

**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 SC - 36 OBC-68 EWS - 15 ESM# - 23 PwBD# - 24 (VH-07, HH-07, OH-02, & Other-08)	UR -12 SC - 04 OBC -06 EWS - 01 ESM#-02 PwBD# - 04 (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 embodies 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 : Only Qualifying Test
minutes @ 35 words per minute (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

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

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.

- 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**

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I.....S/o / D/o / W/o
bearing Registration No., appearing for the Document
Verification for the post of, do hereby undertake
that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the
Ex-Servicemen Re-employment in Central Civil Services and Posts Rules,
1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector
Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks,
etc.) in Group "C" and "D" posts on regular basis after availing of the
benefits of reservation given to ex-serviceman for re-employment;

OR

I have availed the benefit of reservation as ex-serviceman for securing
Government job on civil side. I have joined as
.....on.....in the office of
..... I hereby undertake that I have
submitted the self-declaration/undertaking to my current employer about
date wise detail of the application for the above mentioned examination for
which I had applied for before joining the present civil employment;

OR

I have already availed the benefit of reservation as ex-serviceman for
securing Government job on civil side. I have joined as
.....on..... in the office of
..... Therefore, I am not eligible for
the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and
correct to the best of my knowledge and belief. I understand that in the event
of any information being found false or incorrect at any stage, my candidature/
appointment is liable to be cancelled/ terminated.

Signature:
Name:
Father Name:
Registration Number:
Date:
Date of appointment in Armed Forces:
Date of Discharge:
Last Unit/ Corps:
Mobile Number:
Permanent Address:
Email ID:

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No. 27/4/94-IH(7)-2024/12685
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 4/9/24

To

All the Administrative Secretaries/
Head of Departments/ Offices
Institutions/ Boards/ Corporations
Chandigarh Administration

Subject:- Benefit of reservation for Socially and Educationally Backward Classes (SEBCs) in civil posts and services under the Chandigarh Administration

Sir/Madam

I am directed to refer to this Administration's letter No. 27/4/94-IH(7)-2015/16074 dated 03.08.2015 whereby it was decided that for recruitment to the posts under Chandigarh Administration, a person would be eligible for the benefit of reservation of Other Backward Class (OBC) whose caste is notified in the State List of Other Backward Classes (OBCs) of Union Territory, Chandigarh.

2. The issue regarding benefit of reservation for OBCs in civil posts and services under Chandigarh Administration has been re-considered keeping in view the Article 342A of the Constitution of India and instructions issued by the Government of India, Department of Personnel & Training, New Delhi vide O.M. No. 36011/1/2022-Estt.(Res-I) dated 28.03.2024. Accordingly, in supersession of earlier instructions dated 03.08.2015 Ibid, it has been decided by Chandigarh Administration that for recruitment to the posts & services under Chandigarh Administration, a person would be eligible for benefit of reservation of Socially and Educationally Backward Classes in U.T. Chandigarh subject to following conditions:-

(A) General

- (i) The person and his/her parents shall actually belong to the community claimed;
- (ii) His /Her community shall be included in the list of OBCs issued by the Central Govt. in respect of U.T. Chandigarh or his /her community shall be included in the list of BCs issued by the Social Welfare Department, U.T. Chandigarh from time to time, by notification/ order(s)
- (iii) That person shall belong to Union Territory, Chandigarh.

(B) Cases of Migration

- (i) Where a person migrates from a State/U.T. to U.T. Chandigarh, (s)he can claim to belong to OBC/BC (and is entitled to the concession/benefits) only in relation to that State to which (s)he originally belonged and not in respect of the Union Territory, Chandigarh.
- (ii) Further, when a person belonging to OBC/BC migrates from one State to U.T. Chandigarh for the purpose of employment, education, etc. the

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prescribed authority of Chandigarh Administration may issue the OBC/BC Certificate to a person who has migrated from another State/U.T. on the production of a genuine certificate issued to his/her father by the prescribed authority of the State/U.T. 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 of whether the OBC/BC candidate in question is included in the list of OBC pertaining to U.T. Chandigarh. The facility does not alter the OBC/BC status of the person in relation to the one or the other State/U.T. The OBC/BC person on migration from the State/U.T. of his/her origin to U.T. Chandigarh, where his/her caste is not in the OBC/BC list of Chandigarh Administration, is entitled to the concessions/benefits admissible to the OBCs/BCs from the State of his/her origin and Union Government but not from U.T. Chandigarh."

3. This Issues with the approval of the Competent Authority.

Yours faithfully

Jaani Kumari
Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Endst. No. 27/4/94-IH(7)-2024/ 12686

Dated: 4/9/24

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh with the request to upload the above instructions on the official website of Chandigarh Administration.

