ZILA SAINIK WELFARE OFFICE
UNION TERRITORY, CHANDIGARH
SECTOR 21-D, CHANDIGARH

Website: www.chandigahrhsainikwelfare.org
Tele: 0172-2701947 Email: zswochd@gmail.com
Email: sainikwelfare@chd.nic.in
Toll Free No: 1800 180 2054

No: 41/ZSB/CHD/2017/1993 Dated: 08 Dec 2017

To
The Director Information Technology
Chandigarh

Subject: Uploading of Recruitment Rules for Group ‘B’ & ‘C’ posts


2. Enclosed please find herewith copies of recruitment rules
Zila Sainik Welfare Office, UT, Chandigarh for Group ‘B’ & ‘C’ posts for uploading the same on the website of the Chandigarh Administration for 30 days for inviting comments of the stakeholders which may be sent to Zila Sainik Welfare Office, UT Chandigarh on the Email ID zswochd@gmail.com or in the form of hard copy to the office.

Zila Sainik Welfare Officer
Union Territory, Chandigarh
CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
NOTIFICATION

No. 4949-HIII(3)-2011/          Dated, the __________ 2017

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, Notification GFR No. 3267 dated 1st Nov 1966, the Administrator, Union Territory, Chandigarh, hereby makes the following rules regulating the method of recruitment of Group 'B' post in the Zila Sainik Welfare Office, Chandigarh, Namely:-

1. **Short title and commencement** – (i) These rules may be called the Chandigarh Administration, Zila Sainik Welfare Office (Group B) – Rules, 2017.
   (ii) They shall come into force on the date of their publication in the Official Gazette.
   (iii) Recruitment rules for Sr Asst. (Group 'C') issued vide Ser No. 02 at Annexure of Chandigarh Administration, Home Department Notification No. 4949-HIII(3)-2003/19416 dated 20.10.2003 are superseded.

2. **Application** - These rules shall apply to the post specified in the Column 1 of the Scheduled annexed to the rules.

3. **Number of posts, Classification and scales of pay** - The number of the said post, its classification and the scale of pay attached thereto shall be specified in column 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit, qualifications, composition of DPC etc** - The methods of recruitment to said post, the age limit, qualifications, composition of DPC and the matters connected herewith shall be as specified in Columns 5 to 14 of the said Schedule.

5. **Disqualification** – No person:
   (a) Who has entered into or contacted 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, 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, Chandigarh is of the opinion that it is necessary or expedient to do, it may by order, for reasons to be recorded in writing and in consultation with the Department of Personnel, relax any of the provisions of these rules in respect of any class of category or persons.

7. **Saving** – Nothing in these rules shall affect reservations/relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Endst. No. 4949-HIII(3)-2011/

Dated:

A copy, with a spare copy of its enclosures is forwarded to the Controller, Printing & Stationery, UT, Chandigarh, with the request to publish the notification in the Extra-ordinary Gazette of Chandigarh Administration and its 20 copies be supplied to this Administration for record.

Endst. No. 4949-HIII(3)-2011/

Dated:

A copy with a copy of its enclosures is forwarded to the Zila Sainik Welfare Officer, U.T., Chandigarh for information and necessary action.

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>No of Post</th>
<th>Classification</th>
<th>Scale of Pay (₹)</th>
<th>Whether selection post or - selection post</th>
<th>Age limit for direct recruitment</th>
<th>Education and other qualifications required for direct recruits</th>
<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</th>
<th>Period of probation (if any)</th>
<th>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</th>
<th>Grade from which recruitment by promotion/ deputation/transfer/ short-term contract/ re-employment is to be made</th>
<th>If a DPC exists what is the composition</th>
<th>Circumstances in which UPSC is to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Assistant</td>
<td>1*(2017)</td>
<td>General Central Civil Services (Group B') Ministerial</td>
<td>Rs 10300-34800+ Grade Pay Rs 4400/-</td>
<td>Selection-cum-Seniority</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>One Year</td>
<td>By promotion: From amongst the Clerks/ Junior Assistant having 5 years regular service in the cadre after appointment thereto. Note: The candidate should complete at least one course from National Institute of Electronics and Information Technology (NIELIT) as per DOP letter dated 21.04.2016.</td>
<td>By promotion:</td>
<td>Yes, Group 'B' DPC for Promotion Home Secretary Chd. Admn. - Chairman Deputy Commissioner -cum-President, Zila Sainik Board - Member Zila Sainik Welfare Officer - Member Director Social Welfare, UT, Chd. - Member Superintendent Grade-I, Chd. Admn - Member (Representative of SC)</td>
<td>Not Applicable</td>
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<td>*Subject to variation depend on work load</td>
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CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
NOTIFICATION

