

CHANDIGARH ADMINISTRATION HOSPITALITY DEPARTMENT U.T CHANDIGARH

RECRUITMENT RULES FOR GROUP-B & C NON GAZETTED MINISTERIAL POSTS IN THE HOSPITALITY DEPARTMENT

Name of post	No. of Posts	Classification	Scale of Pay	Whether Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualification required for Direct Recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	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	In case of Recruitment by Promotion/ Deputation/ Transfer is 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 Assistant-cum-Protocol Officer	01* (2017) Subject to variation dependent on work load	General Central Civil Services (Group 'B') Ministerial	Rs. 10300-34800 + Grade Pay Rs.4400	Non-Selection	Not Applicable	Not applicable	Not applicable	One year	100% by promotion failing which by deputation	<u>By Promotion:</u> From amongst the Clerks-cum-Assistant Protocol Officer, having five years regular service in the cadre after appointment thereto. Failing which 18 years of regular service as Steward, Butler, Telephone operator Note: The candidate should complete atleast one course from National Institute of Electronics and information Technology (NIELIT) as per DOP letter dated 21.04.2016.	Yes, Group 'B' DPC for promotion 1. Secretary Hospitality - Chairman 2. Director Hospitality - Member 3. Joint Secretary Finance - Member	Not applicable

										<p><u>By Deputation:</u> From the officials of Central Government/State Government/Union Territory Administration holding analogous posts on regular basis and carrying the same or identical scale of pay. (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).</p>		
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Clerk-cum-Assistant Protocol Officer	02* (2017) Subject to variation dependent on work load	General Central Civil Services (Group 'C') Ministerial	10300-34800 + Grade pay 3200/-	Not applicable	Between 18 years and 37 years (Relaxable for departmental candidates and other Government servants in accordance with the instructions issued by the Chandigarh Administration from time to time.) Note: The candidate should complete atleast one course from National Institute of Electronics and information Technology (NIELIT) as per DOP letter dated 21.04.2016.	Bachelor's Degree from a recognized University/ Institution and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 words per minutes in English typing on computer.	Not applicable	Three years	100% by promotion failing which by direct recruitment failing which by deputation.	By Promotion: From amongst Telephone Operators, Steward and Butler having fifteen years regular service in the cadre after appointment thereto. Note: The candidate should complete atleast one course from National Institute of Electronics and information Technology (NIELIT) as per DOP letter dated 21.04.2016.	Yes, Group 'C' DPC for promotion:- 1. Director Hospitality - Chairman 2. Assistant Director Hospitality - Member 3. Superintendent Personnel - Member	Not applicable