

**MOST URGENT/  
DATE BOUND**

**No. 34/129/26-IH(11)-2024/5527**  
**Chandigarh Administration**  
**Department of Personnel**

Chandigarh, dated the 30.4.24

To

All concerned Heads of Departments,  
Chandigarh Administration.  
(as per list attached)

**Subject: Tentative Gradation/ Seniority List of Steno-Typists (Common Cadre) working in Chandigarh Administration as on 01.01.2024.**

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Reference on the subject noted above.

2. It is informed that this Department is in process of finalization of Gradation/ Seniority List of Steno-Typists (Common Cadre) working in Chandigarh Administration as on 01.01.2024. Therefore, a tentative Gradation/ Seniority List in respect of Steno-Typists (Common Cadre) as on 01.01.2024 has been prepared which has been annexed herewith. While preparing the said List, due diligence has been taken to follow relevant instructions/ guidelines/ documents as well as incorporating personal information/ details of the officials concerned therein.

3. You are therefore asked to bring the contents of above communication to the notice of all the stakeholders posted in your Department, positively, and **keep a receipt/ record thereof for future reference** with the direction to submit their objections/ correction, if any, with supporting documentary proof **within 15 days** from the date of issuance of this communication. In case, no objection/ request for correction of personal information/ details is received from them then it will be presumed that they have nothing to say in this regard and the Gradation/ Seniority List in question will be finalized, accordingly.

*Jasni Kumari*  
Superintendent Personnel-II,  
for Additional Secretary Personnel,  
Chandigarh Administration.

✓ **No. 34/129/26-IH(11)-2024/5528**

**Dated: 30.4.24**

A copy along with copy of Annexure is forwarded to the Director Information Technology with the request to upload the same on the official website of Chandigarh Administration.

*Jasni Kumari*  
Superintendent Personnel-II,  
for Additional Secretary Personnel,  
Chandigarh Administration.



**List of Departments:**

Sr. No.	Department	Officials presently working under their control
1	Engineering	Sh. Abhishek S/o Sh. Vinod Kumar Sh. Manpreet Kumar S/o Sh. Deen Dayal Ms. Joginder Kaur D/o Sh. Santa Singh Ms. Sandeep Kaur D/o Sh. Jasbir Singh
2	Transport	Sh. Prince Jindal S/o Sh. Parshotam Jindal
3	Chandigarh College of Architecture	Ms. Manju D/o Sh. Ramdhari Sh. Naman Verma S/o Sh. Rajesh Verma
4	Chandigarh Secretariat	Sh. Hitan Bassi S/o Sh. Prem Chand Ms. Pallavi Thakur D/o Sh. Suraj Parkash Ms. Minny Madan D/o Sh. Balwant Madan Ms. Himani D/o Sh. Jatinder Kumar
5	Social Welfare	Sh. Yash Kajal S/o Sh. Tek Chand
6	Co-operative Societies	Ms. Sakshi D/o Sh. Anil Kumar
7	Law & Prosecution	Sh. Devvarat S/o Sh. Rupender Sh. Abhisham Ahuja S/o Sh. Raj Kamal Ahuja
8	Tourism	Ms. Priyanka Bhalwal D/o Sh. Suman Kumar
9	Education	Ms. Gurleen Kaur D/o Sh. Sarvjeet Singh Ms. Isha D/o Sh. Durgesh Nandan Sh. Ravi Chauhan S/o Sh. Partap Singh Chauhan Sh. Akshay S/o Sh. Surinder
10	Govt. Museum & Art Gallery	Ms. Simran D/o Sh. Raj Kumar
11	Sports	Sh. Kapish S/o Sh. Pawan Kumar
12	Health & Family Welfare	Sh. Randeep Singh S/o Sh. Amrik Singh
13	Model Jail	Sh. Hemant Chauhan S/o Sh. Partap Chauhan
14	Department of Urban Planning (Architecture Wing)	Ms. Gita Devi D/o Sh. Krishan Ms. Prabhjot Kaur D/o Sh. Harmohan Singh
15	Department of Urban Planning (Town Planning Wing)	Ms. Kanika D/o Sh. Gurmukh Singh
16	GMCH-32	Sh. Hardik Jalrath S/o Sh. Manoj Jalrath Ms. Bharti Mehta D/o Sh. Krishan Mehta Ms. Geeta D/o Sh. Rajpal Sh. Pravesh Jangra S/o Sh. Surender Jangra Ms. Neetu Pal D/o Sh. Ramkhilawan Sh. Sahil S/o Sh. Ramkarn
17	Central Treasury	Sh. Avinash S/o Sh. Om Prakash
18	DC Office	Sh. Vikram S/o Sh. Randhir Singh Ms. Poonam Rani D/o Sh. Ramotar
19	Public Relations	Ms. Veenu D/o Sh. Harish Kumar
20	Hospitality	Sh. Kuldeep Parsad S/o Sh. Jagdish Parsad Nalthani
21	Science & Technology	Sh. Suraj Singh S/o Sh. Shiv Pal Singh