No ___________ In exercise of the powers conferred by the proviso to article 309 of the constitution of India, Ministry of Home Affairs Notification GFR No. 3267 dated the 1st November 1966, the Administrator, Union Territory, Chandigarh hereby makes the following rules further to amend the Chandigarh Administration, Zila Sainik Welfare Office (Group ‘C’- Non Gazetted Ministerial Posts) Rules, 2013:-

1. These rules may be called the Chandigarh Administration Zila Sainik Welfare Office (Group ‘C’- Non Gazetted Ministerial Posts) (3rd Amendment) Rules, 2017.

2. They shall come into force on the date of their publication in the Official Gazette.

3. In the Chandigarh Administration, Zila Sainik Welfare Office (Group ‘C’ – Non Gazetted Ministerial Posts) Rules, 2013 (hereinafter referred to as said rules), In the Annexure appended thereto, for the post of :-

(i) Clerk

In Column No. 5 under the heading whether selection posts or non selection posts

Selection by written exam and practical merit

In Old Column No 7 and New Column No. 6 under the heading Age for Direct Recruitment

Between 18 to 37 years

In Old Column No. 8 and New Column No. 7 under the heading education and other qualification required for direct recruitment

Graduation or its equivalent. Should be ex-serviceman in receipt of Defence Pension. Proficiency in operation of Computer and a speed of 35 words per minutes in English typing is essential.

Note* A course from National Institute of Electronics and Information Technology (NIELIT) or equivalent Institute as per DOP letter dated 21.04.2016 is mandatory.

In Old Column No. 10 and New Column No. 9 under the heading period of probation (if any)

Three Years
(ii) Field Investigator

In Column No. 5 under the heading whether selection posts or non selection posts
Selection by written exam and practical merit
In Old Column No. 7 and New Column No. 6 under the heading Age for Direct Recruitment
Between 18 to 37 years
In Old Column No. 8 and New Column No. 7 under the heading education and other qualification required for direct recruitment
Graduation or its equivalent. Should be ex-serviceman in receipt of Defence Pension. Proficiency in operation of Computer* and a speed of 35 words per minutes in English typing is essential.

Note* A course from National Institute of Electronics and Information Technology (NIELIT) or equivalent Institute as per DOP letter dated 21.04.2016 is mandatory.

In Old Column No. 10 and New Column No. 9 under the heading period of probation (if any)
Three Years

(iii) Welfare Organiser

In Column No. 5 under the heading whether selection posts or non selection posts
Selection by written exam and practical merit
In Old Column No. 7 and New Column No. 6 under the heading Age for Direct Recruitment
Between 18 to 37 years
In Old Column No. 8 and New Column No. 7 under the heading education and other qualification required for direct recruitment
Graduation or its equivalent. Should be ex-serviceman in receipt of Defence Pension. Proficiency in operation of Computer* and a speed of 35 words per minutes in English typing is essential.

Note* A course from National Institute of Electronics and Information Technology (NIELIT) or equivalent Institute as per DOP letter dated 21.04.2016 is mandatory.

In Old Column No. 10 and New Column No. 9 under the heading period of probation (if any)
Three Years
(iv) **Driver**

In Column No. 5 under the heading whether selection posts or non selection posts
Selection by written exam and practical test merit
In Old Column No 7 and New Column No. 6 under the heading Age for Direct Recruitment
Between 18 to 37 years
In Old Column No. 8 and New Column No. 7 under the heading education and other qualification required for direct recruitment
Matric or its equivalent. Should be ex-serviceman (Driver Trade in Defence) in receipt of Defence Pension. Should have HMV Licence.

