



DIRECTORATE OF HIGHER EDUCATION  
CHANDIGARH ADMINISTRATION  
(Administrative. Branch)  
1<sup>st</sup> Floor, Additional Deluxe Building,  
Sector- 9, Chandigarh- 160009

No.DHE-UT-Admn.AD-I-10(1)2011/6774

Dated: 10.12.24

**DRAFT RECRUITMENT RULES/OBJECTION THEREOF**

It is informed that in compliance to the instructions issued by the Department of Personnel, Chandigarh Administration vide circular dated 16.02.2024 for framing/amendment of Recruitment Rules in pursuance of U.T., of Chandigarh Employees (Revised Pay) Rules, 2023 issued by the Finance Department, Chandigarh vide notification dated 29.03.2023, draft Recruitment Rules for various posts under Group-B and Group-C in Directorate and Sub-office Cadre have been framed. The said draft rules Recruitment Rules have been uploaded on the website of the Education Department, Chandigarh i.e. [www.chdeducation.gov.in](http://www.chdeducation.gov.in). All the stakeholders are advised to go through the draft Recruitment Rules and submit their objections/suggestion within 30 days (if any). If no suggestion/objection received within the stipulated period, it shall be presumed that there is no comments/objections against the said Draft Recruitment Rules and action will be taken to finalize the same.

  
O/o Superintendent Admn.  
Director Higher Education  
Chandigarh Administration  


Copy to:

1. The Directors/Principals of all the Govt. Institutes/Colleges with the request to bring the content of the notice to the concerned stakeholders working under their control.
2. The District Education Officer, UT, Chandigarh with the request to bring the content of the notice to the concerned stakeholders working under their control.
3. Superintendents College-I &II, School-I to III, Account, Admn., Adult and Vocational Education Branches with the request to bring the content of the notice to the concerned stakeholders.

PROVISIONAL RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (Admn.)		
1	Name of Post	Deputy Director (Admn.)
2	Number of Post	* 01 (2024) (*Subject to variation dependent on workload)
3	Classification	General Central Services Group 'B' Gazetted Non-Ministerial
4	Pay Level in Pay Matrix	Level 9 (Rs. 53100-167800) as per 7 <sup>th</sup> CPC
5	Whether Selection Post or Non Selection Post	Selection
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	No Probation
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods	Promotion failing which by Deputation
11	In case of recruitment by promotion or deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion- From amongst the Departmental Registrar Education with two years regular service in the cadre after appointment thereto.</p> <p>Note- Promotion to the post shall further be subject to mandatory basic ICT skills training/course as per Chandigarh Administration letter No. 28/69-IH (12) Pers.&amp;Trg.- 2019/17927 dated 25.11.2019</p> <p>By Deputation- From the officials of Central Govt./ State Govt./Union Territory Administration.</p> <ol style="list-style-type: none"> <li>Holding analogous posts on regular basis.</li> <li>Possessing Bachelor Degree from a recognized university and having experience of dealing with Educational matters in a college/school or an educational institute etc.</li> </ol> <p>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/department shall ordinarily not exceed three year and the maximum age limit for appointment by deputation shall be not exceeding Fifty Six years as on the closing date of receipt of application.</p>
12	IF Departmental Promotion Committee exists, what is its composition	<ol style="list-style-type: none"> <li>Education Secretary- Chairman</li> <li>Director Higher Education-Member</li> <li>Special/Additional/Joint Secretary(Personnel)-Member</li> <li>Director Social Welfare or their representative-Member</li> <li>Regional Employment Officer or their representative - Member</li> </ol>
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Consultation with UPSC is not necessary

