

RECRUITMENT RULE OF CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION LIMITED

Group 'A'

1	2	3	4	5	6	7	8	9	10	11	12	13
Name of Posts	No. of Posts	Classification of post	Scale of Pay	Whether Selection post or non-selection post	Age for direct recruitment	Educational and other qualification required for direct recruitment	Whether age & educational qualification prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation /transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation / transfer grades from which promotion / deputation/ transfer to be made	If a Departmental Promotion Committee/Selection Committee exists what is its Composition	Circumstances in which UPSC is to be consulted in Making direct recruitment.
Assistant Controller (F & A)	1	General Central Civil Services (Group 'A')	15600-39100 +5400 GP	Non selection	N.A.	N.A.	Not Applicable	N.A.	On Deputation from Chandigarh Administration	-NA-	Not Applicable being the post has to be filled on deputation from the Officers of Finance Department, U.T., Chandigarh.	Not applicable
Company Secretary	1	General Central Civil Services (Group 'A')	10300-34800 +5000 GP	N.A.	18-37 yrs	Associate members of Institute of Company Secretaries of India preferably having experience in the line. Note - ICT course is mandatory to	Not applicable	3 years	100% by direct recruitment	-NA-	<u>Selection Committee/DPC</u> ➤ Chairperson of the Corporation – Chairperson ➤ M.D, CCWDC – Member ➤ C.S of SCBCMFDC - Member ➤ Representative of Personnel Department - Member	Not applicable

						the officers at entry level as per instructions issued by the Chd. Administration vide letter dt. 25.11.2019.					<ul style="list-style-type: none"> ➤ Representative of SC Category - Member ➤ Member of BOD - Member 	
Manager	1	General Central Civil Services (Group 'A') Ministerial	10300-34800 +5000 GP	Non Selection	Not Applicable	NA	Not applicable	1 year	100 % by Promotion failing which by Deputation.	<p>By Promotion : From amongst the Senior Assistants with 5 years regular service in the Cadre on the basis of Seniority 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 dated 25.11.2019.</p> <p>By Deputation : Officers/Officials of the Central Government/State Government/Union Territory Administrations. Holding analogous posts on regular basis in parent cadre/department.</p>	<p>Selection Committee/DPC</p> <ul style="list-style-type: none"> ➤ Chairperson of the Corporation – Chairperson ➤ M.D, CCWDC – Member ➤ C.S. CCWDC - Member ➤ Representative of Personnel Department - Member ➤ Representative of SC Category - Member ➤ Member of BOD – Member. 	Not applicable

Group 'B'

1	2	3	4	5	6	7	8	9	10	11	12	13
Name of Posts	No. of Posts	Classification of post	Scale of Pay	Whether Selection post or non-selection post	Age for direct recruitment	Educational and other qualification required for direct recruitment	Whether age & educational qualification prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation /transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation / transfer grades from which promotion / deputation/ transfer to be made	If a Departmental Promotion Committee/Selection Committee exists what is its Composition	Circumstances in which UPSC is to be consulted in Making direct recruitment.
Senior Assistant	3	General Central Civil Services (Group 'B') Ministerial	10300-34800 +4400 GP	Non-Selection	Not applicable	Not applicable	Not applicable	1 Year	100% by Promotion failing which by deputation.	<p>By Promotion From amongst the Clerks/ Junior Assistant having 5 years regular services in the cadre after appointment thereto on the basis of seniority 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 dated 25.11.2019..</p> <p>By Deputation : Officials of the Central Government/State Government /Union Territory Administrations. Holding analogous/Posts on regular basis in parent cadre/department.</p>	<p>Selection Committee/DPC</p> <ul style="list-style-type: none"> ➤ M.D , CCWDC - Chairperson ➤ Company Secretary- CCWDC - Member ➤ Representative of Personnel Department – Member ➤ Representative of SC Category - Member ➤ Representative of Zila Sainik Welfare Organisation - Member 	Not applicable

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Group 'C'

1	2	3	4	5	6	7	8	9	10	11	12	13
Name of Posts	No. of Posts	Classification of post	Scale of Pay	Whether Selection post or non-selection post	Age for direct recruitment	Educational and other qualification required for direct recruitment	Whether age & educational qualification prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation /transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation / transfer grades from which promotion / deputation/ transfer to be made	If a Departmental Promotion Committee/Selection Committee exists what is its Composition	Circumstances in which UPSC is to be consulted in Making direct recruitment.
Manager (Craft)	1	General Central Civil Services (Group "C") Ministerial	10300-34800 +3600 GP	N.A.	18-37 yrs	B.A. with CTI Diploma in knitting/tailoring/embroidery and 5 yrs experience in a supervisory capacity of the relevant field.	Not applicable	3 Years	By direct recruitment	-NA-	Selection Committee/DPC ➤ M.D , CCWDC - Chairperson ➤ Company Secretary-CCWDC - Member ➤ Representative of Personnel Department -Member ➤ Representative of SC Category - Member ➤ Representative of Zila Sainik Welfare Organisation - Member	Not applicable
Clerk	8	General Central Civil Services (Group "C") Ministerial	10300-34800 +3200 GP	N.A.	18-37 years (Relaxable for departmental candidates and other Govt. Servants in accordance with the instructions issued by the Chandigarh Administration)	Bachelor's degree from a recognized university/institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 w.p.m in English typing on Computer. Note: -	Not applicable	3 Years	By direct recruitment.	N.A.	Selection Committee/DPC ➤ M.D. - Chairperson ➤ Company Secretary-CCWDC - Member ➤ Representative of Personnel Department - Member ➤ Representative of SC Category - Member ➤ Representative of Zila Sainik Welfare Org. - Member	Not applicable

					n from time to time).	ICT course is mandatory to the officers/officials at entry level as per instructions issued by the Chd. Administration vide letter dt. 25.11.2019.						
Driver (Car)	1	General Central Civil Services (Group "C" Non - Ministerial	5910-20200 +2400 GP	-NA-	Between 20-37 yrs (Relaxable for departmental candidates and for other Government servants in accordance with the instructions issued by the Chd. Admn. from time to time).	1. Matriculate from a recognised Board/Institution. 2. Driving License of 'Light Motor Vehicle (LMV) or Light Transport Vehicle (LTV)'. 3. One year's experience of driving 'Light Transport Vehicle (LTV) or Light Motor Vehicle (LMV)'. ICT course is mandatory to the officers/officials at entry level as per instructions issued by the Chd. Administration vide letter dt. 25.11.2019.	Not applicable	3 Years	100% by direct recruitment	-NA-	Selection Committee/DPC ➤ M.D. - Chairperson ➤ Company Secretary-CCWDC - Member ➤ Representative of Personnel Department - Member ➤ Representative of Zila Sainik Welfare Organisation - Member ➤ Representative of SC Category - Member	Not applicable