**TENTATIVE GRADATION/ SENIORITY LIST OF STENO-TYPISTS OF CHANDIGARH  
ADMINISTRATION APPOINTED UNDER COMMON CADRE (DIRECT RECRUITMENT)  
AS ON 01.01.2024**

Sr. No.	Name and Father's Name of the official	Date of a) Birth b) Entry Into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement	Whether SC/ST /OBC	Marks obtained in Written Examination	Remarks
1.	Ms. Sukhpreet Kaur D/o Sh. Devinder Singh	a)26.01.1993 b)21.09.2016 (AN) c)26.01.2048 d)31.01.2051	UR	160.5	Already finalized vide Circular No. 34/129/26-IH(11)-2021/16152 dated 11.11.2021
2.	Sh. Sagar Verma S/o Sh. Rajesh Kumar	a)22.06.1992 b)29.09.2016 (AN) c)22.06.2047 d)30.06.2050	OBC	125.5	
3.	Ms. Saraswati D/o Sh. Shyam Singh	a)22.06.1992 b)29.09.2016 (AN) c)22.06.2047 d)30.06.2050	UR	120	
4.	Ms. Babalpreet Kaur D/o Sh. Jagmohan Singh	a)29.04.1991 b)21.09.2016 (AN) c)29.04.2046 d)30.04.2049	UR	119	
5.	Ms. Ritika Sachdeva D/o Sh. Ajit Sachdeva	a)20.10.1990 b)22.09.2016 (AN) c)20.10.2045 d)31.10.2048	UR	114.25	
6.	Sh. Rishu Pruthi S/o Sh. Gulshan Kumar	a)05.08.1992 b)29.09.2016 (AN) c)05.08.2047 d)31.08.2050	UR	112.5	
7.	Sh. Amit Sharma S/o Sh. Meghnath Sharma	a)14.09.1993 b)30.09.2016 (AN) c)14.09.2048 d)30.09.2051	UR	109.75	
8.	Sh. Ravi Kumar Singh S/o Sh. Raj Kishor Singh	a)06.09.1990 b)04.10.2016 (AN) c)06.09.2045 d)30.09.2048	UR	108.25	
9.	Sh. Piyush Sharma S/o Sh. Raghunath Sharma	a)05.10.1994 b)22.09.2016 (AN) c)05.10.2049 d)31.10.2052	UR	107.5	
10.	Sh. Vikram Jangra S/o Sh. Jai Parkash Jangra	a)11.08.1993 b)07.03.2017 (AN) c)11.08.2048 d)31.08.2051	OBC	106	
11.	Sh. Rahul Kamboj S/o Sh. Krishan Ram	a)16.10.1991 b)10.03.2017 (FN) c)16.10.2046 d)31.10.2049	OBC	102.25	