### RECRUITMENT RULES FOR THE POST OF REGISTRAR EDUCATION

1	Name of Post	Registrar Education
2	Number of Post	* 02 (2024) (*Subject to variation dependent on workload)
3	Classification	General Central Service Group 'B' Gazetted Non-Ministerial
4	Pay Level in Pay Matrix	Level 9 (Rs. 53100-167800) as per 7 <sup>th</sup> CPC
5	Whether Selection Post or Non Selection Post	Selection
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	No Probation
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods	100 % by Promotion failing which by Deputation
11	In case of recruitment by promotion or deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b>By Promotion-</b> From amongst the Departmental Superintendent Grade-I with two years regular service in Level 9 (Rs.53100-167800) as per 7<sup>th</sup> CPC.</p> <p style="text-align: center;">OR</p> <p>From the Departmental Superintendent Grade-I with combined service of 05 years with atleast one year regular service as Superintendent Grade-I and four years service as Superintendent Grade-II</p> <p style="text-align: center;">OR</p> <p>From amongst the senior most Departmental Superintendent Grade-II with Eight years regular service in Level 6 (Rs.35400-112400) as per 7<sup>th</sup> CPC</p> <p>Note- Promotion to the post shall further be subject to mandatory basic ICT skills training/course as per Chandigarh Administration letter No. 28/69-IH (12) Pers.&amp;Trg.- 2019/17927 dated 25.11.2019</p> <p><b>By Deputation- a.</b> From the officials of Central Govt./ State Govt./Union Territory Administration holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>Superintendent Grade-I with two years regular service in Level 9 (Rs.53100-167800).</p> <p style="text-align: center;">OR</p> <p>Superintendent Grade-II with Eight years regular service in Level 6 (Rs.35400-112400)</p> <p><b>b.</b> Possessing Bachelor Degree from a recognized university and having experience of dealing with Educational matters in a college/school or an educational institute etc.</p> <p><b>Note-</b>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 shall ordinarily not exceed three years and the maximum age limit for appointment by deputation shall be not exceeding Fifty Six years as on the closing date of receipt of application.</p>
12	IF Departmental Promotion Committee exists, what is its composition	<p>i. Education Secretary- Chairman</p> <p>ii. Director Higher Education-Member</p> <p>iii. Special/Additional/Joint Secretary(Personnel)- Member</p> <p>iv. Director Social Welfare or their representative- Member</p> <p>v. Regional Employment Officer or their representative - Member</p>
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Consultation with UPSC is not necessary.

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PROVISIONAL RECRUITMENT RULES FOR THE POST OF Administrative Officer		
1	Name of Post	Administrative Officer
2	Number of Post	* 01 (2024) (*Subject to variation dependent on workload)
3	Classification	General Central Service Group 'B' Non Gazetted (Ministerial)
4	Pay Level in Pay Matrix	Level 7 (Rs. 44900-142400) as per 7 <sup>th</sup> CPC
5	Whether Selection Post or Non Selection Post	Selection
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	No Probation
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods	By Promotion
11	In case of recruitment by promotion or deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>By Promotion-</b> From amongst the Departmental Superintendent Grade-II/Circle Auditor with five years regular service in cadre after appointment thereto.  <b>Note-</b> Promotion to the post shall further be subject to mandatory basic ICT skills training/course as per Chandigarh Administration letter No. 28/69-IH (12) Pers.&Trg.- 2019/17927 dated 25.11.2019.
12	IF Departmental Promotion Committee exists, what is its composition	i. Education Secretary- Chairman ii. Director Higher Education-Member iii. Special/Additional/Joint Secretary(Personnel)-Member iv. Director Social Welfare or their representative-Member v. Regional Employment Officer or their representative - Member
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Consultation with UPSC is not necessary.

PROVISIONAL RECRUITMENT RULES FOR THE POST OF RESTORER

1	Name of Post	Restorer
2	Number of Post	* 01 (2024) (*Subject to variation dependent on workload)
3	Classification	General Central Service Group 'C' Non-Gazetted Ministerial
4	Pay Level in Pay Matrix	Level 2 (Rs. 19900-63200) as per 7 <sup>th</sup> CPC
5	Whether Selection Post or Non Selection Post	Not applicable
6	Age limit for direct recruitment	Between 18 years and 27 years (Relaxable for departmental candidate in accordance with the instructions issued by GOI from time to time)
7	Educational and other qualifications required for direct recruits	10+2 from recognized University/Board or its equivalent <b>Note-</b> Mandatory basic ICT skills training/course as per Chandigarh Administration letter No. 28/69-IH (12) Pers.&Trg.- 2019/17927 dated 25.11.2019
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
9	Period of Probation, if any	i. Two years in case of direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods	By Promotion failing which by Direct Recruitment failing which by Deputation
11	In case of recruitment by promotion or deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>By Promotion-</b> From amongst the Departmental MTS with three years regular service in cadre.  <b>Note-</b> Promotion to the post shall further be subject to mandatory basic ICT skills training/course as per Chandigarh Administration letter No. 28/69-IH (12) Pers.&Trg.- 2019/17927 dated 25.11.2019  <b>By Deputation-</b> From the officials of Central Govt./ State Govt./Union Territory Administration holding analogous posts on regular basis and Possessing 10+2 from recognized University/Board or its equivalent. <b>Note-</b> 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 shall ordinarily not exceed three years and the maximum age limit for appointment by deputation shall be not exceeding Fifty Six years as on the closing date of receipt of application.
12	IF Departmental Promotion Committee exists, what is its composition	i. Director Higher Education- Chairman ii. Representative of Personnel Department- Member iii. Representative of Social Welfare Officer- Member iv. Representative of Regional Employment Officer- Member
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Not applicable.