No. RR(185)-IH(9)-2019/14714
Chandigarh Administration
Department of Personnel
Chandigarh, dated the 25/9/2019

To

All the Administrative Secretaries/
Head of Departments
(as per list overleaf)
Union Territory, Chandigarh

Subject: - Common Recruitment Rules in respect of the posts of Personal Assistants (Group 'B') and Senior Scale Stenographers (Group 'B') – Gazette Notification thereof

Sir/Madam

I am directed to address you on the subject noted above and to enclose herewith a copy of Gazette notification No. RR(185)-IH(9)-2019/14671 dated 24.09.2019 whereby the recruitment rules called the Chandigarh Administration, Group 'B' (Ministerial) (Personal Assistants and Senior Scale Stenographers) Common Recruitment Rules, 2019 for the posts of Personal Assistants and Senior Scale Stenographers in respect of all the departments of Chandigarh Administration have been notified, for strict compliance.

Yours faithfully

[Signature]
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh

Endst No. RR(185)-IH(9)-2019/14715
Dated: 25/9/2019

A copy alongwith a copy of its enclosures is forwarded to all the Administrative Branches, Chandigarh Administration Secretariat for similar action.

[Signature]
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh

Endst No. RR(185)-IH(9)-2019/14716
Dated: 25/9/2019

A copy alongwith a copy of its enclosures is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action.

He is requested to upload the above Recruitment Rules on the official website of Chandigarh Administration.

[Signature]
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh
1. OSD (Vigilance)
2. Additional Chief Electoral Officer
3. Director Technical Education
4. Director IT
5. Director Science & Tech.
6. HOD/GCA
7. Principal/CCA
8. Director General of Police
9. Commissioner, Excise & Taxation
10. Controller, Civil Defence
11. I.G. Prisons
12. Director Agriculture
13. Labour Commissioner
14. Zila Sainik Welfare Officer
15. Director Agriculture Census
16. Director Sports
17. Deputy Commissioner
18. Registrar Co-operative Societies
19. Estate Officer
20. Additional Director General, NCC
21. Director School Education
22. Director Higher Education
23. Director Treasury
24. Treasury Officer
25. Secretary Establishment, UT Secretariat, Chandigarh
26. Director Animal Husbandry & Fisheries
27. Special Secretary Finance
28. Special Secretary Personnel
29. Chief Engineer
30. Chief Architect
31. Director Principal GMCH
32. Director Health Services
33. Controller Printing & Stationery
34. Director Public Relations
35. Director Cultural Affairs
36. Director Hospitality
37. Director Museum & Art Gallery
38. Senior Town Planner
39. Legal Remembrancer
40. Divisional Manager, CTU
41. Director Industries
42. Chief Conservator of Forests
43. Director Environment
44. Regional Employment Officer
45. Director Social Welfare
46. Director Tourism
47. Secretary State Transport Authority
48. Director Food & Supplies
49. Principal/CCET (Diploma Wing)
50. Principal/CCET (Degree Wing)
51. Economic & Statistical Organisation
52. Planning & Evaluation Organisation
53. Assistant Controller (F&A) Range
54. All Administrative Branches, U.T., Secretariat, Chandigarh
CHANDIGARH ADMINISTRATION
PERSONNEL DEPARTMENT
Notification
The 24th September, 2019

No. RR(185)-IH(9)-2019/14671.—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 and in supersession of all the Recruitment Rules for the posts of Personal Assistant and Senior Scale Stenographer, notified by the various departments of the Chandigarh Administration, the Administrator, Union Territory, Chandigarh hereby makes the following rules, regulating the method of recruitment to Group "B" posts (Ministerial) in the Chandigarh Administration namely:

1. (i) **Short title and commencement.**—These rules may be called the Chandigarh Administration Group 'B' (Ministerial) (Personal Assistant and Senior Scale Stenographer) Common Recruitment Rules, 2019.

(ii) They shall come into force on the date of their publication in the Official 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 scale of pay.**—The number of posts, their classification and the scale of pay shall be as 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, 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 of 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 of 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 and in consultation with the Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.
7. **Savings.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

*Note 1.* These rules will be applicable to all the employees whether appointed under Common Cadre or otherwise.

*Note 2.* These rules will not affect the rights of the employees who were not recruited under Common Cadre and are already working in various departments, regarding their promotion, seniority etc. in their respective cadres/offices.

MANOJ PARIDA, I.A.S.,
Adviser to the Administrator,
Union Territory, Chandigarh.

