

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

RECRUITMENT NOTICE

The Department of Personnel, Chandigarh Administration (hereinafter referred as "this Department") invites ON-LINE applications **before 26.04.2026 by 11:59 PM** at <https://chandigarh.gov.in/information/public-notices> from eligible candidates for filling up the vacant posts of Clerks & Steno-Typists (English) under the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2026 on regular basis.

| Events | Timeline |
|--|--|
| Opening Date for submission of online application | 06.04.2026 at 11:00 AM |
| Closing Date for submission of online application | 26.04.2026 at 11:59 PM |
| Last Date for depositing of Examination Fee | 29.04.2026 at 11:59 PM |
| Schedule of Written Examination (OMR Based) | To be notified later |
| Result of Written Test (OMR Based) | To be notified later |
| Schedule of Typing Test (on Computer)/Proficiency Test (On Computer)(in English) | To be notified later |
| Result of Typing Test (on Computer)/Proficiency Test (On Computer)(in English) | To be notified later |
| Helpline E-mail ID | dper.rectt@gmail.com |
| Website | https://chandigarh.gov.in/information/public-notices |

1. Pay Scale:

- 1.1 Clerk: Pay Level-2 (Rs. 19,900-63,200) in the Pay Matrix as per 7th CPC
1.2. Steno-Typist: Pay Level-3 (Rs. 21,700-69,100) in the Pay Matrix as per 7th CPC

2. DETAILS OF THE VACANCIES:

| Clerks -234* | Steno-Typist - 23* |
|--|--------------------------------------|
| UR - 115 | UR -12 |
| SC - 36 | SC - 04 |
| OBC-68 | OBC -06 |
| EWS - 15 | EWS - 01 |
| ESM# - 23 | ESM#-02 |
| PwBD# - 24 | PwBD# - 04 |
| (VH-07, HH-07, OH-02, & Other-08) | (VH-02, HH-01 & Other-01) |

* They will consume the point/quota of the category to which they actually belong
* Number of posts are likely to vary.

ABBREVIATIONS

| | | |
|-----------------------------------|--------------------------|--|
| UR - Unreserved | SC - Scheduled Castes | OBC - Other Backward Classes |
| EWS - Economically Weaker Section | ESM - Ex-Serviceman | PwBD-Persons with Benchmark Disabilities |
| VH - Visually Handicapped | HH - Hearing Handicapped | OH - Orthopedically Handicapped |

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3. Reservation:

- 3.1 Reservation for Scheduled Castes (SC), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-Servicemen (ESM) and Persons with Benchmark Disabilities (PwBD) candidates will be applicable and admissible as per extant Government Orders.
- 3.2 This Department will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPWD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 (<https://divyangjan.depwd.gov.in/content/upload/uploadfiles/files/224370.pdf>) issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, New Delhi.

4. Nationality/Citizenship:

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

- a citizen of India or
- a subject of Nepal, or
- a subject of Bhutan or
- a Tibetan refugee, who has come over to India before the 1st January 1962 with the intention of permanently settling in India; or
- 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 Government and produced before this Department.

5. Age Limit /Age Relaxation [As on closing date for submission of online application]:

- 5.1 The candidates of all the categories should not be below the age of 18 years and should not be above 27 years of age as on closing date for submission of online application.
- 5.2 Permissible relaxation in upper age limit {as on closing date for submission of online application} for different categories in accordance with extant Rules/Guidelines are under:

| Sr. No. | Category | Age-relaxation permissible beyond the upper age limit as on closing date for submission of online application |
|---------|---|--|
| 1. | SC | 05 Years |
| 2. | OBC | 03 Years |
| 3. | PwBD (Unreserved) | 10 Years |
| 4. | PwBD (SC) | 15 Years |
| 5. | PwBD (OBC) | 13 Years |
| 6. | Ex-Servicemen (ESM) | 03 years after deduction of the military service rendered from the actual age as on closing date for submission of online application. |
| 7. | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. | 03 years |
| 8. | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC) | 08 years |
| 9. | Widows/ Divorced Women/ Women judicially separated and who are not remarried. | Up to 35 years of age as on closing date for submission of online application. |

| Sr. No. | Category | Age-relaxation permissible beyond the upper age limit as on closing date for submission of online application |
|---------|--|---|
| 10. | Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC) | Up to 40 years of age as on closing date for submission of online application. |
| 11. | Chandigarh Administration Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. This relaxation shall not applicable to the employee of Boards/Corporations etc., being Common Cadre posts of the Departments of Chandigarh Administration. Note: The employees who are working on Contract and Adhoc Basis as on closing date for submission of online application are not considered as Government Employees | Up to 40 years of age as on closing date for submission of online application. |
| 12. | Chandigarh Administration Employees (SC): Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. This relaxation shall not applicable to the employee of Boards/Corporations etc., being common cadre posts of the Departments of Chandigarh Administration | Up to 45 years of age as on closing date for submission of online application. |