In Old Column No. 10 and New Column No. 9 under the heading period of probation (if any)
Three Years
## Recruitment Rules Group ‘C’ Posts – Zila Sainik Welfare Office

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>No of Posts</th>
<th>Classification</th>
<th>Scale of Pay (₹)</th>
<th>Whether selection post or non-selection post</th>
<th>Age of direct recruitment</th>
<th>Education and other qualification required for direct recruitments</th>
<th>Whether age and education qualification prescribed for direct recruits will apply in the case of promote</th>
<th>Period of probation (if any)</th>
<th>Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer, grades from which vacancy to be filled by various methods</th>
<th>In case of recruitment by promotion/ deputation/transfer to be made</th>
<th>If a DPC exists what is its composition (Group 'C')</th>
<th>Circumstances in which Union Public Service Commission to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk *</td>
<td>03(2017)</td>
<td>General Central Civil Services (Group'C') Ministerial</td>
<td>Rs 10300-34800+ GP Rs 3200</td>
<td>Selection by written exam and practical merit</td>
<td>Between 18 to 37 years relaxable for exservicemen of upper age limit by the length of military service + 3 years</td>
<td>Graduation or its equivalent. Should be exserviceman in receipt of Defence Pension. Proficiency in operation of Computer* and a speed of 35 words per minutes in English typing is essential. Note:-* A course from National Institute of Electronics and Information Technology (NIELIT) or equivalent Institute as per DOP letter dated 21.04.2016 is mandatory.</td>
<td>Not Applicable</td>
<td>Three Years</td>
<td>By Direct Recruitment (100%)</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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*Subject to variation depend on work load
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<tbody>
<tr>
<td><strong>Field Investigator</strong></td>
<td><strong>1</strong>(2017)</td>
<td>General Central Civil Services Group ‘C’ - Non Gazetted Ministerial</td>
<td>Rs 10300-34800+ GP Rs 3200</td>
<td>Selection by written exam and practical merit</td>
<td>Between 18 to 37 years (relaxable for ex-servicemen of upper age limit by the length of military service + 3 years Applicable)</td>
<td>Graduation or its equivalent. Should be ex-serviceman in receipt of Defence Pension. Proficiency in operation of Computer* and a speed of 35 words per minutes in English typing is essential.</td>
<td>Not Applicable</td>
<td>Three Years</td>
<td>By Direct Recruitment (100%)</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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*Appendix-I contd*

Note: *A course from National Institute of Electronics and Information Technology (NIELIT) or equivalent Institute as per DOP letter dated 2:04.2016 is mandatory.
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<tr>
<td>1</td>
<td>Welfare Organiser</td>
<td>*1(2017)</td>
<td>General Central</td>
<td>Civil Services Group 'C' - Non Gazetted</td>
<td>Ministerial</td>
<td>Rs 5910-20200+G P Rs 2400</td>
<td>Selection by written exam and</td>
<td>practical merit</td>
<td>Between 18 to 37 years (relaxable for ex-servicemen of upper age limit by the length of military service + 3 years applicable)</td>
<td>Graduation or its equivalent. Should be ex-serviceman in receipt of Defence Pension. Proficiency in operation of Computer and a speed of 35 words per minutes in English typing is essential.</td>
<td>Not Applicable</td>
<td>Three Years</td>
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<tr>
<td>Driver</td>
<td>*1(2017) *Subject to variation depend on work load</td>
<td>General Central Civil Services Group 'C' - Non Gazetted Ministerial</td>
<td>Rs 5910-20200+ GP Rs 2400</td>
<td>Selection by written exam and practical test</td>
<td>Between 18 to 37 years (relaxable for ex-servicemen of upper age limit by the length of military service + 3 years Applicable)</td>
<td>Matric or its equivalent. Should be ex-serviceman (Driver trade in Defence) in receipt of Defence Pension. Should have HMV licence.</td>
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<td>Three Years</td>
<td>By Direct Recruitment (100%)</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
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Appendix-I contd