

**Amendment In Recruitment Rules In Respect Of Ministerial Staff GROUP-C Post Of Electricity Wing Of Engineering Department**

Name of Post	No. of post	Classification	Scale of pay	Whether selection on the basis of seniority-cum merit or merit cum seniority.	Age for direct recruits	Educational and other qualifications required for direct recruits	Whether age, 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 deputation/absorption and percentage of posts to be filled by various methods.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitments
1.	2.	3.	4.	5.	6	7	8.	9	10	11	12	13
2. Lower Division Clerk	*135 +2(O/S)  (2017) =137 * subject to variation dependent on work load.	General Central Service Group-C Ministerial	6400-20200 GP=3400/-  Initial Pay=Rs. 10010/-	Selection By Direct Recruitment  Non Selection By Promotion	Between 18 years to 37 years (Relaxable for departmental candidates and for Scheduled Castes/ Other Backward Classes categories in accordance with the instructions of Govt. of India / Chd. Admn. from time to time.)	(i)Graduate and proficiency in operation of computer (word processing and Spread Sheets) and a speed of 35 words per minute in English Typing on computer. (Time allowed- 10 minutes)  ii) Should have passed Hindi/ Punjabi as one of the subject at Matric level.  (iii) <b>ICT Skills</b> The candidate should complete atleast one course out of the following Courses of National Institute of Electronics and Information Technology(NIELT): a) Awareness in computer concepts (ACC)-20 hours b) Basic computer concepts(BCC)- 36 hours c) Course on computer concepts(CCC)- 80 hours	Not applicable.	i) Three years for direct recruit.  ii) One year for promotee	i) 85% by direct recruitment failing which by deputation  ii) 15% by Promotion.	<b>Promotion:</b>  i) By promotion from Group 'D' ministerial employees failing which by direct recruitment. b) From amongst the Group-D ministerial employees with 7 years regular service rendered in the grade after appointment thereto on regular basis provided:-	<b>Group' C'</b>  1. Superintending Engineer, Electricity 'OP' Circle, Chandigarh Admn. CHAIRMAN  2. Representative of reserved categories as notified by the Chandigarh Admn. MEMBER  3. Representative from the Department of Personnel, Chd. as notified by Chd. Administration. MEMBER.	Not applicable.

					<p>d) CCC+ 126 hours  e) Expert computer course (ECC)- 200 hours.</p> <p><b>Deputation</b>  Employees of the State Govt. of Punjab, Haryana, Govt. of India other states/ Union Territory and their public sector undertakings/ Organizations holding similar/ analogous posts on regular basis. (period of deputation shall ordinarily not exceed 3 years).The terms and conditions of deputation shall be governed as per instructions issued by the DOP, Chandigarh Administration from time to time.</p>				<p>(i) They are matriculates,  ii) They have passed the departmental Test in English Type Writing on computer at the speed of 35 words per minute.</p>		
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**Superintending Engineer,  
Electy.'OP' Circle, UT, Chd**

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1.	2.	3.	4.	5.	6	7	8	9	10	11	12	13
3. Upper Division Clerk	*59 +4(O/S)  (2017)=63 * subject to variation dependent on work load.	General Central Service Group-C Ministerial	Rs. 6400-20200 GP=3800/-  Initial Pay=Rs. 12560/-	Selection By Direct Recruitment  Non Selection By Promotion	Between 18 years to 37 years (Relaxable for departmental candidates and for Scheduled Castes/ Other Backward Classes categories in accordance with the instructions of Govt. of India / Chd. Admn. from time to time.)	i) <u>20% from</u> Graduate from a recognized university .  ii) Should have passed Hindi/Punjabi as one of the subject at Matric level.  iv) <u>ICT Skills</u> The candidate should complete atleast one courses out of the following Course of National Institute of Electronics and Information Technology(NIELT): a) Awareness in computer concepts (ACC)-20 hours. b) Basic computer concepts(BCC)- 36 hours. c) Course on computer concepts(CCC)- 80 hours. d) CCC+ 126 hours	Not applicable	i) Three years for direct recruit.  ii) One year for promotee	i) 20% by direct recruitment.  ii) 80% by promotion.  <u>Note:-</u> In future there will be no promotion for the post of Store Keeper and the vacancy will be filled up from Upper Division Clerk.	<b>Promotion:-</b> I) 80% by promotion from amongst the LDCs/Steno-Typists with 3 years regular service who have passed the Departmental Accounts Examination for Ministerial Establishment. ii) 20% by promotion from amongst the LDCs/Steno- Typists regular service who have not passed the Departmental Accounts Examination for Ministerial Establishment matriculate	<b>Group' C'</b>  1. Superintending Engineer, Electricity 'OP' Circle, Chandigarh Admn. CHAIRMAN 2. Representative of reserved categories as notified by the Chandigarh Admn. MEMBER 3. Representative from the Department of Personnel, Chd. as notified by Chd. Administration. MEMBER.	Not applicable.