- 5.3 Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by this Department for determining the age and no subsequent request for change will be considered or granted.
- 5.4 Ex-Servicemen who have already secured employment in civil side under Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment **are not eligible for reservation in ESM category**. However, such candidates can avail the benefit of reservation as ex-serviceman for subsequent employment if he/she (hereinafter may be read as "he/she") immediately after joining civil employment, **has given Self-Declaration/ Undertaking to the concerned employer(Annexure-I)** about the date-wise details of applications for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T/GOI, New Delhi.
- 5.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation as per rules.
- 5.6 **Explanation: An "ex-serviceman" means a person:**
- 5.6.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
- who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or
 - who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - who has been released from such service as a result of reduction in establishment;

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- 5.6.2 who has been released from such service after completing the specific period of engagement, **otherwise than**
- at his own request,
 - by way of dismissal,
 - discharge on account of misconduct or inefficiency and has been given a gratuity, &
 - Personnel of the Territorial Army namely, pension holders for continuous embodied service or broken spells of qualifying service;

OR

- 5.6.3 personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

OR

- 5.6.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

OR

- 5.6.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;

OR

- 5.6.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

- 5.7 A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date for submission of online application with the Armed Forces of the Union shall be considered eligible for appointment to the Clerk & Steno-Typist against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of online applications are not eligible for these posts.

- 5.8 Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as "Ex-Serviceman" and should indicate as "Lineal Decedent of Ex-Servicemen".

6. **Process of certification and format of certificates:**

- 6.1 Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate, issued from the competent authority, in the prescribed format as per extant Government Orders, when such certificates are sought by this Department at the time of Document Verification. **Otherwise, their claim for SC/OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled straightway without any communication.** The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) **will also** be valid. Certificates in any other format are liable to be rejected.

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- 6.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the online application form and are able to prove the same by furnishing the requisite certificate, issued from the competent authority in the prescribed format as per extant Government Orders, when such certificates are sought by this Department at the time of Document Verification, failing which their candidature will be cancelled. If the candidature of a candidate is rejected by this Department for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and this Department will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by this Department and will be summarily rejected.

For example, candidate X filled OBC in his application form. However, during Document Verification conducted by this Department, the candidate X is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled summarily and further candidate X will not be considered for Unreserved category.

- 6.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority in the prescribed format as per extant Government Orders. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate issued from the competent authority, in the prescribed format as per extant Government Orders, as declared in the application form when such certificates are sought by this Department at the time of Document Verification, failing which their candidature will be cancelled straightway without any communication. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, Government of India should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and this Department will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by this Department and will be summarily rejected.
- 6.4 Crucial date for claim of SC/ OBC/ EWS/ PwBD/ESM status or any other benefit viz. reservation, age-relaxation & essential educational qualification etc., will be the closing date for receipt of online applications.
- 6.5 As per instructions circulated bearing No. 27/4/94-IH(7)-2024/12685 dated 04.09.2024 (**Annexure-II**), duly amended vide circular bearing No. 27/4/94-IH(7)-2025/13214 dated 19.09.2025 (**Annexure-III**), issued by the Department of Personnel, Chandigarh Administration, a candidate seeking appointment on the basis of reservation to OBC must ensure that:
- (A) General
- 6.5.1 *The candidate and his/her parents shall actually belong to the community claimed;*

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- 6.5.2 *His/her community shall be specified in the Central List of Other Backward Classes for the Union Territory of Chandigarh, issued by the Central Government.*
- 6.5.3 *The candidate shall belong to Union Territory, Chandigarh.*