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12.	Sh. Vinod Kumar S/o Sh. Mahipal	a)27.11.1995 b)14.03.2017 (AN) c)27.11.2050 d)30.11.2053	OBC	102	
13.	Ms. Anu D/o Sh. Ranbir Singh	a)24.05.1992 b)22.09.2016 (AN) c)24.05.2047 d)31.05.2050	UR	101.5	
14.	Sh. Sourav S/o Sh. Madan Lal	a)02.07.1989 b)07.03.2017 (AN) c)02.07.2044 d)31.07.2047	OBC	100.75	
15.	Sh. Bhag Chand Nayak S/o Sh. Rattan Lal Nayak	a)04.07.1993 b)09.03.2017 (FN) c)04.07.2048 d)31.07.2051	UR	99.75	
16.	Ms. Suruchi Kohli D/o Sh. Jasbir Singh	a)28.08.1992 b)01.03.2017 (AN) c)28.08.2047 d)31.08.2050	UR	97	
17.	Sh. Ashish Kaushal S/o Sh. Mohan Lal Kaushal	a)01.09.1991 b)06.03.2017 (AN) c)01.09.2046 d)30.09.2049	UR	95	
18.	Ms. Ritika Rani D/o Sh. Satpal	a)03.11.1990 b)03.04.2017 (FN) c)03.11.2045 d)30.11.2048	UR	94	
19.	Sh. Sunil Vimal S/o Sh. Harl Singh	a)22.10.1986 b)03.10.2016 (FN) c)22.10.2041 d)31.10.2044	SC	91.75	
20.	Sh. Abhishek S/o Sh. Vinod Kumar	a) 26.09.1992 b) 12.03.2021 (FN) c) 30.09.2047 d) 30.09.2052	UR	127	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 issued by GoI/MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
21.	Sh. Prince Jindal S/o Sh. Parshotam Jindal	a) 15.06.1997 b) 01.03.2021 (AN) c) 30.06.2052 d) 30.06.2057	EWS (on merit)	124	-do-



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Sr. No.	Name and Father's Name of the official	Date of a) Birth b) Entry Into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement	Whether SC/ST /OBC	Marks obtained in Written Examination	Remarks
22.	Ms. Manju D/o Sh. Ramdhari	a) 31.03.1994 b) 31.03.2021 (AN) c) 31.03.2049 d) 31.03.2054	UR	119	-do-
23.	Sh. Hitan Bassi S/o Sh. Prem Chand	a) 07.12.1994 b) 01.03.2021 (AN) c) 31.12.2049 d) 31.12.2054	UR	112	-do-
24.	Sh. Yash Kajal S/o Sh. Tek Chand	a) 30.08.1996 b) 03.03.2021 (AN) c) 31.08.2051 d) 31.08.2056	UR	110	-do-
25.	Ms. Sakshi D/o Sh. Anil Kumar	a) 10.12.1996 b) 08.03.2021 (AN) c) 31.12.2051 d) 31.12.2056	OBC (on merit)	110	However, as per clause No. 7 under Heading- Selection Procedure of the Recruitment Notice, In case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.
26.	Sh. Devvarat S/o Sh. Rupender	a) 05.12.1996 b) 01.03.2021 (AN) c) 31.12.2051 d) 31.12.2056	UR	109	
27.	Ms. Pallavi Thakur D/o Sh. Suraj Parkash	a) 28.12.1997 b) 26.02.2021 (AN) c) 31.12.2052 d) 31.12.2057	UR	109	
28.	Ms. Priyanka Bhalwal D/o Sh. Suman Kumar	a) 17.05.1997 b) 01.03.2021 (AN) c) 31.05.2052 d) 31.05.2057	UR	108	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 issued by GoI/ MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
29.	Ms. Gurleen Kaur D/o Sh. Sarvjeet Singh	a) 05.01.1996 b) 09.03.2021 (AN) c) 31.01.2051 d) 31.01.2056	UR	107	-do- However, as per clause No. 7 under Heading- Selection Procedure of the