(Sd)

(HARISH NAYAR), I.A.S.,
Special Secretary, Personnel,
Chandigarh Administration.
| Name of Post | Number of Posts | Classification | Pay Band and Grade | Whether Selection Post or Non-selection Post | Age Limit for Direct Recruits | Educational and other qualifications 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 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 |

The officials recruited as Stenotypist under the Common Cadre Rules, that post of Personal Assistant will be merged in the common cadre. Note 2.—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less. And have successfully completed their probation period for promotion to the next higher grade along with their Juniors who have Group 'B' Departmental Promotion Committee (for Common Cadre): 1. Secretary Personnel—Chairman 2. Concerned Secretary or Representative—Member 3. Special Secretary, Personnel—Member 4. Representative of Director Social Welfare—Member
<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Number of Posts</th>
<th>Classification</th>
<th>Pay Band and Grade Pay/Scale</th>
<th>Whether Selection Post or Non-selection Post</th>
<th>Age limit for Direct Recruits</th>
<th>Educational and other qualifications required for Direct Recruits</th>
<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any</th>
<th>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</th>
<th>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</th>
<th>If a Departmental Promotion Committee exists, what is its Composition</th>
<th>Circumstances in which UPSC to be consulted in making recruitment</th>
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<tr>
<td>Personal Assistant (2019)</td>
<td>09*</td>
<td>General Central Services, Group B’ Ministerial</td>
<td>₹ 10,300-34,800 plus Grade Pay £ 4,800</td>
<td>Selection</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>By promotion failing which by deputation</td>
<td>Promotion: From amongst the Senior Scale Stenographers in Pay Band-3, ₹ 10,300-34,800 plus Grade Pay of ₹ 4,400 with four years’ regular service in the grade, and successfully completed ICT training course of duration of time 126 hours to 200 hours is mandatory to the officers/officials as per instructions issued by the Chandigarh Administration.—vide letter No. 28/69-IH(12)/Pers &amp; Trg.-2019/8006, dated 20th May, 2019. Note 1.—The common cadre of Steno-typists has been established. Whenever the post of Personal Assistant will be filled up from</td>
<td>Group B’ Departmental Promotion Committee (for existing cadre): 1. Concerned Administrative Secretary—Chairman 2. Head of Department concerned—Member 3. Representative of Department of Personnel—Member 4. Representative of Director Social Welfare—Member</td>
<td>Consultation with UPSC necessary while appointing an Officer on deputation</td>
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already completed such qualifying/eligibility service.

Deputation:
Officers holding the post of Stenographer under the Central Government / State Governments / Union Territory Administrations:

(A) (i) Holding analogous posts on regular basis in the parent cadre/department; or

(ii) With two years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2, plus Grade Pay of ₹ 4,600 or equivalent in the parent cadre or department.

Note 1.—The departmental Officers in the feeder category 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.
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<th>Name of Post</th>
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<th>Educational and other qualifications required for Direct Recruits</th>
<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any</th>
<th>Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption to be made in case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made</th>
<th>In case of recruitment by promotion/deputation/absorption, what is the composition of the vacancies to be filled by various methods</th>
<th>If a Departmental Promotion Committee exists, what is its Composition</th>
<th>Circumstances in which UPSC to be consulted in making recruitment</th>
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Note 2.—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 Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<th>Name of Post</th>
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<th>Educational and other Qualifications required for Direct Recruits</th>
<th>Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees</th>
<th>Period of probation, if any</th>
<th>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</th>
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<td>₹ 10,300—34,800 plus Grade Pay of ₹ 3,200 with five years regular service in the grade and 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-IH(12)/Pers. &amp; Trg.-2019/8006 dated 20th May, 2019.</td>
<td>Group 'B' Departmental Promotional Committee (for Common Cadre)</td>
<td>1. Secretary (Personnel)—Chairman</td>
<td>2. Concerned Secretary or Representative—Member</td>
<td>Note 1: The common cadre of Steno-typists has been established. Whenever the post of Senior Scale Stenographer will be filled up from the official recruited as Stenotypist under the Common Cadre Rules. The post of Senior Scale Stenographer will be merged in the common cadre.</td>
<td>Note 2:</td>
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<td>Senior Scale Stenographer</td>
<td>32 (2019)</td>
<td>General Central Services, Group 'B' Ministerial</td>
<td>₹ 10,300–34,800 plus Grade Pay of ₹ 4,400</td>
<td>Selection</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>2 years</td>
<td>By promotion failing which by deputation</td>
<td>Group 'B' Departmental Promotion Committee (for existing cadre):</td>
<td>Consultation with UPSC not necessary.</td>
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(1) From amongst the Junior Scale Stenographers in Pay Band-3, ₹ 10,300–34,800 plus Grade Pay of ₹ 3,600 with three years' regular service in the grade, and 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-IH(12)/Pers. & Trg.-2019/8006 dated 20th May, 2019.

(II) If no post of Junior Scale Stenographer exists in the department then from amongst the Stenotypists in Pay Band-3.
Note 2.—The eligibility list for promotion shall be prepared with reference to the date of completion by the Officers of the prescribed qualifying service in the respective grade/post.

Note 3.—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less. And have successfully completed their probation period for promotion to the next higher grade along with their Juniors who have already completed such qualifying/eligibility service.

Deputation:

Officers holding the post of Stenographer under the Central
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Government/ State Governments/ Union Territory Administrations
(A) (I) Holding analogous posts on regular basis in the parent cadre/ department, or

(ii) With Six years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1 ₹ 5,200—20,200 plus Grade Pay of ₹ 2,800 or equivalent in the parent cadre or department.

Note 1: The departmental Officers in the feeder category 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.

Note 2: 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 of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.