

CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL

RECRUITMENT NOTICE

ON-LINE applications are invited on or before 21.10.2019 by 11:59 P.M from eligible candidates for filling up the posts of Clerks & Steno-Typists (English) in the pay scale of Rs.10300-34800 + 3200 Grade Pay in the Chandigarh Administration under the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 on regular basis as per detail given below :-

Sr. No.	Post	General	SC	OBC	EWS	ESM *	PWD*
1.	Clerk	162	68	92	34	50	14
2.	Steno-Typist** (English)	23	10	12	03	07	02

**ABBREVIATIONS**

Category: UR – Unreserved, SC – Scheduled Castes, OBC – Other Backward Classes, EWS – Economically Weaker Section, ESM – Ex-Serviceman, PWD – Persons with Benchmark Disabilities.

**Period of Probation: -**

During the Probation period of 03 years, newly recruited employees will be paid "Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years period of probation and the extended period of probation, if any. No grade pay, increment or any other allowances except travelling allowance will be payable".

**Educational Qualification for the post of Clerks & Steno-Typists (English)**

**CLERK**

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.

**STENO-TYPISTS (ENGLISH)**

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.

**Age: -**

The age limit for the posts of Clerks and Steno-Typists (English) is 18-37 years. Age is to be calculated on 01.01.2019.

Age relaxation to the SC and OBC candidate will be given against reserved post and other categories as per the rules/instructions issued by Govt. of India/Chandigarh Administration in this regard.

**PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS**

1. Applications can be submitted only "ONLINE" from 30.09.2019 to 21.10.2019 on the website [chdirectt2019.in](http://chdirectt2019.in)  
Application fee (non-refundable) amounting to Rs. 1000/- (Rs. 500/- in case of SC/Ex-Servicemen/PWD) will be accepted through challan upto 25.10.2019.
2. Detailed instructions for submission of online applications and deposit of fee are available on the website [chdirectt2019.in](http://chdirectt2019.in)
3. The Special Secretary Personnel, Chandigarh Administration reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason.

  
Special Secretary Personnel,  
Chandigarh Administration.