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CHANDIGARH ADMINISTRATION
PERSONNEL DEPARTMENT

Notification

The 5th February, 2026

No. HOME-B-28/20/2025-HOME-PandT-HOME/56118.—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' (Junior Scale Stenographer)(Common) Recruitment Rules, 2019 notified in the Chandigarh Administration Gazette vide No. RR(185)-IH(9)/3073 dated 22.02.2019, 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) in Chandigarh Administration, namely:

- 1. Short title and commencement.**—(i) These rules may be called the Chandigarh Administration, Group 'C' (Junior Scale Stenographer) (Ministerial) (Non-Gazetted)(Common) 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.

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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 Tribes 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.

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 Junior Scale Stenographer**

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| (1) Name of Post | Junior Scale Stenographer |
| (2) No. of posts | *30 (2025) Subject to variation depending on workload *(29- existing departmental cadre posts 01- Common Cadre post) (As on 25.09.2025) |
| (3) Classification of post | General Central Services (Group 'C') (Ministerial) (Non-Gazetted) |
| (4) Scale of Pay | Pay Level 5 (29200-92300) of 7 th CPC of pay matrix |
| (5) Whether Selection post or Non-Selection post | Non-Selection |
| (6) Age for direct recruitment | Not Applicable |
| (7) Educational and other Qualifications required for direct recruitment | Not applicable |
| (8) Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotes. | Not applicable |
| (9) Period of probation, if any | No probation |
| (10) 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. | By promotion failing which by deputation |
| (11) In case of recruitment by Promotion/ deputation/ Transfer, grades from which promotion/ deputation/ transfer is to be made | <p><u>By Promotion :</u></p> <p>From amongst the Steno-Typists having ten years of regular service in the cadre after appointment thereto and having successfully completed the training of atleast Two Weeks as prescribed by the competent authority.</p> <p>Note-1: The basic ICT Skill course is mandatory for Promotion as per instructions issued by the Chandigarh Administration issued from time to time</p> <p>Note -2: Persons holding the post of Steno-typist on regular basis on the date of commencement of these rules, the eligibility service for promotion to the post of Junior Scale Stenographer shall be <u>Two years</u> regular service in the grade.</p> <p>Note:3 The common cadre of Steno-Typists has been established. The posts of Junior Scale Stenographer existing in the Departments will be filled up from amongst the feeding cadre of the Department only, till the feeding cadre of that Department is not fully exhausted. Once the</p> |

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| | <p>feeding cadre of any Department is fully exhausted, the vacant posts of Junior Scale Stenographer of that Department will be filled up from amongst Steno-Typists recruited under Common Cadre and that post of Junior Scale Stenographer will be included in the common cadre of Junior Scale Stenographer.</p> <p>By deputation Officials of the Central Government / State Government / Union Territories:</p> <p>i) Holding analogous posts on regular basis in the parent cadre / department; OR with ten years service rendered after appointment to the post in stenography cadre on a regular basis in the pay level-3 of 7th CPC or equivalent in the parent cadre or department; And</p> <p>ii) Possessing the following educational qualifications: Bachelor's Degree from a recognized University/Institution.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 of the Central Government/ UT Administration shall be as per the instructions / guidelines issued by the Government from time to time. The maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the closing date of receipt of applications.</p> |
| (12) If a Departmental Promotion Committee exists what is its Composition | <p><u>Group 'C' Departmental Promotion Committee (for existing cadre)</u></p> <ol style="list-style-type: none"> 1. Concerned Head of Department- Chairman 2. Representative of Personnel Department, Chandigarh Administration – Member 3. Representative of Social Welfare, U.T., Chandigarh - Member 4. Representative of Regional Employment Officer, U.T., Chandigarh - Member |

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| | <p>Group "C" <u>Departmental Promotion Committee</u> (for Common Cadre)</p> <ol style="list-style-type: none"> 1. Special / Additional / Joint Secretary Personnel, Chandigarh Administration - Chairman 2. Representative of Personnel Department, Chandigarh Administration – Member 3. Representative of Social Welfare, U.T., Chandigarh - Member 4. Representative of Regional Employment Officer, U.T., Chandigarh - Member |
| (13) Circumstances in which UPSC is to be consulted in Making direct recruitment | Not applicable |