

SCHEDULE

NON-GAZETTED MINISTERIAL CADRE (PERSONAL ASSISTANT) IN THE OFFICE OF CHIEF ENGINEER, UNION TERRITORY, CHANDIGARH (GROUP 'B' POSTS) RECRUITMENT RULES, 2017

PERSONAL ASSISTANT

Name of the Post.	No of Post.	Classification.	Pay Band & Grade Pay/Pay Scale	Whether Selection or Non-Selection Post	Age Limit for Direct Recruits	Educational and other Qualification Reqd. for Direct Recruits.	Whether age and EQ 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 & percentage of the vacancies 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.
PERSONAL ASSISTANT	1* (one) (2017) subject to variation dependent on workload	General Central Civil Service Group B Non Gazetted Ministerial	(PB-3 Rs. 10300-34800, Grade pay Rs.4800)	N.A	N.A	Not Applicable	N.A	N.A	By composite method (deputation (Including Short Term Contract) plus promotion).	Deputation (Including Short-Term Contract)/promotion: From amongst the Stenographers of the Central Governments/State Governments/Union Territories/ Semi-Government organizations/ Public Sector Undertakings / autonomous bodies and statutory Organizations/ recognized Universities/Institutes. (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 posts in PB-2 of Rs.9300-34800 with Grade pay	Not Applicable	Consultation with .UPSC is necessary while filling the post by Composite method.

Name of the Post.	No. of Post.	Classification.	Pay Band & Grade Pay/Pay Scale	whether selection or non-selection post	Age Limit for direct recruits.	Educational and other Qualification reqd. for direct recruits.	Whether Age and e.q. 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 & percentage of the vacancies 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 to be consulted in making Recruitment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
										<p>of Rs.4200/- or equivalent in the parent cadre or department.</p> <p>Note: The Departmental Senior Scale Stenographer in Pay Band of Rs. 10,300-34,800 with grade pay of Rs.4,400 with five years regular service shall also be considered along with deputationists. In the event of his selection to the post, it shall be treated as promotion.</p> <p>Mandatory Training: The Departmental Personal Assistant appointed on promotion through composite method shall undergo one month mandatory training from a institute designated by the department, in the field of duties/ responsibilities of the promotional post including prescribed ICT skills.</p> <p>Note 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>		

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
										<p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2; The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>		

(BY ORDER & ON BEHALF OF ADMINISTRATOR,  
UNION TERRITORY, CHANDIGARH)

CHANDIGARH  
THE \_\_\_\_\_, 2017.

SECRETARY ENGINEERING,  
ENGINEERING DEPARTMENT  
CHANDIGARH ADMN., CHANDIGARH.