					<p>e) Expert computer course (ECC)- 200 hours.</p> <p><b>Note:-</b> The UDC so appointed by direct recruitment shall be required to pass the Departmental Account Examination (for Ministerial Establishment) within four chances or 2 years in the successive examination held immediately on the expiry of six months from the date of his/her appointment, failing which the annual increment will be withheld and will be released only on passing the departmental accounts examination. The arrear for intervening period would not be released. Further only those UDCs who have passed DAE will be eligible for further promotion as Circle Assistant/Asstt. Revenue Accountant.</p> <p><b>Deputation</b> Employees of the State Govts. of Punjab, Haryana, Govt. of India other states/ Union Territory and their public sector undertakings/Organisations holding similar/analogous posts on regular basis. (period of deputation</p>				with 6 years and Graduate with 3 years service. This 20% quota would operate only if as per seniority no senior person is available with higher qualification.	
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						shall ordinarily not exceed 3 years).The terms and conditions of deputation shall be governed as per instructions issued by the DOP, Chandigarh Administration, from time to time.						
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Electy.'OP'Circle,UT,Chd**

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1.	2.	3.	4.	5.	6	7	8	9	10	11	12	13
4. Driver	*18 +1(o/s) (2018) * subject to variation dependent on work load.	General Central Service Group-C Ministerial	Rs. 6400-20200 GP= 3450/-  Initial Pay=Rs 10170/-.	Not Applicable	Between 25 years to 37 years (Relaxable for departmental candidates and for Scheduled Castes/ Other Backward Classes categories in accordance with the instructions of Govt. of India /Chd. Admn. from time to time.)	i) Matriculation from the recognized Board/University  ii) Should hold valid Driving license of HTV or HMV at least for 5 years who has not been convicted of any offence indicating that he is not capable of performing efficiently the duties of the post of driver.  Preference shall be given to those who possess	Not applicable	i) Three years.	i)100% By direct recruitment.  <b>Note:</b> Those Driver who have completed 20 years service and granted 16 years time bound promotional scales, they will be designated as Vehicle Supervisor. without any financial benefit and without any change in job profile.	Not Applicable	<b>Group' C'</b>  1. Superintending Engineer, Electricity 'OP' Circle, Chandigarh Admn. CHAIRMAN  2. Representative of reserved categories as notified by the Chandigarh Admn. MEMBER  3. Representative from the Department of Personnel, Chd. as notified by Chd. Administration MEMBER.	Not applicable.

						knowledge of Motor Mechanism and able to execute minor repairs. <b>Desirable:</b> Knowledge of Hindi or Punjabi.						
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1.	2.	3.	4.	5.	6	7	8	9	10	11	12	13
1. Steno-Typist	* 7 (2018) * subject to variation dependent on work load.	General Central Service Group-C Ministerial	6400-20200 GP= 3400/-  Initial Pay= Rs. 10010/-	Selection	Between 18 years to 37 years (Relaxable for departmental candidates and for Scheduled Castes/ Other Backward Classes categories in accordance with the instructions of Govt. of India / Chd. Admn. from time to time.)	i) Bachelor's Degree and Proficiency in operation of computer (Word processing and spread sheets) and a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same on computer. ii) Should have passed Hindi/Punjabi as one of the subject at Matric level.  iii) <b>ICT Skills</b> The candidate should complete atleast one course out of the following Courses of National Institute of Electronics and Information Technology(NIELT):	Not applicable	Three years	100% By direct recruitment failing which by deputation	<b>Deputation:</b> Employees of the State Govt. of Punjab, Haryana, Govt. of India other states/ Union Territory and their public sector undertakings/Organisations holding similar/ analogous posts on regular basis. (period of deputation shall ordinarily not exceed 3 years).The terms and conditions of deputation shall be governed as per latest instructions issued by the DOP, Chandigarh Administration from time to time.	<b>Group' C'</b>  1. Superintending Engineer, Electricity 'OP' Circle, Chandigarh Admn. CHAIRMAN  2. Representative of reserved categories as notified by the Chandigarh Admn. MEMBER  3. Representative from the Department of Personnel, Chd. as notified by Chd. Administration MEMBER.	Not applicable.



						<ul style="list-style-type: none"> <li>a) Awareness in computer concepts (ACC)- 20 hours</li> <li>b) Basic computer concepts(BCC)- 36 hours</li> <li>c) Course on computer concepts(CCC)- 80 hours</li> <li>d) CCC+ 126 hours</li> <li>e) Expert computer course (ECC)- 200 hours.</li> </ul>							
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