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CHANDIGARH ADMINISTRATION
PERSONNEL DEPARTMENT
(Personnel-II Branch)

Notification

The 30th January, 2026

No. HOME-B-28/3/2024-HOME-PandT-HOME/54327.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966 and in supersession of all the previous Recruitment Rules for the post Driver/Staff Car Driver/Van Driver (LMV) notified by various Departments of Chandigarh Administration, except as respects, things done or omitted to be done before such supersession, the Administrator, Union Territory, Chandigarh is pleased to make the following rules, regulating the method of recruitment to Group 'C' post (Non-Ministerial) in the Chandigarh Administration, namely.

1. **Short title and commencement:-** (i) These rules may be called the Chandigarh Administration Group 'C' (Driver/Staff Car Driver/Van Driver)(Common)(Non-Ministerial) Recruitment Rules, 2026.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Application:**

These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.

3. **Number of posts, classification and scale of pay:-**

The number of posts, their classification and the scales of pay shall be as specified in columns 2 to 4 of Schedule-I, besides the detail of Department wise posts also specified in Schedule-II.

4. **Method of recruitment, age limit and qualification, etc:-**

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

5. Disqualification: No person:

- (a) who has entered into or contracted 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 posts:

Provided that the Administrator, Union Territory of 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 so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

7. Savings:-

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

Administrator
Union Territory, Chandigarh.

By Order and in the Name of the Administrator

(Sd.) . . . ,

(AKHIL KUMAR, DANICS)
Additional Secretary Personnel
Chandigarh Administration.

SCHEDULE-I

(1) Name of Post	Driver / Staff Car Driver/Van Driver
(2) No. of Posts	*33(2025)(as per detail given in Schedule-II) *Subject to variation depending on workload
(3) Classification	General Central Service Group 'C', (Non-Gazetted, Non-Ministerial)
(4) Scale of Pay	Level 3 (21700-69100)of Pay Matrix of 7 th CPC
(5) Selection or Non- Selection	Not Applicable
(6) Age Limit for direct recruitment	19 - 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul&Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman& Nicobar Islands of Lakshadweep).
(7) Educational and other qualifications for direct recruitment	Essential: i) Possession of a valid driving license for motor cars; ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); iii) Experience of driving a motor car for at least 1 year; and iv) Pass in 10 th standard. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.
(8) Whether educational qualifications and age limit prescribed for DR will apply to promotes	Not applicable
(9) Period of Probation, if any	Two years (Successful completion of mandatory induction training of atleast two weeks duration shall be the pre-requisite for completion of probation in case of Direct recruitment)
(10) Method of recruitment whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various method	100% by direct recruitment

(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
Column No.12 (If Departmental promotion committee exists what is its composition)	Group 'C' Departmental Confirmation Committee for considering confirmation cases. i) Concerned Head of the Department- Chairman ii) Representative of Personnel Department- Member iii) Representative of Social Welfare- Member iv) Representative of Regional Employment Officer- Member
Column No.13 (Circumstances in which UPSC is to be consulted in making recruitment).	Not applicable

Schedule-II

Sr. no	Name of the Department	Nomenclature of the post	No. of posts
1.	Chandigarh Secretariat	Staff Car Driver	04
2.	Deputy Commissioner	Driver	03
3.	Education	<u>Admin</u> Staff Car Driver	03
		<u>College-I</u> Driver (for Staff Car	01
4.	Engineering	Staff Car Driver	01
5.	Environment	Driver	01
6.	Excise & Taxation	Driver	02
7.	Food & Supplies and Legal Metrology & Weights and Measures	Staff Car Driver	01
		Driver	01
8.	Forest	Driver	01
9.	Hospitality	Driver	02
10.	Industries	Driver	01
11.	Prisons	Driver	01
12.	Public Relations	Staff Car Driver / Van Driver	02
13.	Regional Employment Office	Driver (LTV)	02
14.	Social Welfare	Driver	01
15.	Sports	Driver	02
16.	State Transport Authority	Driver	01
17.	Urban Planning	Staff Car Driver	03
		Total:	33

