

Name of the post	No. of posts	Classification of Post	Scale of Pay	Whether selection post or non-selection post	Age for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualification 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/ transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation transfer grades, from which promotion/ deputation / transfer is 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
Assistant District Attorney	*20  Subject to variation dependent on the workload	General Central Civil Services (Group 'B') Non Gazetted Ministerial	Rs. 10300-34800 + Grade Pay Rs. 4800/-	Not applicable	Between 18 years and 37 years (Relaxable for Government servant's upto 5 years in accordance with the instructions or orders issued by the Chandigarh Administration from time to time).  <b>Note:-</b> The crucial date for determining the age limit is 1 <sup>st</sup> day of January of the calendar year.	(i) Degree of Bachelor of Law (Professional)  (ii) Eligible for being enrolled as an Advocate  (iii) Two years experience at the Bar.  Two years experience as Law Officer in the Government or autonomous body or semi-Government.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Age: No EQ: Yes	Two years for direct recruitment.	(i) 75% by direct recruitment  (ii) 25% by promotion	<u>By Promotion</u>  From amongst the Law Officers working under the control of LR-cum-DP, UT., Chandigarh who have degree of Bachelor of Law (Professional) and who are eligible for being enrolled as an advocate under the Advocates Act, 1961 having five years experience in legal matters.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Yes, Group 'B' DPC by promotion:-  1. Law Secretary-Chairman 2. LR-cum-DP, Member 3. Joint Secretary Finance - Member 4. Joint Secretary Home - Member	Not Applicable



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1	2	3	4	5	6	7	8	9	10	11	12	13
Law Officer/ Legal Assistant	*10  Subject to variation dependent on the workload	General Central Civil Services (Group 'B') Ministerial	10300-34800 + Grade Pay Rs. 4200/-	Not applicable	Between 18 years to 37 years (Relaxable for Government servant's upto 5 years in accordance with the instructions or orders issued by the Chandigarh Administration from time to time)  Note:- The crucial date for determining the age limit is 1 <sup>st</sup> day of January of the calendar year.	First class Degree in Law of a recognized University or second class degree in Law with a practice at the Bar for minimum period of one year or experience of working on a legal post in a Govt. or reputed Pvt. Organization for a minimum period of two years.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Not applicable	Two years	100% by direct recruitment	Not Applicable	Not Applicable	Not Applicable



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1	2	3	4	5	6	7	8	9	10	11	12	13
Senior Assistant	01  Subject to variation dependent to work load	General central Services  (Group-B) Ministerial	10300-34800 + Grade Pay Rs. 4400/-	Non-Selection	Not Applicable	Not Applicable	Not Applicable	Two Year s	100% by promotion failing which by deputation	<p><b>By promotion:</b></p> <p>From amongst the Clerks/ Junior Assistants having five years service rendered in the cadre after appointment thereto.</p> <p>ICT Courses of National Institute of Electronics and Information Technology (NIELIT)</p> <p><b>By Deputation:</b></p> <p>From the officials of Punjab/Haryana/Union Territory, Chandigarh holding analogous posts having five years regular service in the cadre. (The period of deputation including the</p>	<p>Yes</p> <p>Group 'B' DPC for promotion:-</p> <ol style="list-style-type: none"> <li>1. Law Secretary</li> <li>- Chairman</li> <li>2. LR -cum-DP, Member</li> <li>3. Joint Secretary Finance - Member</li> <li>4. Joint Secretary Home - Member</li> </ol>	Not Applicable

											period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not ordinarily exceed three years)		
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1	2	3	4	5	6	7	8	9	10	11	12	13
Senior Scale Steno-grapher	01  Subject to variation dependent on the workload	General central Services (Group-'B') Ministerial	10300-34800 + Grade Pay Rs. 4400/-	Not applicable	Between 18 years and 37 years (Relaxable for Government servant's upto 5 years in accordance with the instructions or orders issued by the Chandigarh Administration from time to time.)  <b>Note:-</b> The crucial date of determining the age limit is 1 <sup>st</sup> day of January of the calendar year.	(i) Bachelor's Degree from the recognized University or its equivalent  (ii) 05 years experience in Stenography (English) line in a reputed concern or public sector / private sector or in the Government department.  (iii) Speed of 120 wpm in Stenography (English) and a speed of 30 wpm in transcribing the same on computer.	Not Applicable	Two Years	100% by promotion failing which by deputation.	<b>By Promotion:</b>  From amongst the Steno-Typists having 10 years regular service in the cadre after appointment thereto and possessing speed of 120 words per minute in Stenography (English) and 30 words per minute in transcribing the same on computer.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Yes  1. Law Secretary Chairman  2. LR-cum DP, Member  3. Joint Secretary – Finance – Member  4. Joint Secretary Home - Member	Not Applicable

