

**CHANDIGARH ADMINISTRATION  
ESTABLISHMENT BRANCH  
NOTIFICATION**

The \_\_\_\_\_, 2025

**No. RR(USH)-IH(5)-2025/**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1<sup>st</sup> November, 1966 and in supersession of all the Recruitment Rules for the post of Under Secretary Home notified by the Chandigarh Administration, the President hereby makes the following rules regulating the method of recruitment to Group 'A' posts (Ministerial) in the Chandigarh Administration namely:—

**1.**

- i. **Short title and Commencement:-** These rules may be called the Chandigarh Administration Group 'A' (Ministerial) (Under Secretary Home) Common Recruitment Rules, 2021.
- 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 scale of pay shall be as specified in columns 2 to 4 of the said Schedule.

**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 Central Government 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 Central Government is of the opinion that it is necessary or expedient so to do, by order, for reasons to be recorded in writing, and in consultation with the 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 Chandigarh Administration from time to time in this regard.

Note 1: These rules will be applicable to all the employees whether appointed under Common Cadre or otherwise.

Note 2:-These rules will not affect the rights of the employees who were not recruited under Common Cadre and are already working in various departments, regarding their promotion, seniority etc. in their respective cadres/offices meaning thereby, if persons are available in the feeding cadre in a department for promotion to the post of Under Secretary Home, the available vacancy will be filled up from the departmental candidates. There is no question of seeking option from feeding cadre employees or the common cadre employees.

Rajeev Verma, IAS  
Chief Secretary  
Union Territory, Chandigarh

**Annexure-I**

**Schedule in respect of the post of Under Secretary Home**

| Name of Post         | No. of posts   | Classification of post                                 | Scale of Pay             | Whether Selection post of Non-Selection post | Age for direct recruitment | Educational and other Qualifications required for direct recruitment | Whether age and 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 Promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods | In case of recruitment by Promotion/ deputation/ Transfer, grades from which Promotion/ deputation/ transfer is to be made  | If a Departmental Promotion Committee exists what is its composition  | Circumstances in which UPSC is to be consulted in Making direct recruitment |
|----------------------|--|--|--------------------------|--|----------------------------|--|--|-----------------------------|--|---|---|---|
| 1                    | 2  | 3  | 4                        | 5  | 6                          | 7  | 8  | 9                           | 10   | 11  | 12  | 13  |
| Under Secretary Home | 01*<br><br>Subject to variation dependent on work-load | General Central Civil Services (Group 'A') Ministerial | Grade Pay ₹6600-Level 11 | Selection                                    | Not applicable             | Not applicable   | Not applicable   | No Probation                | By promotion failing which by deputation   | <b><u>By Promotion</u></b><br>∴ From amongst the Superintendent Grade-I in the Grade Pay of 5400 (Level-9) having 7 years regular service in the cadre failing which 10 years combined regular service in the grade of Superintendent | <b><u>Group 'A' DPC (for existing cadre and Common cadre)</u></b><br><b><u>Group 'A' DPC</u></b><br>1. Chairman/Member of UPSC- Chairman<br>2. Home Secretary-Member<br>3. Secretary Establishment-Member | U.P.S.C. will be consulted while making promotion                           |

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|  |  |  |  |  |  |  |  |  |  | <p>Grade-I and Superintendent<br/>Grade-II and having successfully completed ICT training course of duration of time 126 hours to 200 hours as per instructions issued by the Chandigarh Administration vide letter No.28/69-IH(12)/Pers.&amp; Trg.-2019/17927 dated 25.11.2019.</p> <p><b>Note 1:</b> The eligibility list for promotion shall be prepared with reference to the date of completion by the Officers of the prescribed qualifying service in the respective grade/post.</p> |  |  |
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|  |  |  |  |  |  |  |  |  |  | <p><b>Note 2:</b> Where Juniors who have completed their Qualifying/eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying /eligibility service by more than half of such qualifying /eligibility service, or two years, whichever is less, and have successfully completed their probationperiod for promotion to the next higher grade along with their juniors who have already completed such qualifying</p> |  |  |
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|  |  |  |  |  |  |  |  |  |  | <p>eligibility service.</p> <p><b>Note 3:</b> The common cadre of Clerks has been established. Whenever the post of Under Secretary Home will be filled up from the officials recruited as Clerks under the Common Cadre Rules, that post of Under Secretary Home will be merged in the common cadre.</p> <p><b><u>By Deputation:</u></b><br/>From the officials of Central Government/ State Government/ Union Territory Administrations:</p> <p>i. Holding</p> |  |  |
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|  |  |  |  |  |  |  |  |  |  | <p>analogous posts on regular basis in the parent cadre/ department and carrying the same or identical scale of pay.</p> <p>Or</p> <p>ii. 7 years regular service as Superintendent Grade-I in the Grade Pay of 5400 (Level-9) or equivalent; and</p> <p>iii. having experience in Administrative matters.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this</p> |  |  |
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|  |  |  |  |  |  |  |  |  |  | appointment in the same or some other Organization/ department shall ordinarily not exceed one year). |  |  |
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