

## CHANDIGARH ADMINISTRATION : EDUCATION DEPARTMENT

### RECRUITMENT OF CLERKS/LOWER DIVISION CLERKS/STENO-TYPISTS

DATE OF PUBLICATION : 6.10.2015

Starting date for filling up of ON-LINE APPLICATION : 12.10.2015 (9.00 a.m. onward)

Closing date for submission of ON-LINE applications : 2.11.2015 (upto 5.00 p.m.)

Closing date of deposit of fee : 6.11.2015 upto 4.00 p.m.

ON-LINE applications are invited for filling up of 253 posts of Clerks (Common Cadre) & 30 posts of Steno-Typists (Common Cadre) and 42 posts of Lower Division Clerks & 04 posts of Steno-Typists in the Engineering Department, Chandigarh Administration on regular basis. The interested eligible candidates will have to apply in the prescribed format, which is available at the website <http://recruitment-portal.in> upto 2.11.2015 till 5:00 p.m. thereafter, website link will be disabled. The details of posts are as under :-

Sr.No.	Post	Pay Scale	No. of posts
1	Clerk (Common Cadre)	Rs.10300-34800 + 3200 Grade Pay	253 posts (Including 45 for SC, 68 for OBC, 24 for ESM and 08 for PH).
2.	Steno-Typist (Common Cadre)	Rs.10300-34800 + 3200 Grade Pay	30 posts (Including 05 for SC, 08 for OBC, 03 for ESM and 01 for PH).
3.	Lower Division Clerk (Engg. Deptt.)	Rs.6400-20200 + 3400 Grade Pay	42 posts (Including 10 for SC, 11 for OBC, 05 for ESM and 01 for PH).
4.	Steno-Typist (Engg. Deptt.)	Rs.6400-20200 + 3400 Grade Pay	04 posts (Including 01 for SC and 01 for OBC)

**NOTE : Number of posts are subject to variation.**

#### TERMS AND CONDITIONS :

- **Age limit : for Common Cadre Posts**

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.

#### **For Engineering Department's posts (Lower Division Clerks & Steno-Typists)**

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)

#### **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.

- Reservation in posts shall be as per the policy/instructions applicable to Chandigarh Administration.

- The candidate must possess the requisite qualification on the last date for submission of application and the candidate applying for more than one post shall have to apply separately, alongwith necessary fees.
- Application Fee of General Category & Dependants of Ex-Servicemen is Rs.400/- and for SC/OBC/PH/ESM is 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)] .

- Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against the candidates.

For other details such as educational qualifications, selection criteria, application form, selection process and detailed advertisement please visit <http://recruitment-portal.in>