						<p>ICT Courses of National Institute of Electronics and Information Technology (NIELIT)</p>				<p><b>By Deputation:</b></p> <p>From amongst the officials of Punjab/Haryana State Govets./UT, Chandigarh holding analogous post having five years regular service in the cadre. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not ordinarily exceed three years).</p> <p>- promotion from amongst the Steno-Typists having 10 years service rendered in the grade after appointment thereto on regular basis provided they qualify the departmental test at the speed of 120 w.p.m. in stenography (English) and 30 w.p.m. in transcribing the same.</p>		
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1	2	3	4	5	6	7	8	9	10	11	12	13
Statistical Assistant	01	General Central Services Group-B, Non-Gazetted Ministerial	10300-34800 + Grade Pay Rs. 4400/-	(i) Selection-cum-Seniority in case of promotion  (ii) Selection by merit for direct recruitment	Between 18 years and 37 years (relaxable for the departmental candidates upto 35 years for appointment by direct recruitment and upto 05 years for other Government servants	Bachelor's Degree from the recognized University with Economics or Commerce or Statistics or Mathematics or Agriculture  Economics as one of the elective subjects with one year experience in compilation and analysis of statistical data.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Not Applicable	Two Years for direct recruits and one year for promotee	By promotion failing which by transfer on deputation or direct recruitment.	<b>By promotion</b> from amongst the Clerks/Steno-Typists/Junior Assistants having 07 years regular service taken together as such in the cadre and possessing a degree from the recognized university or its equivalent with economics or commerce or mathematics or statistics as one of the subjects.  ICT Courses of National Institute of Electronics and Information Technology (NIELIT)	Yes  1. Law Secretary Chairman  2. LR-cum-DP, Member  3. Joint Secretary Finance - Member  4. Joint Secretary Home - Member	Not Applicable

										<p><b><u>By Deputation/Transfer</u></b></p> <p>From amongst the statistical assistant or from persons holding analogous posts in Government Department who have one year experience in collection/compilation and analysis of statistical data on the post as such.</p>		
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<p>For Group B and A employees</p>	<ul style="list-style-type: none"><li>• Advanced computer operations and its applications for day to day use.</li><li>• Create documents using Word, Spreadsheet and Power Points etc.</li><li>• Email, Internet to search relevant information.</li><li>• Introduction/Access of e-Governance applications and Services.</li><li>• Uses of Project Management IT Tools and Software.</li><li>• Overview of Computer Networking and Networking components, Cyber Security, IT Act, Cloud Computing etc.</li></ul>
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**CHANDIGARH ADMINISTRATION**  
**LAW AND PROSECUTION DEPARTMENT**

**NOTIFICATION**

The .....2017

No.LD-2017/..... In exercise of the powers conferred by the provision to Article 309 of the Constitution of India read with Government of India, Ministry of Home Affairs, New Delhi, notification No. S.O. 3267, Dated the 1<sup>st</sup> November, 1966, the Administrator, Union Territory, Chandigarh, makes the following rules, regulating the method of Recruitment to the Group 'B' posts in the office of the law and Prosecution Department, Chandigarh namely;-

1. i) **Short title and Commencement**;- These rules may be called the Chandigarh Administration, Law and Prosecution Department (Group – 'B'), Recruitment Rules, 2017.

ii) They shall come into force on the date of publication in the official Gazette.

2. **Applications:**

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 posts, their classification and Scales of pay shall be as specified in column 2 to 4 of the said schedule.

4. **Method of Recruitment, Age Limit, Qualification etc.**

The method of recruitment of the said posts, the age limit, qualification and other matters connected herewith shall be specified as column 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, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for the appointment to the said post ;

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied such marriages is permissible under the personal law applicable to such person and other party to the marriage and there are other ground for so doing, exempt any person from the operation of this rule.

6. **Powers to Relax**

Where the Administrator, UT of Chandigarh is of the opinion that it is necessary of expedient so to do, it 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 or persons.

7. **Savings**

Nothing in these rules shall affect reservations, relaxation age limit and other concessions required to be provided for the Schedule caste, the Schedule Tribe, Other Backward Classes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Chandigarh Administration from time to time in this regard.

ANURAG AGARWAL,  
Secretary Law,  
Chandigarh Administration.