

OFFICE OF THE PRINCIPAL P.G.GOV.T.COLLEGE FOR GIRLS SECTOR-42,
CHANDIGARH.

Endst No.PGGCG-42/EC-II/2023/ 3513

Dated:- 01.8.2023

URGENT NOTICE

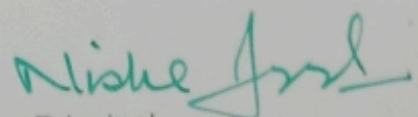
Subject:- Draft Recruitment Rules for Group B and 'C' Non-Teaching (Miscellaneous Categories) post in Govt.Colleges,Institutes, Libraries, Chandigarh.

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All the **Non-Teaching staff members** are requested to note the contents of letter received from Director Higher Education vide **Memo No.DHE-UT-C4-12(57)96/4773** dated **26.07.2023** regarding Framing/Amendment of Draft Recruitment Rules for the posts of Group-B and Group-C Non-Teaching (Miscellaneous Categories) in the cadre of Govt.Arts and Science Colleges,Libraries U.T. Chandigarh **for your information and further necessary action.**

A copy of the Draft Recruitment Rules of (Group-B) and Group 'C' is enclosed herewith for your ready reference.

It is also intimated that Draft Recruitment rules (Group-B and Group-C) is also uploaded in the official website i.e. chdeducation.gov.in.



Principal

P.G. Govt. Collège for Girls,
Sector 42, Chandigarh.

