

CHANDIGARH ADMINISTRATION
O/o Chief Architect, Department Of Urban Planning
Architecture Wing, Old UT, Secretariat, Sec-9, Chandigarh.

This Department has framed the Draft Recruitment Rules for the post of Architectural Assistant as annexed herewith.

All the stakeholders are requested to submit their objection/comments/suggestion if any, on the said Draft RRs to this office in writing or through email at architect.up.chd@gmail.com within 30 days from the date of uploading on the website otherwise it will be presumed that you have no comments/objection to offer in the matter and further action will be taken accordingly.


Architect (E)
Department of Urban Planning
Chandigarh Administration


GROUP-B

SCHEDULE

Recruitment Rules for the post of Architectural Assistant

Organization: Department of Urban Planning, Chandigarh Administration

1.	Name of the Post	Architectural Assistant
2.	No. of Post	06* (2025) *Subject to variation depending on work load.
3.	Classification	General Central Service Group-‘B’ Non-Gazetted (Non-Ministerial)
4.	Pay Band and Grade Pay/Pay Scale	Level-9 (53100-167800) in the pay matrix of 7 th CPC
5.	Whether selection post or non selection post	Selection in case of promotion.
6.	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government Servants up to 5 years in accordance with instructions or orders issued by Central Government from time to time.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India in case of direct recruitment and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.
7.	Educational and other qualifications required for direct recruits	Essential (i) Degree in Architecture of a recognized University or Institution. (ii) Should be registered as Architect with Council of Architecture under the Architects’ Act, 1972. Desirable (i) The candidate must possess the sufficient working knowledge of softwares such as Autocad, (2D & 3D), sketch up, Revit and other CAD softwares required to disburse the duties and responsibilities of the post. Note: The direct recruits have to submit the certificate of training in Information Communications Technology (ICT) Skills of 126-200 hours at the time of their appointment, as per instructions issued by Chandigarh Administration Vide No. 28/69-IH(12)/Pers. & Trg.-2019/ 17927 dated 25th November 2019 . <u>Qualification Standard Note:</u> Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. <u>Experience Standard Note:</u> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. (DP&AR OM No.14034/5/82-Estt.(D) dated 5.11.83).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the	Not Applicable

	case of promotees	
9.	Period of probation, if any	Two years for direct recruits. (Successful completion of mandatory Induction Training of at least two weeks duration shall be the pre-requisite for completion of probation for direct recruits)
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	• 50 per cent by promotion failing which by deputation. • 25 per cent by deputation failing which by Direct recruitment. • 25 per cent by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By Promotion: Head Draftsman in the pay level 7 (7th CPC) with 3 years regular service in the cadre after appointment thereto. Note: It is subject to having successfully completed ICT Skills Training Course of duration of time 126 hrs to 200 hours as per instructions issued by the Chandigarh Administration vide letter dated 25.11.2019 and further amended from time to time. By Deputation: Officials of Central Government/State Government/UT Administration: (a) Holding analogous posts & discharging same duties and responsibilities on regular basis in the parent Cadre/ Department in the same pay matrix or equivalent in the parent cadre / Department. or (b) official with 3 years' service in the grade rendered after appointment thereto on a regular basis in the pay Level 7 (7th CPC) in the pay matrix or equivalent in the parent cadre / Department; and (c) Possessing the educational qualifications as under: i) Should possess three years diploma in Architectural Assistantship awarded by the State Board of Technical Education or from a recognized University or Institution; Or ii) 02 years ITI Certificate/Diploma in Civil Draftsmanship or its equivalent from any institution recognized by the Central Govt./State Government Note 1: 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/ State Government/ UT Administration shall be as per the instructions / guidelines issued by the Government from time to time. Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application. Note 3: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
12.	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee 1. Secretary, Urban Planning, UT, Chd (Chairman) 2. Special/Additional/Joint Secretary (Personnel), UT,Chd. (Member) 3. Chief Architect, Urban Planning, UT, Chd. (Member) 4. Director Social Welfare, UT, Chd. (Member) or their Representative

		5.Regional Employment Officer or their Representative (Member) Note: The Representatives in respect of Sr. No. 4 and 5 should be of pay level 10 or higher Departmental Confirmation Committee 1. Secretary, Urban Planning, UT, Chd (Chairman) 2. Special/Additional/Joint Secretary (Personnel), UT,Chd. (Member) 3. Chief Architect, Urban Planning, UT, Chd. (Member) 4. Director Social Welfare, UT, Chd. (Member) or their Representative 5.Regional Employment Officer or their Representative (Member) Note: The Representatives in respect of Sr. No. 4 and 5 should be of pay level 10 or higher.
13.	Circumstances in which Union Public Service Commission to be consulted in making Recruitment	Not Applicable