(B) Cases of Migration

- 6.5.4 *Where a candidate migrates from a State/UT to UT, Chandigarh, he/she can claim to belong to OBC (and is entitled to the concession/benefit) only in relation to that State to which he/she originally belongs and not in respect of the Union Territory, Chandigarh.*
- 6.5.5 *Further, when a candidate belong to OBC migrates from one State to UT, Chandigarh for the purpose of employment, education etc. the prescribed authority of Chandigarh Administration may issue the OBC Certificate to a candidate who has migrated from another State/UT on the production of a genuine certificate issued to his/her father by the prescribed authority of the State/UT of his/her father's origin except where the prescribed authority feels that a detailed enquiry is necessary through the State of origin before the issue of the Certificate. The Certificate will be issued irrespective whether the OBC Candidate in question is included in the List of OBC pertaining to UT, Chandigarh. The facility does not alter the OBC status of the candidate in relation to the one or the other State/UT. The OBC Candidate on migration from the State/UT of his/her origin to UT Chandigarh where his/her Caste is not in the Central List of Other Backward Classes for the Union Territory of Chandigarh, issued by the Central Government.*

Note: Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by this Department.

- 6.6. A candidate seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset Certificate valid for the Financial Year 2025-2026 in accordance with the DoP&T/GOI, New Delhi's OM No. 36039/1/2019-Estt (Res) dated 31.01.2019. Candidates may also note that their candidature will remain provisional till the veracity of the concerned document is verified by this Department.
- 6.7 Candidates are cautioned that they will be debarred from the examination conducted by this Department, in future, in case they fraudulently claim SC/OBC/ EWS/ PwBD/ ESM status or avail any other benefit and provisions of Public Examinations (Prevention of Unfair Means) Act, 2024 will be applicable in true letter & spirit.

7. **Provision of Compensatory Time and assistance of scribe:**

- 7.1 The facility of scribe will be allowed to the candidate with benchmark disabilities PwBD/ PwD in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy only if the candidate has opted for the same in the online application form.

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- 7.2 In case the candidate opts for scribe, **the qualification of the scribe should not be above 10+2/Senior Secondary/Intermediate or its equivalent.** The candidates with benchmark disabilities (PwBD) scribe shall be required to submit details of the scribe on the day of examination to the Centre Supervisor at Examination Centre, as per proforma at **Annexure-IV**. In addition, the candidate has to furnish a duly signed [by both i.e., candidate and scribe] valid ID proof [as per list given at para-13.7] on the day of examination to the Centre Supervisor at Examination Centre alongwith **Annexure-IV** and also bring original with them for verification. If subsequently, it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- 7.3 If a candidate opts for scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/ PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 7.4 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe.
- 7.5 The candidates referred at Para 7.1 above who are eligible for use of scribe, but not availing the facility of scribe, will also be given compensatory time of 20 minutes per hour of examination.
- 7.6 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 7.7 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 7.8 The PwBD/ PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification / Written Examination. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8. Essential Educational Qualifications (As on closing date for submission of online application):

8.1 For CLERK:

- (i) Bachelor Degree from a recognized University;
- (ii) Proficiency in Operation of Computer (Word Processing and Spread Sheets).
- (iii) Skill Test Norms:
Typing Speed of 35 w.p.m. in English on Computer.
- (iv) ICT Training Course on Computer (CCC) of 80 hours as per instructions issued by the Department of Personnel, Chandigarh Administration vide circular No. 28/69-IH(12)/Pers. &Trg./2025/1699 dated 10.12.2025 (**Annexure-V**) [**To be furnished at the time of Document Verification**].

8.2 **For STENO-TYPIST:**

- (i) Bachelor Degree from a recognized University;
- (ii) Proficiency in Operation of Computer (Word Processing and Spread Sheets);
- (iii) Skill Test Norms:
Dictation : 10 Minutes @ 80 w.p.m.
Transcription: 50 minutes (on Computer) in English
- (iv) ICT Training Course on Computer (CCC) of 80 hours as per instructions issued by the Department of Personnel, Chandigarh Administration vide circular No. 28/69-IH(12)/Pers. & Trg./2025/1699 dated 10.12.2025 **(Annexure-V) [To be furnished at the time of Document Verification].**

8.3 As per Ministry of Human Resource Development, Government of India, New Delhi's Notification dated 10-06-2015 published in the Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing such degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of Education, such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

8.4 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III(8)(v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No.3092/2018 in W.P.(C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B.Tech. Degree/ Diploma in Engineering awarded by IGNOU to the students who were enrolled upto academic year 2009-10 shall be treated as valid, wherever applicable.