10/8/23

1	Name of Post	Pharmacist
2	Number of Post	* 02 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Gazetted Non-Ministerial
4	Level in the Pay Matrix	Level-5
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidate in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	1. 10+2 Medical or Pre-medical with Diploma in Pharmacy and dressor's course from a recognized Institute . OR Should possess B.Pharmacy from a recognized Institute. 2. Registered as Pharmacist with Pharmacy Council set up under the Pharmacy Act 1948. 3. The practical training shall not be less than 500 hours spread over a period of not less than three months provided that not less than 250 hours are devoted to actual dispensing of prescription. <u>AND</u> 4. Having successfully completed ICT training course of duration of time 126 hours to 200 hours as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912/ Pers. and Trg. 2019/8006 dated 20 th May, 2019.)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100 % Direct recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis. (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 ordinarily not exceed three years).
12	IF DPC exists, what it its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Hostel Nurse
2	Number of Post	*04 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Ministerial
4	Level in the Pay Matrix	Level-4
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7	Educational and other qualifications required for direct recruit	i) 10+2 with science from a recognized Board; ii) Diploma in GNM (3 years) and iii) should have studied Punjabi/ Hindi upto Matric iv) should be registered as 'A' Division Nurse with Pharmacy Council of UT/State/ Central Govt. OR B.Sc. Nursing ; AND v) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100 % Direct recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis. (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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Senior Laboratory Attendant
2	Number of Post	* 53 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	i) Selection by merit in case of direct recruitment. ii) Selection-cum- Seniority in case of promotes.
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) 10+2 with Science from a recognized board or its equivalent ; <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Age-No Educational and other Qualification- should be same as for direct recruitment in column No. 7
9	Period of probation, if any	i) Two years in case of Direct Recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	i) 75% by Direct Recruitment failing which by deputation. ii) 25% by promotion from amongst the MTS employees failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion : From amongst MTS employees with five years regular service in the cadre fulfilling educational and other qualification as per Colum 7; By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis. (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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	DPC for Promotion: 1. Director Higher Education..... .. <u>Chairman</u> 2. Head of InstitutionMember 3. Representative of DoP, Chd. Member 4. Director Social Welfare or Representative
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Instrument Mechanic
2	Number of Post	*01 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i)10+2 from recognized board/ Institution or 2 years Diploma of ITI in Instrument Mechanic; <u>AND</u> ii)Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Film Operator
2	Number of Post	*02 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) Graduation with PG diploma in Computer Science or its equivalent ; <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./ Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Conductor
2	Number of Post	*02 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i)10+2 from recognized board/ Institutions and having Conductor License <u>And</u> ii)Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what it its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Book Binder
2	Number of Post	*05 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) 10+2 form recognized board/ Institution with atleast two years experience as Book Binder; <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what it its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Museum and Herbarium Assistant
2	Number of Post	*01 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non- Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) Matric with Science and Drawing from recognized board/ Institution ; <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Library Restorer
2	Number of Post	*38
3	Classification	*Subject to the variation dependent on work load General Central Civil Services (Group 'C') Non-Gazetted Ministerial
4	Level in the Pay Matrix	Level-3
5	Whether selection post or non selection post	i) Selection by merit in case of direct recruitment. ii) Selection-cum- Seniority in case of promotes
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) 10+2 with Certificate course in Library Science and One year Apprentice OR 10+2 with Diploma in Library Science ; <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	i) Two years in case of Direct Recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	(i) 75% by Direct Recruitment failing which by deputation. (ii) 25% by promotion from amongst the MTS employees failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion : From amongst MTS employees having five years regular service in the cadre after appointment thereto and who possesses the educational qualification prescribed for direct recruitment under column 7; <u>AND</u> Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019.) By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis. (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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	DPC for Promotion: 1. Director Higher Education..... <u>Chairman</u> 2. Head of InstitutionMember 3. Representative of D.O.P.Member 4. Director Social Welfare or Representative
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Technologist
2	Number of Post	*1 *Subject to the variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non- Ministerial
4	Level in the Pay Matrix	Level-5
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidate in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) Bachelor degree/ BSc (Computer Science / B.Sc (IT), Graduation with PGDCA or its equivalent ; AND ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	(100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed three years).
12	IF DPC exists, what is its composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Junior Lecture Assistant
2	Number of Post	*42 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Ministerial
4	Level in the Pay Matrix	Level-5
5	Whether selection post or non selection post	Non Selection
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualifications required for direct recruit	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9	Period of probation, if any	No Probation
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by direct promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion: From amongst Senior Lab Attendants having five year regular service in the cadre after appointment thereto ; <u>AND</u> Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20th May, 2019.)</p> <p>By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis.</p> <p>(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 ordinarily not exceed one year).</p>
12	IF DPC exists, what is its composition	<p>DPC for Promotion:</p> <ol style="list-style-type: none"> 1. Director Higher Education..... Member 2. Head of InstitutionMember 3. Department of Personnel..... Representative 4. Director Social Welfare or Representative
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Driver
2	Number of Post	*7
3	Classification	*Subject to variation dependent on work load General Central Civil Services (Group 'C')
4	Level in the Pay Matrix	Non Ministerial Level-3
5	Whether selection post or non selection post	i) Selection by merit in case of direct recruitment. ii) Selection-cum-Seniority in case of promotes
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) Matriculation from recognized board/ Institution ii) Driving License of Transport Vehicle. iii) Five Years experience of driving transport vehicle. <u>AND</u> iv) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Educational Qualification- Yes Age-.No
9	Period of probation, if any	Two years in Direct Recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	i) 75% by Direct Recruitment failing which by deputation. ii) 25% by promotion
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion : i) From amongst the MTS employees in the cadre having five years in service and fulfilling educational qualification as per column 7 ii) Valid Driving License of Transport Vehicle. <u>AND</u> iii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019). By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts on regular basis. (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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	DPC for Promotion: 1. Director Higher Education..... <u>Chairman</u> 2. Head of Institution Member 3. Representative of DoP, Chd. Member 4. Director Social Welfare or Representative
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Tabla Instructor
2	Number of Post	*14 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non Gazetted Ministerial
4	Level in the Pay Matrix	Level-4
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.
7	Educational and other qualifications required for direct recruit	i) Graduation with music in Tabla from a recognized university; AND ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 2889-IH912/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From amongst the officials of Central/ State Govt./Union Territory Administration holding analogous posts on regular basis. (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 ordinarily not exceed one year).
12	IF DPC exists, what it its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Lab Technician
2	Number of Post	*1 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non-Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i)10+2 from recognized board/ institution or 3 years regular Diploma in Computer Application/ Electronics ; <u>AND</u> ii)Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what it its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post	Nagma Vadak
2	Number of Post	*1 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non- Ministerial
4	Level in the Pay Matrix	Level-4
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruitment	Between 18 years and 30 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) M.A. Music (Vocal or Instrumental) with B.A. Dance or M.A. Dance or 'C' class Sarangi Dilruba Harmonium or Violin Vadak recognized by the All India Radio or Professional Gandharb Vadak also (Candidate would have to perform with instrument before Selection Committee) <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1	Name of Post.	Assistant Technician
2	Number of Post	*1 *Subject to variation dependent on work load
3	Classification	General Central Civil Services (Group 'C') Non- Ministerial
4	Level in the Pay Matrix	Level-2
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruitment	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualifications required for direct recruit	i) Matric with I.T.I certificate in Electricity Trade. <u>AND</u> ii) Having successfully completed ICT training course of duration of time 80 hours (as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH912)/ Pers. and Trg. 2019/8006 dated 20 th May, 2019).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation : From the officials of Central/ State Govt./Union Territory Administrations holding analogous posts 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 ordinarily not exceed one year).
12	IF DPC exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable