

EDUCATIONAL AND OTHER QUALIFICATIONS:

CLERKS

1. Bachelor Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 words per minute in English Typewriting on Computer.
2. Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.

STENO-TYPISTS (ENGLISH)

1. Bachelor's Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in Operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same on Computer. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes.
2. Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.

For the Post Code CC# - 01 & CC# - 02 [Clerks & Steno-Typists (English)]

The candidates who have Certificate/Diploma/Bachelor's OR Master's Degree in Computer Science from any recognized Institution/University need not have ICT Skills course certificate.

NOTE: The eligibility for Educational Qualification and Experience in respect of Ex-Servicemen is as under:-

- (i) As per notification of the Government of Punjab bearing No. G.S.R. 11/Const./Arts.309, 234 and 318/82 dated 02.02.1982 and adopted by the Chandigarh Administration vide notification No. 9673-IH(7)-2000/4585 dated 10.03.2000, no Ex-Serviceman shall be eligible for recruitment to the reserved vacancy for Ex-Serviceman unless he possesses the minimum educational qualifications prescribed in the Rules.
- (ii) Provided that for appointment to the post of Clerk and Steno-typists against a reserved vacancy for Ex-Serviceman, and Ex-Serviceman who is matriculate having obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has not less than fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which the essential qualifications prescribed for recruitment by direct appointment in the relevant services rules, if Graduation from a recognized University.

APPLICATION FEE (NON-REFUNDABLE):

**General Category/OBC/Dependents
of Ex-Serviceman/EWS** : Rs. 1000/-

SC/PWD/Ex-Serviceman : Rs. 500/-

AGE/ AGE RELAXATION

- 1. FOR POST CODE CC# 01 & CC#-02**
- (i) Unreserved/EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2019.**
 - (ii) Candidates belonging to Scheduled Caste category should not be below 18 years and above 42 years of age as on 01.01.2019.**
 - (iii) Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2019.**
 - (iv) Candidates belonging to Persons with Benchmark Disabilities [PwBD] category should not be below 18 years and above 47 years of age as on 01.01.2019.**
 - (v) Candidate belonging to Ex-servicemen category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.**
 - (vi) Relaxation upto 40 years only for employees of the Chandigarh Administration, however, this relaxation shall not applicable to the employee of Boards/Corporations etc., being common cadre posts of the Departments of Chandigarh Administration.**
 - (vii) For the persons working on direct contract basis against sanctioned posts in the various departments of Chandigarh Administration will be given age relaxation equal to the period rounded to nearby month they worked under Chandigarh Administration, provided the such Contractual employees shall attach experience certificate in the following format:**

Mr./Ms. _____, S/o, D/o, W/o _____ R/o _____ has worked/has been working as _____ from _____ to _____/since _____ on direct contract basis against sanctioned post in the _____(name of office/Department). He/she was drawing salary as per the rates fixed by the Department of Personnel, Chandigarh Administration from time to time.

NOTE (1): However, the afore-said relaxation shall not be applicable to the persons, who have worked/have been working in any of the Board/Corporation etc. of the Chandigarh Administration.

NOTE (2): No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by the competent authority at the time of verification of documents.

No application shall be entertained to any post in service unless he/she is:

- a) a citizen of India or
- b) a subject of Nepal, or
- c) a subject of Bhutan or
- d) a Tibetan refugee, who has come over to India before the 1st January 1962 with the intention of permanently settling in India or
- e) a person of Indian origin, who has migrated from Pakistan, Burma Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to any category (b), (c) ,(d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/ appointing authority