8.5 Document Verification (DV) will be conducted by this Department after declaration of the final result. Candidates will be required to produce the relevant Certificates such as Marksheets, Certificate /Provisional Certificates etc. for completion of Matriculation Intermediate/Higher Secondary/ 10+2/ Senior Secondary/Bachelor Degree, ICT Skill Course etc. in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by this Department for the purpose of Document Verification, otherwise, their candidature will be cancelled. The candidates who are able to prove, by documentary evidence,

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that the result of the qualifying examination (Educational Eligibility) was declared on or before the closing date of receipt of applications and he/she has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board/ University by the closing date of receipt of online application. **Mere PROCESSING** of the result by the Board/ University by the crucial closing date of receipt of online application does not fulfil the Educational Qualification requirement.

8.6 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by this Department.

9. **How to apply:**

9.1 Applications must be submitted in online mode at the website as per **Annexure-XI (Procedure for submission of Online Application)**. Application form in any other mode will not be entertained.

9.2 Candidates are required to upload the scanned Photo in JPEG/JPG format (10 to 100 KB). The appearance of a candidate in the examination should be as per the photograph in the application form. The candidates should ensure that the photograph uploaded is clear, with plain background, **without cap or spectacles**, and with a full frontal view (80% face).

9.3 Candidates are required to upload the scanned Signature in JPEG/JPG format (10 to 100 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height).

9.4 PwBD and PwD candidates willing to avail the benefit of reservation or scribe or compensatory time or any combination of them are required to upload Certificate of Disability as per **Annexure-VI, Annexure-VII and Annexure-VIII**, whichever is applicable, at the time of filling of the online application form.

9.5 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the closing date, to avoid the possibility of disconnection/inability or failure to login to the website on account of heavy load on the website during the closing days.

9.6 This Department will not be responsible for the candidates not being able to submit their applications within the closing date on account of the aforesaid reasons or for any other reason beyond the control of this Department.

9.7 Before submission of the online application, candidates must check through Preview option that they have filled correct details in each field of the online Application Form. They should also check that photograph and signature are meeting all the above requirements. **Candidates are advised to keep a copy of the online Application Form filled by them.**

9.8 The candidate should submit the online Application Form by clicking the "Submit" button.

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10. Application Fee:

- 10.1 UR/OBC/Dependents : Rs. 1000/-
of Ex-Serviceman/EWS
- 10.2 SC/PWD/Ex-Serviceman : Rs. 500/-
- 10.3 Fee can be paid online through UPI, Internet Banking or by using RuPay Debit Card and Credit Card.
- 10.4 Candidates must ensure that their fee has been deposited. If the fee is not received, **status of the Application Form in the Dashboard will remain "Pay Fee" and the candidate will not be able to take printout of online Application Form.** Further, status of fee payment is automatically verified, if the candidate can download the Application Form. *Being unable to download the Application Form means that the Application Fee is not received.* Such applications which remain incomplete due to non-receipt of fee/insufficient fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Recruitment Notice shall be entertained.
- 10.5 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against other candidate or in other category.

11. Window for Application Form Correction:

- 11.1 If by mistake any candidate fills in wrong data, he/she can correct the data upto the submission of online Application Form, by entering his/her registration number and password as per their requirement. Thereafter, no editing can be done because the data will be locked and no change will be allowable/acceptable.
- 11.2 Before submission of the online application form, candidates must check that they have filled correct details in each field of the online application form. No change/ correction/ modification will be allowed under any circumstances after the submission of online application form. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and will be summarily rejected.

12. Scheme of Examination:

12.1 The OMR Based Examination will be conducted in two tiers as indicated below:

CLERKS and STENO-TYPISTS (ENGLISH) (for both)
Written Test (ENGLISH) of all eligible candidates : **200 marks**
(Two papers of 100 marks each of 2 hours duration)

Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.

12.1.1 FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON
English (Upto 12th level) : 40 marks
General Knowledge : 40 marks
Computer Proficiency : 20 marks

12.1.2 SECOND PAPER - EVENING SESSION: 02.00 P.M TO 04.00 P.M
Mathematics (upto 10th level) : 40 marks
Statistics (upto 10th level) : 30 marks
Aptitude (Reasoning Verbal & Non-verbal) : 30 marks

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12.2 TYPING TEST (ON COMPUTER) AND PROFICIENCY TEST

12.2.1 FOR THE POSTS OF CLERKS ONLY

Typing Test in English on Computer for 10 minutes @ 35 words per minute : Only Qualifying Test (No marks/Weightage)

12.2.2 FOR THE POSTS OF STENO-TYPISTS ONLY

Stenography Test in English : Only Qualifying Test (No marks/Weightage)

Dictation : 10 Minutes @ 80 w.p.m.
Transcription: 50 minutes (on Computer) in English

12.3 In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.

12.4 Exemption from Typing Test (on Computer) for the post of Clerks:

12.4.1 Candidates eligible for scribe as per Para 7.1 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test (on Computer) for such candidates will be 15 minutes.

12.4.2 Passage Dictators will be allowed to those VH candidates for the Typing Test (on Computer) who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time i.e., 15 minutes.

12.4.3 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test (on Computer) because of a physical disability may, with the prior approval of this Department, be exempted from the requirement of appearing and qualifying at such Typing Test (on Computer), provided such a candidate submits a Certificate in the prescribed format (**Annexure-IX**) to this Department from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him/her to be permanently unfit for the Typing Test (on Computer) because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-VI to Annexure-VIII** of the Recruitment Notice, as applicable, at the time of Typing Test (on Computer). Otherwise their claim for seeking exemption from Typing Test (on Computer) will not be entertained by this Department.

13 Admission to the Examination:

13.1 All candidates who registered themselves in response to this Advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted as per the terms and conditions of this Advertisement will be assigned Roll numbers and issued Admit Card for appearing in the OMR Based Written Examination. Subsequently, qualified candidates will be issued Admit Cards for the next stage of the Examination i.e., Typing Test (on Computer) / Proficiency Test.

13.2 The Department will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Written Examination & Typing Test (on Computer) / Proficiency Test and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, category etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their

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Educational Qualifications, Age Relaxation and Caste/Category, etc. shall be sought by this Department at the time of Document Verification. Candidates may also note that they would be required to submit their original documents of Educational Qualifications/Caste/Category etc. as and when sought by this Department. After scrutiny of the certificates/ documents of Educational Qualifications /caste/ category, etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.

- 13.3 Admit Card for all stages of examination will be available for download by logging in on the website. Candidates are therefore advised to regularly visit the website.
- 13.4** The Written Examination will be held in Chandigarh only. In case, number of applicants exceeds the seating capacity in Chandigarh then the Examination Centres will be set up in Mohali & Panchkula also. **Only Examination Centre Number will be mentioned on the Admit Card. The complete list of venues will be uploaded on the website ONE DAY before the Written Examination. The candidates are advised to visit the website regularly for the purpose in their own interest. If any candidate is unable to download the Admit Card even after the advisory to download admit cards uploaded on the website, he/she must immediately contact with proof of having submitted his/her application at e-mail given at the top of the Advertisement. Failure to do so will deprive him/her of any claim for consideration.**
- 13.5 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with their Name, Father's Name & Date of Birth, while addressing any communication. Communication from the candidate not furnishing these particulars shall not be entertained.
- 13.6 Facility to download Admit Card will be made available **one week** before the examination on the website. Candidate must bring printout of the Admit Card to the Examination Hall.
- 13.7 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs (same as were uploaded while applying online application form), **Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card**, such as:
- 13.7.1 Aadhaar Card/Printout of E-Aadhaar,
13.7.2 Voter's ID Card,
13.7.3 Driving License,
13.7.4 PAN Card,
13.7.5 Passport,
13.7.6 ID Card issued by University/ College/ School,
13.7.7 Employer ID Card (Government/ PSU),
13.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.
13.7.9 Any other photo bearing valid ID card issued by the Central/State Government.
- 13.8 If Photo Identity Card does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marksheet issued only by CBSE/ICSE/State Boards; Birth

Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

13.9 PwBD/PwD candidates availing the facility of scribes as per Para 7.1 shall also be required to carry required his/her Medical Certificate/Undertaking alongwith Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed the facility of scribe.