CHANDIGARH ADMINISTRATION
PERSONNEL DEPARTMENT

Notification

The 30th January, 2026

No. HOME-B-28/18/2025-HOME-PandT-HOME/54314.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Gazette Notification S.O. No. 3267, dated 1st November, 1966 and in supersession of the Chandigarh Administration, Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 notified in the Chandigarh Administration Gazette vide No. 32/1/12/90-IH(7)/10896 dated 29.05.2015 further amended vide Notification dated 10.01.2017 and 14.11.2019, except as respects, things done or omitted to be done before supersession, the Administrator, Union Territory, Chandigarh is pleased to make the following rules regulating the method of recruitment to the Group 'C' post(Ministerial)(Non Gazetted) in Chandigarh Administration, namely:

1. **Short title and commencement.**—(i) These rules may be called the Chandigarh Administration, Group 'C' (Clerk and Steno-Typist) (Common Cadre) (Ministerial) (Non Gazetted) Recruitment Rules, 2026.

(ii) They shall come into force on the date of their publication in the official Gazette.
2. **Application.**—These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.
3. **Number of posts, classification and scale of pay.**—The number of posts, their classification and the scales of pay shall be as specified in columns 2 to 4 of the said Schedule annexed to these rules.
4. **Method of recruitment, age limit and qualification, etc.** .—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.
5. **Disqualification.**—No person, -
 - (a) who has entered into or contracted a marriage with person having 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 posts:

Provided that the Administrator, Union Territory of 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 of Chandigarh is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.

7. **Savings.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribe Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Government of India, from time to time in this regard.

Note: The Special Secretary Personnel/Additional Secretary Personnel, Chandigarh Administration shall be the Appointing/Cadre Controlling/Transferring Authority.

Administrator
Union Territory, Chandigarh.

By Order and in the Name of the Administrator

(Sd.) . . . ,

(AKHIL KUMAR, DANICS)
Additional Secretary Personnel
Chandigarh Administration.

SCHEDULE**Recruitment Rules for the post of Clerk**

1	Name of post	Clerk
2	No. of Post	* 623 (2024) Subject to variation dependent on workload and transfer of departmental posts to Common Cadre
3	Classification	General Central Services Group 'C' (Ministerial) (Non Gazetted)
4	Pay Band and Grade Pay/Pay Scale	Level 2 (Rs. 19900-63200) in the Pay Matrix of 7 th CPC
5	Whether selection post or non-selection post	Not applicable in case Direct Recruitment Non-Selection in case of promotion
6	Age limit for direct recruits	Between 18 and 27 Years (The upper age is relaxable for Departmental Candidates up to 40 years in accordance with instructions or orders issued by Central Government) <u>Note:</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)
7	Educational and other qualifications required for Direct recruits	i) Bachelor's Degree from a recognized University. ii) Proficiency in Operation of Computer (Word Processing and Spread Sheets) and a Typing Speed of 35 w.p.m in English on Computer. iii) ICT Training Course as per instructions issued by the Chandigarh Administration from time to time.
8	Whether age and Educational Qualifications prescribed for Direct Recruitment will apply in case of promotees	Not applicable
9	Period of probation, if any	i) Two years for Direct Recruitment ii) 'Nil' for promotee (Successful completion of mandatory induction training of at least Two Weeks duration shall be a pre-requisite for completion of probation).
10	Method of Recruitment whether by Direct Recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	i) 85% by Direct Recruitment ii) 10% of the vacancies shall be filled by Department of Personnel from amongst the Multi Tasking Staff (Group C) working in the Offices / Departments of Chandigarh Administration, on the basis of departmental qualifying examination, failing which by Direct Recruitment. iii) 5% of the vacancies shall be filled on Seniority-Cum-Fitness basis from Multi Tasking Staff (Group C) who have 3 years regular service in post.

