE BASED ON 5TH PUNJAB PAY COMMISSION RECOMMENDATIONS HAS BEEN EXTENDED) SHALL BE DEEMED TO BE SERVICE RENDERED IN THE CORRESPONDING</p>		
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										GRADE PAY / PAY SCALE EXTENDED BASED ON THE RECOMMENDATIONS OF THE PAY COMMISSION EXCEPT WHERE THERE HAS BEEN MERGER OF MORE THAN ONE PRE-REVISED SCALE OF PAY INTO ONE GRADE WITH A COMMON GRADE PAY/ PAY SCALE, AND WHERE THIS BENEFIT WILL EXTEND ONLY FOR THE POST (S) FOR WHICH THAT PAY GRADE PAY/ PAY SCALE IS THE NORMAL REPLACEMENT GRADE WITHOUT ANY UPGRADATION.		
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