13.10 In order to eliminate impersonation, Bio-Metric Attendance with onsite thumb impression alongwith photograph of candidates will be captured at the first stage of recruitment process i.e. OMR Based Written Examination, which will be further verified/authenticated at subsequent stages of recruitment process i.e., Typing Test (on Computer) / Proficiency Test, Document Verification and Joining. In case of any incident of impersonation will be noticed at any stage of recruitment process, suitable penal action will be taken against the candidate for whom he/she shall be solely responsible. Besides, debarring/disqualifying him/her from the current selection process.

13.11 Candidate will also be solely responsible for penal action, in case anyone else will appear on his/her Admit Card at any stage of recruitment process.

13.12 The provisions of Public Examinations (Prevention of Unfair Means) Act, 2024 and other laws in this regard will be applicable in true letter & spirit.

14 Document Verification (DV):

14.1 The candidate shall bring the printout of online Application Form.

14.2 Document Verification (DV) will be conducted by this Department after declaration of the final result.

14.3 The final result will be declared only once and no further nomination of candidates would be made.

14.4 The candidates are required to appear for Document Verification alongwith all the original educational qualification documents as well as original and photocopies of documents indicated in Para 13.7 as and when asked by this Department.

14.5 Candidates will have to submit copies of various documents as given below at the time of Document Verification:

14.5.1 Matriculation/ Senior Secondary

14.5.2 Bachelor Degree from Recognized University.

14.5.3 All other Educational Qualification Certificate.

14.5.4 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

14.5.5 Caste/ Category Certificate, if belongs to reserved categories.

14.5.6 Persons with Benchmark Disabilities Certificate in the required format, if applicable.

14.5.7 For Ex-Servicemen (ESM):

14.5.7.1 Undertaking as per **Annexure-I**.

14.5.7.2 Serving Defence Personnel Certificate as per **Annexure- X**, if applicable.

14.5.7.3 Discharge Certificate, if discharged from the Armed Forces,

14.5.8 Relevant Certificate if seeking any age relaxation.

14.5.9 No Objection Certificate, in case already employed in

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Government/Government undertakings.

- 14.5.10 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 14.5.10.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- 14.5.10.2 In case of re-marriage of women: Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- 14.5.10.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- 14.5.10.4 In other circumstances for change of name for both male and female:
Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or near by area) and Gazette Notification
- 14.5.11 Any other document specified in the communication for Document Verification.
- 14.6 It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.

15 Mode of Selection:

- 15.1 The question paper & the answer key of all question papers shall be uploaded on the website on completion of the examination for calling objections, if any, with valid proof from the candidate(s), who can submit their objections within 03 days from the uploading of answer-key which will be considered & disposed off accordingly.
- 15.2 No candidate will be considered to have qualified in the written test unless or until he/she obtained at least qualifying 40% marks in each paper i.e. 40 out of 100.
- 15.3 Marks obtained by all the candidates in written test will be uploaded on the website after declaration of Final Result.
- 15.4 Merit list shall be prepared on the basis of marks obtained in the written test and will be uploaded on the website and on the basis of merit. If the number of candidates who successfully qualified the Written Test exceeds the ratio of 1:20, then the eligible candidates only in the ratio of 1:20 will be called for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively equal to 20 times of number of vacancies. However, in case the successfully qualified candidates in the Written Test is less than ratio of 1:20 then all the eligible candidates, who successfully qualified the Written Test will be called for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively.
- 15.5 The list of shortlisted candidates for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively will be uploaded on the website. The public notice in this regard will also be released by this Department.
- 15.6 The result of Typing Test (on Computer) / Proficiency Test will be declared

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and uploaded on the website along with the Final Result.

- 15.7 Thereafter, **Final Merit List** (who qualified Typing Test (on Computer) / Proficiency Test after qualifying Written Test) of all the successful candidates will be declared/uploaded on the website.
- 15.8 The candidates scoring higher merit will be considered against the posts in question. A waiting list shall also be maintained. In case, the selected candidate fails to join the post due to any reason within a period of one month (and extended period in exceptional circumstances with prior approval of the competent authority as per prevailing instructions), his/her candidature will be cancelled and the candidates in waiting list shall be offered appointment till all the notified vacancies of Clerks and Steno-Typists are filled up.
- 15.9 In case, two or more candidates secure equal merit, then the candidate older in age will rank higher in the order of merit list at the time of final selection.
- 15.10 In case, two or more candidates secure equal merit and their date of birth may happen to be the same then the candidate having higher percentage in essential educational qualification i.e., Bachelor Degree shall rank higher in the order of merit list at the time of final selection.
- 15.11 As per Final Merit List candidates will be called for scrutiny of original documents in the Document Verification and checking up eligibility conditions.
- 15.12 Candidates selected shall be appointed under Common Cadre and shall be liable to transfer & serve in any Department of Chandigarh Administration.
- 15.13 SC, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the UR vacancies in the post as per their position in the overall merit or posts earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up from amongst the eligible SC, OBC, EWS, ESM and PwBD candidates.
- 15.14 In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 15.15 Success in the examination confers no right of appointment unless this Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment.
- 15.16 The candidates applying for the examination should ensure that they fulfil all the eligibility conditions/criteria for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to satisfying the prescribed eligibility conditions/criteria. If, on verification, at any stage before or after the examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled.

