

From

The Director Public Relations,
Chandigarh Administration.

To

The Director Information Technology,
U.T., Chandigarh.

Memo No. DPR/A1/2017/

Dated, Chandigarh the,

9684
29/12/17

Subject: Uploading of Draft Recruitment Rules for the Group 'C' posts

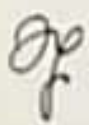
Reference subject noted above.

Enclosed please find herewith the following draft recruitment rules for the Group 'C' posts (ministerial and non-ministerial), framed by the Department of Public Relations, Chandigarh Administration, for up-loading the same on the official website of Chandigarh Administration, for a period of 30 days for inviting comments from the stake holders:-

1. Public Relations Department (Group 'C' Ministerial) Recruitment Rules, 2018.
2. Public Relations Department (Group 'C' Non-Ministerial) Recruitment Rules, 2018.

It is also requested that on the completion of 30 days period, a Certificate to the effect that "the above Draft Recruitment Rules remained up-loaded on the official website of Chandigarh Administration for a period of 30 days" may be issued in favour of this Department. The objection, if any, may be sent to this deptt. in email: pro-chd@gov.in or in the form of hard copy.

Encl: As above


Director Public Relations,
Chandigarh Administration

**CHANDIGARH ADMINISTRATION
PUBLIC RELATIONS DEPARTMENT**

NOTIFICATION

The _____, 2018

No.DPR/A1/2018..... 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 G.S.R. 3267 dated 1st November 1966, the Administrator of Union Territory, Chandigarh, is pleased to make the following rules, regulating the method of recruitment of Group 'C' posts in the Department of Relations Department, namely:-

- (i) **Short Title, Commencement:-** These rules may be called the Public Relations Department (Group 'C' Non-Ministerial) Recruitment Rules, 2018.
- (ii) They shall come into force on the date of their publication in the Chandigarh Administration Gazette.

1. Application:

These rules shall apply to the posts specified in column No. (1) of the Schedule annexed to these rules.

2. Number of posts, classification and scales of pay :

The number of posts, their classification and the scales of pay shall be as specified in Column (2) to (4) of the schedule.

3. Method of Recruitment, age limit and qualification etc:- The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be specified in Column (5) to (13) of the said Schedule.

4. 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 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.

5. Power to Relax:

Where the Administrator, Union Territory, 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, relax any of the provision of these rules in respect of any class or category of persons.

6. 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.

The

**Anurag Agarwal, IAS
SECRETARY PUBLIC RELATIONS,
CHANDIGARH ADMINISTRATION**

**CHANDIGARH ADMINISTRATION
PUBLIC RELATIONS DEPARTMENT**

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(i) **Short Title, Commencement:-** These rules may be called the Chandigarh Public Relations Department (Group 'C' Ministerial) Recruitment Rules, 2018.

(ii) They shall come into force on the date of their publication in the Chandigarh Administration Gazette.

1. Application:

These rules shall apply to the posts specified in column No. (1) of the Schedule annexed to these rules.

2. Number of posts, classification and scales of pay :

The number of posts, their classification and the scales of pay shall be as specified in Column (2) to (4) of the schedule.

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The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be specified in Column (5) to (13) of the said Schedule.

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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 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.

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The

**Anurag Agarwal, IAS
SECRETARY PUBLIC RELATIONS,
CHANDIGARH ADMINISTRATION**

PUBLIC RELATIONS DEPARTMENT, CHANDIGARH ADMINISTRATION
Draft Recruitment Rules for Group 'C' (Ministerial) Posts

Name of the post	No. of Posts	Classification	Scale of Pay	Whether selection post or non – selection	Age for direct recruitment	Educational & other qualifications prescribed for direct recruitment	Whether age & educational qualifications prescribed for direct recruitment will apply in 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 posts to be filled by various method	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
Junior Scale Stenographer	1 *	General Central Civil Services (Group 'C') (Non Gazetted Ministerial)	(PB 3) 10300-34800 + Grade Pay 3600/-	Non-selection	Not Applicable	Not Applicable	Not Applicable	One Year	100% by promotion failing which by deputation	<p>By Promotion :- From amongst the Steno-typist having 5 years regular service in the cadre and possessing a speed of 100 w.p.m. in stenography in English and 20 w.p.m. in transcribing the same on the computer. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes.</p> <p>By Deputation :- From officials holding an analogous post on regular basis.</p> <p>Note:- Should possess ICT skill Course from National Institute of Electronics & Information Technology (NIELIT).</p>	<p>DPC for promotion:-</p> <ol style="list-style-type: none"> 1. Director Public Relations - Chairman 2. Representative of Personnel Deptt. 3. Representative of Finance Department 4. Representative of Social Welfare Department. 	Not applicable.