**TENTATIVE GRADATION/ SENIORITY LIST OF STENO-TYPISTS OF CHANDIGARH  
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Sr. No.	Name and Father's Name of the official	Date of a) Birth b) Entry into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement	Whether SC/ST/OBC	Marks obtained in Written Examination	Remarks
30.	Sh. Kapish S/o Sh. Pawan Kumar	a) 20.05.1996 b) 03.03.2021 (AN) c) 31.05.2051 d) 31.05.2056	UR	107	Recruitment Notice, In case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.
31.	Ms. Simran D/o Sh. Raj Kumar	a) 05.11.1998 b) 08.03.2021 (AN) c) 30.11.2053 d) 30.11.2058	UR	107	
32.	Ms. Minny Madan D/o Sh. Balwant Madan	a) 08.10.1993 b) 05.03.2021 (FN) c) 31.10.2048 d) 31.10.2053	EWS (on merit)	106	
33.	Sh. Vikram S/o Sh. Randhir Singh	a) 20.11.1996 b) 25.03.2021 (AN) c) 30.11.2051 d) 30.11.2056	UR	106	-do-
34.	Ms. Veenu D/o Sh. Harish Kumar	a) 12.11.1996 b) 26.04.2021 (AN) c) 30.11.2051 d) 30.11.2056	UR	105	
35.	Sh. Hardik Jairath S/o Sh. Manoj Jairath	a) 19.02.1997 b) 30.04.2021 (AN) c) 29.02.2052 d) 28.02.2057	UR	105	
36.	Sh. Kuldeep Parsad S/o Sh. Jagdish Parsad Naithani	a) 26.01.1992 b) 28.01.2022 (AN) c) 31.01.2047 d) 31.01.2052	UR	104	Though, the officials have joined in the year 2022, their cases have been considered in terms of clause No. 2.1.2(iii) of O.M. dated 16.09.2022 which provides as under:-  ii. Where a selection has been made through UPSC, a request for nomination from the reserve list, if any, may be made to the UPSC in the event of occurrence of a vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he resigns or dies within a period of one year from the date of his joining, if a fresh panel is not available by then. Such a vacancy should
37.	Sh. Suraj Singh S/o Sh. Shiv Pal Singh	a) 23.11.1994 b) 11.02.2022 (FN) c) 30.11.2049 d) 30.11.2054	UR	104	



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Sr. No.	Name and Father's Name of the official	Date of a) Birth b) Entry into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement	Whether SC/ST /OBC	Marks obtained in Written Examination	Remarks
					not be treated as a fresh vacancy.  iii. Where selections for posts under the Central Government are made through other recruiting agencies such as SSC or by the Ministries/ Departments directly and the reserve panels are similarly prepared, the procedure for operation of reserve panels maintained by UPSC as described in Point (ii) above will also be applicable for the reserve panels maintained by the other recruiting agencies/authorities.
38.	Ms. Isha D/o Sh. Durgesh Nandan	a) 02.09.1999 b) 22.06.2021 (AN) c) 30.09.2054 d) 30.09.2059	EWS	102	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 issued by GoI/ MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
39.	Sh. Abhisham Ahuja S/o Sh. Raj Kamal Ahuja	a) 21.08.1998 b) 03.06.2021 (AN) c) 31.08.2053 d) 31.08.2058	EWS	101	-do-
40.	Ms. Gita Devi D/o Sh. Krishan	a) 25.08.1995 b) 22.03.2021 (FN) c) 31.08.2050 d) 31.08.2055	OBC	100	-do-
41.	Ms. Bharti Mehta D/o Sh. Krishan Mehta	a) 03.10.1995 b) 15.03.2021 (AN) c) 31.10.2050 d) 31.10.2055	EWS	100	However, as per clause No. 7 under Heading- Selection Procedure of the Recruitment Notice, in case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.



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42.	Sh. Ravi Chauhan S/o Sh. Partap Singh Chauhan	a) 17.12.1998 b) 01.03.2021 (AN) c) 31.12.2053 d) 31.12.2058	SC	99	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 Issued by GoI/ MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
43.	Sh. Randeep Singh S/o Sh. Amrik Singh	a) 23.05.1997 b) 03.03.2021 (AN) c) 31.05.2052 d) 31.05.2057	SC	96	-do-
44.	Ms. Geeta D/o Sh. Rajpal	a) 27.12.1996 b) 05.03.2021 (FN) c) 31.12.2051 d) 31.12.2056	OBC	95	-do-
45.	Sh. Avinash S/o Sh. Om Prakash	a) 07.01.1998 b) 08.03.2021 (AN) c) 31.01.2053 d) 31.01.2058	OBC	94	-do-
46.	Ms. Himani D/o Sh. Jatinder Kumar	a) 07.08.1994 b) 02.03.2021 (AN) c) 31.08.2049 d) 31.08.2054	SC	92	-do-
47.	Ms. Poonam Rani D/o Sh. Ramotar	a) 02.02.1995 b) 03.03.2021 (AN) c) 28.02.2050 d) 28.02.2055	OBC	92	However, as per clause No. 7 under Heading- Selection Procedure of the Recruitment Notice, in case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.
48.	Sh. Hemant Chauhan S/o Sh. Partap Chauhan	a) 24.05.1996 b) 02.03.2021 (AN) c) 31.05.2051 d) 31.05.2056	SC	92	
49.	Ms. Prabhjot Kaur D/o Sh. Harmohan Singh	a) 29.08.1994 b) 08.03.2021 (AN) c) 31.08.2049 d) 31.08.2054	SC	91	-do-
50.	Sh. Pravesh Jangra S/o Sh. Surender Jangra	a) 18.02.1995 b) 09.03.2021 (AN) c) 28.02.2050 d) 28.02.2055	OBC	91	