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16. GENERAL INSTRUCTIONS:

- 16.1 The venues of the Written Examination Centres will be uploaded on the website **one day prior to the schedule of Written Examination**. The candidates will report at the Examination Centre **one hour** before the scheduled time alongwith Admit Card as well as requisite documents and **same passport size photograph as uploaded in the ON-LINE Application form**, so that proper frisking & other formalities of the candidates could be made
- 16.2 No request for change of examination centre will be entertained.
- 16.3 Selection will be made purely on the basis of merit in Written Test and Typing Test (on Computer)/Proficiency Test will be qualifying in nature, subject to fulfilment of all other eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfil the eligibility conditions to the post applied for. **No Interview will be conducted.**
- 16.4 Documents for claiming benefit of reserved categories should be obtained from competent authority in the prescribed format as per extant of Government Orders as per prevailing rules/instructions issued by the Government from time to time.
- 16.5 Where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman, who has never been recruited against a reserved vacancy as per rules, subject to the conditions that :-
- 16.5.1 He or she possesses the prescribed qualification and is within the prescribed age limits;
- 16.5.2 He or she is not already in service;
- 16.5.3 He or she will be eligible to avail the benefit only once in life.
- Eligible dependents of ex-serviceman will be required to submit Lineal Dependent Certificate on the prescribed format issued by the concerned Zila Sainik Welfare Officer at the time of Document Verification.
- 16.6 A candidate would be eligible for the benefit of reservation of Other Backward Class (OBC) as per principle prescribed under para 6.5 of this Advertisement.
- 16.7 If a candidate is finally selected and does not receive any correspondence from this Department after the declaration of final result, he/she must communicate to this Department by mentioning his/her Application/Registration No; Roll No.; Name; Father's Name; Date of Birth; Mobile No.; & complete Address immediately.
- 16.8 The result will be declared only once. Thereafter this Department will offer appointment to the candidates as per prevailing instructions.
- 16.9 Candidates are requested to check the website regularly for the latest updates in respect of all stages of recruitment process including those related to date of examination, vacancy position, results, merit-list, Document Verification etc. in their own interest. No separate / individual intimation in this regard through posts will be sent.
- 16.10 For any clarification regarding the online filling of Application Form/Correction of Application Form, as prescribed in the timeline, the candidate can send

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their queries only through e-mail by mentioning the following details:-

Application/Registration No.:
Post Applied For:
Name:
Father's Name:
Date of Birth:

17. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS**

17.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

17.1.1 using unfair means or

17.1.2 impersonating or procuring impersonation by any person or

17.1.3 misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

17.1.4 resorting to any irregular or improper means in connection with his / her candidature or

17.1.5 obtaining support for his/her candidature by unfair means, or

17.1.6 carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

17.1.6.1 to be disqualified from examination for which he/she is a candidate

17.1.6.2 to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration

17.1.6.3 for termination of service, if he/she has already joined the Chandigarh Administration as per rules.

17.2 The Department may also report the matter to Police/ Investigating Agencies, as deemed fit and may also take appropriate action to get the matter examined by the authorities/forensic experts concerned.

17.3 The provisions of Public Examinations (Prevention of Unfair Means) Act, 2024 will be applicable.

18. **Final Decision:**

The decision of this Department in all matters relating to eligibility, penalty for false information, mode of selection, conduct of examination(s), debarment for indulging in malpractices and offering appointment will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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- 19. Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction at Chandigarh only.
- 20. Dis-qualifications:** 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 appointment to the service provided that the Chandigarh Administration may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

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04/04/26

**Additional Secretary Personnel,
Chandigarh Administration**