

No. C-561810-FII(8)A-2025/ 18761

CHANDIGARH ADMINISTRATION
LOCAL GOVT. & URBAN DEVELOPMENT BRANCH
[2nd Floor, Chandigarh Secretariat, Sector 9-D, Chandigarh –160009]

Dated : 02-12-2025

Notice / Vacancy Circular

Subject : Filling up of one (01) post of Municipal Engineer (Chief Engineer) on deputation basis in the Municipal Corporation, Chandigarh.

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Applications (in the prescribed Proforma, as per enclosed Annexure-I & Annexure-II) are invited from eligible and willing officers/candidates belonging to the Central/State/UTs/Autonomous Organizations to fill up one (01) post of Municipal Engineer (Chief Engineer) in Municipal Corporation, Chandigarh on deputation basis, as per the details given below :-

I. Eligibility Criteria :-

Officers of the Central/State/UTs/Autonomous Organizations holding analogous post on a regular basis in the parent cadre or department or as Superintending Engineer with minimum experience of three years.

Note : 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 or Department of the Central Government shall be in accordance with the deputation policy of Chandigarh Administration. The maximum age limit for deputation shall be not exceeding fifty-eight (58) years as on closing date of receipt of applications.

II. General Conditions:-

1. The initial tenure of deputation period will be one (01) year in the first instance and to be extended from time to time or reduced according to requirement at the discretion of Municipal Corporation Chandigarh/ Chandigarh Administration.
2. The Pay and allowances and other conditions of deputation of the officers selected on deputation shall be regulated in accordance with the instructions/guidelines issued/amended by the Chandigarh Administration time to time.
3. The APARs for the last five years duly certified by the Competent Authority in the parent department, along-with latest vigilance clearance

report indicating the pending and settled disciplinary/criminal cases and the details of penalties imposed, if any, should also be furnished.

4. The application in the prescribed proforma (as per enclosed Annexure-I & II) should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the officer/candidate are correct. A Note shall also be added stating clearly how the candidate finds himself/herself suitable for the post.
5. The application, complete in all respect should reach the Office of Secretary, (Local Govt. & Urban Development), Chandigarh Administration [2nd Floor, Sector-9D, Chandigarh-160009] within twenty one (21) days from the date of issuance of this Notice/Vacancy Circular, along-with soft-copy of "Proforma for Application duly filled" (i.e. MS Word Format) through e-mail at "jointsecylocalgovt@gmail.com".
6. The Applications which are not received through proper channel and received after stipulated period are liable to be rejected.
7. The Competent Authority for appointment will be as per provision of Section 71 of the Punjab Municipal Corporation Act, 1976 as extended to Union Territory of Chandigarh.

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Joint Secretary (LG&UD)
for Secretary (LG&UD)
Chandigarh Administration.

✓ Endst. No. : C-561810-FII(8) A-2025/

Dated :

A copy, along-with a copy of its enclosures (i.e. Annexure-I & II), is forwarded to the Director Public Relations, Chandigarh Administration with the request to publish this Notice/Vacancy Circular in the next edition of Employment News for the purpose, under intimation to this Administration.

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Joint Secretary (LG&UD)
for Secretary (LG&UD)
Chandigarh Administration.

✓ Endst. No. : C-561810-FII(8)-2025/18763 Dated : 02-12-2025


A copy, along-with a copy of its enclosures (i.e. Annexure-I & II), is forwarded to the Director Information Technology, Chandigarh Administration with the request to upload this Notice/Vacancy Circular on the official website of Chandigarh Administration for the purpose, under intimation to this Administration.

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Joint Secretary (LG&UD)
for Secretary (LG&UD)
Chandigarh Administration.

Endst. No. : C-561810-FII(8)-2025/

Dated :

A copy, along-with a copy of its enclosures (i.e. Annexure-I & II), is forwarded to the all concerned (list attached) with the request that kindly circulate this Notice/Vacancy Circular in their respective Ministry/ Departments/ Organizations for the sending the applications of interested & eligible officers through your cadre controlling authority to the Office of Secretary, (Local Govt. & Urban Development), Chandigarh Administration [2nd Floor, Sector-9D, Chandigarh-160009] within twenty one (21) days from the date of issuance of this Notice/Vacancy Circular, along-with soft-copy of "Proforma for Application duly filled" (i.e. MS Word Format) through e-mail at "jointsecylocalgovt@gmail.com".


Joint Secretary (LG&UD)
for Secretary (LG&UD)
Chandigarh Administration.

PROFORMA FOR APPLICATION

Application for the post of Municipal Engineer (Chief Engineer) in the Municipal Corporation, Chandigarh on deputation basis.

1.	Name of the candidate(in Block Letters)						
2.	Father's Name						
3.	Date of Birth						
4.	Address : (i) Permanent, and (ii) Postal						
5.	Mobile Number & E-mail ID						
6.	Details of the parent department, along-with postal address, telephone number(s) and E-mail ID of the office						
7.	Status of the parent department – i.e. whether it is Central Government / State Government and name of the Ministry/ Department.						
8.	Date of entry into service						
9.	Date of Retirement under Central / State Government Rules						
10.	Educational Qualifications (enclose a separate sheet, if required)						
11.	Details of employment in chronological order (enclose a separate sheet, if required)						
	Sl.No.	Office/ Institute/ Deptt./ Organisation	Posts held on regular basis	From	To	Pay Band & Grade. Pay	Period of Experience and nature of duties
12.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent						
13.	Details in case official is on deputation viz. Name of the post, Pay Level, period since on deputation, along-with name, postal address, telephone number and E-mail ID of the office.						
14.	Additional information, if any, as applied for in support of suitability for the said post. This among other things may provide information with regard to :- (i) additional academic qualifications, and(ii) professional training.						
15.	Achievements : The candidates are requested to indicate information with regard to :- (i) Research publications and reports and special projects. (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient.)						
16.	Whether belongs to SC / ST / OBC						
17.	Details of Last 05 years APAR Grading						

Place :

Date :

(Signature of the Candidate)

CERTIFICATE

(To be given by the Employer / Cadre Controlling Authority)

The information / details provided in the application by the candidate are true and correct as per the facts available on records. If selected, he / she will be relieved immediately.

2. Also certified that :-

- (i) The officer is holding the post / analogous post on regular basis.
- (ii) There is no vigilance or disciplinary case pending / contemplated against Sh. / Smt.
- (iii) The Integrity of the Officer is also certified.
- (iv) His / her APAR, in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by the competent authority.
- (v) No major / minor penalty has been imposed on him / her during the last 10 years OR A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Encl. :

Signature of the Cadre Controlling
Authority / Head of the Department
with Seal

Office Telephone No. :

E-mail ID :