11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	<p><u>By Promotion</u></p> <p>i) 10% of the vacancies shall be filled by the Department of Personnel from amongst the Multi Tasking Staff (Group C) working in the Offices / Departments of Chandigarh Administration, having:-</p> <ol style="list-style-type: none"> Three years regular service in the grade possessing 10+2 Educational Qualification from a recognized Board / Institution a speed of 35 words per minutes in English Typewriting on Computer ICT Training Course as per instructions issued by the Chandigarh Administration from time to time. The maximum age limit for eligibility for examination is 45 years. (50 years of age for SC/ST). Having successfully completed the training of atleast two weeks as prescribed by the competent authority. <p>Note:- If more of such employees than the number of vacancies available under Clause (ii) of Column No. 10 qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>ii) 5% of the vacancies shall be filled on Seniority-Cum-Fitness basis from Multi Tasking Staff (Group-C) who have three years regular service as such and has successfully completed the ICT Training Course as per instructions issued by the Chandigarh Administration from time to time and having successfully completed the training of atleast two weeks as prescribed by the competent authority.</p> <p>Note:- 1. Unless exempted by orders issued in this behalf by the Chandigarh Administration, a Clerk who has not qualified the prescribed Type Test on Computer will not be entitled to any increment or promotion by seniority or through any departmental examination.</p> <p>2. The Seniority will be determined on the basis of their seniority in the Office / Department to which they belong and if they belong to different Offices / Departments / Cadres, the seniority inter-se of the members of the service shall be determined by the length of continuous service on a post in the service.”</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group ‘C’ (Departmental Promotion Committee)</p> <ol style="list-style-type: none"> Special / Additional / Joint Secretary Personnel, Chandigarh Administration - Chairman Representative of Personnel Department, Chandigarh Administration - Member Representative of Director Social Welfare, UT, Chandigarh - Member Representative of Regional Employment Officer, UT, Chandigarh – Member

		Group 'C' (Departmental Confirmation Committee)(in case of Direct recruitment only) i) Under Secretary Home, Chandigarh Administration - Chairman ii) Superintendent Vigilance Chandigarh Administration - Member iii) Superintendent Personnel, Chandigarh Administration - Member iv) Superintendent Personnel-II, Chandigarh Administration -Member Convener
13	Circumstances in which Union Public Service Commission to be consulted in making Recruitment	Not applicable

Recruitment Rules for the post of Steno-Typist

1	Name of post	Steno-Typist
2	No. of Post	* 67 (2024) Subject to variation dependent on workload and transfer of departmental posts to Common Cadre
3	Classification	General Central Services Group 'C' (Ministerial)(Non-Gazetted)
4	Pay Band and Grade Pay/Pay Scale	Pay Level -3 (Rs.21,700-69,100) in the Pay Matrix of 7 th CPC
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Between 18 and 27 Years (The upper age is relaxable for departmental candidates up to 40 years in accordance with instructions or orders issued by Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)
7	Educational and other qualifications required for Direct recruits	i) Bachelor's Degree from a recognized University. ii) Proficiency in Operation of Computer (Word Processing and Spread Sheets) iii) Skill test Norms :- <u>Dictation:</u> 10 minutes @ 80 w.p.m <u>Transcription:-</u> 50 minutes (on Computer) in English iv) ICT Training Course as per instructions issued by the Chandigarh Administration from time to time.
8	Whether age and Educational Qualifications prescribed for Direct Recruitment will apply in case of promotes	Not Applicable
9	Period of probation, if any	Two years (Successful completion of mandatory induction training of at least Two Weeks duration shall be a pre-requisite for completion of probation).
10	Method of Recruitment whether by Direct Recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods	Direct Recruitment

11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation /absorption to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' DCC (for confirmation) i) Under Secretary Home, Chandigarh Administration - Chairman ii) Superintendent Vigilance Chandigarh Administration - Member iii) Superintendent Personnel, Chandigarh Administration -Member iv) Superintendent Personnel-II, Chandigarh Administration -Member Convener
13	Circumstances in which Union Public Service Commission to be consulted in making Recruitment	Not applicable