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Sr. No.	Name and Father's Name of the official	Date of a) Birth b) Entry into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement	Whether SC/ST/OBC	Marks obtained in Written Examination	Remarks
51.	Sh. Naman Verma S/o Sh. Rajesh Verma	a) 14.02.1996 b) 02.03.2021 (AN) c) 28.02.2051 d) 29.02.2056	OBC	91	
52.	Ms. Neetu Pal D/o Sh. Ramkhilawan	a) 05.04.1998 b) 12.03.2021 (AN) c) 30.04.2053 d) 30.04.2058	OBC	91	
53.	Sh. Manpreet Kumar S/o Sh. Deen Dayal	a) 19.12.1997 b) 21.05.2021 (FN) c) 31.12.2052 d) 31.12.2057	OBC	89	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 issued by GoI/ MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
54.	Sh. Akshay S/o Sh. Surinder	a) 02.03.1996 b) 09.03.2021 (AN) c) 30.03.2051 d) 30.03.2056	SC	88	-do-  However, as per clause No. 7 under Heading- Selection Procedure of the Recruitment Notice, in case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.
55.	Sh. Sahil S/o Sh. Ramkarn	a) 04.12.1996 b) 20.07.2021 (AN) c) 31.12.2051 d) 31.12.2056	OBC	88	
56.	Ms. Joginder Kaur D/o Sh. Santa Singh	a) 02.01.1993 b) 24.02.2022 (AN) c) 31.01.2048 d) 31.01.2053	OBC	86	Though, the official has joined in the year 2022, her cases has been considered in terms of clause No. 2.1.2(III) of O.M. dated 16.09.2022 which provides as under:-  ii. Where a selection has been made through UPSC, a request for nomination from the reserve list, if any, may be made to the UPSC in the event of occurrence of a vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he resigns or dies within a period of one year from the date of his



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		a) Birth b) Entry into Govt. Service c) Attainment of age of 55 years d) Compulsory Retirement			
					<p>joining, if a fresh panel is not available by then. Such a vacancy should not be treated as a fresh vacancy.</p> <p>iii. Where selections for posts under the Central Government are made through other recruiting agencies such as SSC or by the Ministries/ Departments directly and the reserve panels are similarly prepared, the procedure for operation of reserve panels maintained by UPSC as described in Point (ii) above will also be applicable for the reserve panels maintained by the other recruiting agencies/authorities.</p>
57.	Ms. Sandeep Kaur D/o Sh. Jasbir Singh	a) 13.03.1991 b) 26.02.2021 (AN) c) 30.03.2046 d) 30.03.2051	SC	83	As per clause No. 2.1.1 under Heading- Seniority of Direct Recruits of O.M. dated 16.09.2022 issued by GoI/ MoPPGP, the seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment.
58.	Ms. Kanika D/o Sh. Gurmukh Singh	a) 09.11.1994 b) 05.03.2021 (AN) c) 30.11.2049 d) 30.11.2054	SC	83	<p>However, as per clause No. 7 under Heading- Selection Procedure of the Recruitment Notice, in case two or more candidates secure equal merit then the candidate older in age will rank higher in merit list at the time of final selection. Hence these officials are placed in the seniority list accordingly.</p>

*Jamir*