* Subject to a variation depending upon the workload

PUBLIC RELATIONS DEPARTMENT, CHANDIGARH ADMINISTRATION

Draft Recruitment Rules for Group 'C' (Non-Ministerial) Posts

Name of the post	No. of Posts	Classification	Scale of Pay	Whether selection post or non – selection	Age for direct recruitment	Educational & other qualifications required for direct recruitment	Whether age & educational qualifications prescribed for direct recruitment will apply in case of promotees	Period of probation, if any	Method of recruitment. Whether by direct recruitment or by promotion or by deputation or by transfer and percentage of the vacancies to be filled by various method	In case of recruitment by promotion / transfer, deputation grades from which promotion, transfer 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
Senior Photographer	01*	General Central Civil Services (Group 'C') (Non Gazetted Non-Ministerial)	(PB 3) 10300-34800 + Grade Pay 3600/-	Non-selection	Between 18 years and 37 years (relaxable for departmental candidates in accordance with the instructions of Chandigarh Administration issued from time to time)	(i) Bachelor's degree from recognized University/Institute. (ii) Experience of 4 years from any organization of repute in the field of photography. (iii) Should be able to use modern automation tools in the area of digital photography.	Age -- No Educational Qualification -- Yes	(i) One Year in case of promotion (ii) Three years in case of direct recruitment.	100% by promotion failing which by direct recruitment.	From Junior Photographers having 5 years regular service in the cadre.	DPC for promotion:- 1. Director Public Relations - Chairman 2. Representative of Personnel Deptt. 3. Representative of Finance Department 4. Representative of Social Welfare Department.	Not applicable.

Name of the post	No. of Posts	Classification	Scale of Pay	Whether selection post or non – selection	Age for direct recruitment	Educational & other qualifications required for direct recruitment	Whether age & educational qualifications prescribed for direct recruitment will apply in case of promotees	Period of probation, if any	Method of recruitment. Whether by direct recruitment or by promotion or by deputation or by transfer and percentage of the vacancies to be filled by various method	In case of recruitment by promotion / transfer, deputation grades from which promotion, transfer 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
Junior Photographer	01*	General Central Civil Services (Group 'C') (Non Gazetted Non-Ministerial)	(PB 3) 10300-34800 + Grade Pay 3200/-	Non-selection	Between 18 years and 37 years (relaxable for departmental candidates in accordance with the instructions of Chandigarh Administration issued from time to time)	(i) Bachelor's degree from recognized University/Institute. (ii) Experience of 4 years from any organization of repute in the field of photography. (iii) Should be able to use modern automation tools in the area of digital photography.	Age -- No Educational Qualification -- Yes	(i) One Year in case of promotion (ii) Three years in case of direct recruitment.	100% by promotion failing which by direct recruitment.	From Printer having 5 years regular service in the cadre.	DPC for promotion:- 1. Director Public Relations - Chairman 2. Representative of Personnel Deptt. 3. Representative of Finance Department 4. Representative of Social Welfare Department.	Not applicable.
Printer (earlier Dark Room Attendant)	01*	General Central Civil Services (Group 'C') (Non Gazetted Non-Ministerial)	(PB 2) 5910-20200+ Grade Pay 1900/-	Non-selection	Between 18 years and 37 years (relaxable for departmental candidates in accordance with the instructions of Chandigarh Administration issued from time	(i) Bachelor's degree from recognized University/Institute (ii) Experience of 2 years from any organization of repute in the field of photography.	Not Applicable	Three Years	100% by direct recruitment	Not Applicable	Not Applicable	Not applicable.

					to time)	(iii) Should be able to use modern automation tools in the area of digital photography.						
Staff Car Driver / Van Driver	02*	General Central Civil Services (Group 'C') (Non Gazetted Non-Ministerial)	(PB 2) 5910-20200+ Grade Pay 2400/-	Non-selection	Between 20 years and 37 years (relaxable for departmental candidates in accordance with the instructions of Chandigarh Administration issued from time to time)	(i) Matriculate from a recognized Board/Institution. (ii) Valid Driving License of Transport Vehicle (iii) One year's experience of driving a Transport vehicle.	Not Applicable	Three Years	100% by direct recruitment	Not Applicable	Not Applicable	Not applicable.

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