

RECRUITMENT RULES FOR GROUP 'C' NON –GAZETTED MINISTERIAL POSTS

SCHEDULE

Name of Post	No of post	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 and Educational qualification prescribed for direct recruits will applying the case of promotes	Period of probation if any	Method of recruitment Whether by direct recruitment or by promotion of deputation/ transfer and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ transfer, graders from which promotion /deputation /transfer is to be made	If a department promotion committee excise what is its composition	Circumstance in which UPSC is to be used in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Store Keeper	02 (Two) Subject to variation depending on work	Ministerial	10300-34800 +GP 3200	N.A.	Between 18 years to 37 years (relax able for departmental candidates in accordance with the instructions issued by the Chandigarh Admn. time to time)	(i) Bachelor's Degree of Commerce from a Recognized Board/ University or Equivalent (ii) 03 years Experience in Handling, Storage of Stores/materials and maintenance/ upkeep of accounts (iii) Knowledge of Hindi or Punjabi Note:- ICT course is Mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter dated 20th May 2019.	N.A	Two Years	By direct Recruitment	N.A.	N.A.	N.A.

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1	2	3	4	5	6	7	8	9	10	11	12	13
Electrician	01 (One) Subject to variation depending on work	Technical	5910-20200 +GP 2400	N.A.	Between 18 years to 37 years (relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Admn. time to time)	(i) Should Have Passed Matriculation in 2 nd Division or Equivalent Examination from from a Recognized Board/ Institution. (ii) Should Have Passed 02 years ITI Certificate of Electrician from the recognized institution. (iii) Should Have Experience of two years in the trade. Note:- ICT course is Mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter dated 20th May 2019.	N.A	Two Years	By direct Recruitment	N.A.	N.A.	N.A.

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Master in Tailoring & Embroidery	01 (One) Subject to variation depending on work	Technical	5910-20200 +GP 2000	Selection on by Merit	Between 18 years to 37 years (relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Admn. time to time)	(i).Matric with Diploma Certificate in Tailoring or Embroidery, however, preference will be given having both the diplomas or a single diploma in Tailoring and Embroidery. Note:- ICT course is Mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter dated 20th May 2019.	N.A	Two Years	100% by direct Recruitment	N.A.	N.A.	N.A.