Jaani Kumari
Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

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Annexure - III

No. 27/4/94-IH(7)-2025/13214
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 19/9/2025

To

All the Administrative Secretaries/
Head of Departments/ Offices
Institutions/ Boards/ Corporations
Chandigarh Administration

Subject:- Benefit of reservation for Other Backward Classes (OBCs) in civil posts and services under the Chandigarh Administration

Sir/Madam

I am directed to refer to this Administration's letter No. 27/4/94-IH(7)-2024/12685 dated 04.09.2024 (copy enclosed) on the subject noted above and to state that the Government of India, Ministry of Home Affairs vide notification No. 3598(E) dated 05.08.2025 has extended the Haryana Backward Classes (Reservation in Services and Educational Institutions) Act, 2016 to the Union Territory of Chandigarh. The Social Welfare Department, Chandigarh Administration has circulated the same vide letter No. SWD/RA/OBC-Act/2025/6692 dated 07.08.2025. In the said Act, Other Backward Classes (OBC) has been defined as under:-

1. "2(f) "Other Backward Classes" means such classes of citizens as specified in the Central list of Other Backward Classes for the Union Territory of Chandigarh, issued by the Central Government."
2. In view of above, the letter No. 27/4/94-IH(7)-2024/12685, dated 04.09.2024 *ibid* issued by Chandigarh Administration is modified to the following extent:-
 - Wherever the words "Socially and Educationally Backward Classes/ SEBC" or "OBC/BC" are mentioned in the letter dated 04.09.2024 *ibid*, they shall be read as "**Other Backward Classes (OBC)**".
 - Para 2(A)(ii) under the heading 'General', shall be substituted with "***His/her community shall be as specified in the Central list of Other Backward Classes for the Union Territory of Chandigarh, issued by the Central Government***".
 - In para 2(B)(ii) under the heading 'Cases of Migration', the words "where his/her caste is not in the OBC/BC list of Chandigarh Administration" shall be read as "***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***".
2. The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for information and necessary action.
3. This issues with the approval of the Competent Authority.

Yours faithfully

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19/09/25
Additional Secretary Personnel
Chandigarh Administration

From

The Secretary Social Welfare,
Women & Child Development
Chandigarh Administration

To

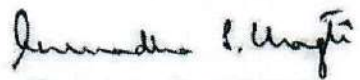
All the Administrative Secretaries/
Head of the Department/Boards/Corporations,
Chandigarh Administration.

Memo No. SWD/RA/OBC-Act/2025/6692
Dated Chandigarh, the 07/08/2025

Subject: Regarding extension of the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 to the Union Territory, Chandigarh for implementation of 27% reservation to OBC in Services and Admission in all Higher Educational/Technical /Medical Institutions working under the control of Chandigarh Administration as well as Govt. Aided Institutions who are getting Grants-in-Aid from Chandigarh Administration.

Enclosed please find herewith a copy of the Government of India, Ministry of Home Affairs' notification S. O. 3598(E) dated 05.08.2025, extending the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 to the Union Territory, Chandigarh for implementation of 27% reservation to OBC in Services and Admission in all Higher Educational/Technical /Medical Institutions working under the control of Chandigarh Administration as well as Govt. Aided Institutions who are getting Grants-in-Aid from Chandigarh Administration. Also find enclosed herewith a copy of the judgement of the Hon'ble Supreme Court of India dated 30.07.2025 in SLP (C) No. 20072 of 2019, titled as Dhurvi Yadav versus Union of India & Ors, which are self-explanatory.

2. The contents of this communication may be brought to the notice of all the Officer/Official working under your control for compliance and implementation of the Act.


Secretary Social Welfare,
Women & Child Development
Chandigarh Administration
Dated: 

Endst. No. SWD/RA/OBC-Act/2025

A copy alongwith notification dated 05.08.2025, if forwarded to the Hon'ble Chairman, National Commission for Backward Classes, Government of India, New Delhi-110066, for information.

|
Secretary Social Welfare,
Women & Child Development
Chandigarh Administration
Dated:

Endst. No. SWD/RA/OBC-Act/2025

A copy alongwith Notification dated 05.08.2025, if forwarded to the Director Information & Technology, Chandigarh Administration, for information and necessary action. It is requested to upload the above notification on the official website of the Chandigarh Administration.

|
Secretary Social Welfare,
Women & Child Development
Chandigarh Administration

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MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi, the 5th August, 2025

S.O. 3598(E).—In exercise of the powers conferred by section 87 of the Punjab Reorganisation Act, 1966 (31 of 1966), the Central Government hereby extends to the Union territory of Chandigarh, the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (HARYANA ACT NO. 15 OF 2016), as in force in the State of Haryana on the date of publication of this notification in the Official Gazette, subject to the following modifications, namely:-

MODIFICATIONS

1. Throughout the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (hereinafter referred to as the said Act), for the words "Backward Classes", the words "Other Backward Classes" shall be substituted.
2. In section 1 of the said Act, after the word and figures "Act, 2016", the words "as extended to the Union territory of Chandigarh" shall be inserted.
3. For section 2 of the said Act, the following section shall be substituted, namely: -
 - '2. Definitions.— In this Act, unless the context otherwise requires,-
 - (a) "Administrator" means the Administrator of the Union territory of Chandigarh appointed by the President under article 239 of the Constitution;
 - (b) "appointment" means an appointment by direct recruitment;
 - (c) "competent authority" means an officer or an authority authorised to make admission in educational institutions or appointment in services under the Union territory Administration of Chandigarh or an authority empowered by the Administrator under sections 8 and 9, as the case may be;
 - (d) "creamy layer" means such class of persons within the Other Backward Classes as the Central Government may, by notification in the Official Gazette specify for the purposes of this Act;
 - (e) "educational institutions" means all the Higher Educational or Technical or Medical Institutions working under the control of Union territory Administration of Chandigarh as well as Government aided Institutions who are getting Grant-in-Aid from Union territory Administration of Chandigarh;
 - (f) "Other Backward Classes" means such classes of citizens as specified in the Central list of Other Backward Classes for the Union territory of Chandigarh, issued by the Central Government;
 - (g) "prescribed" means prescribed by the rules made under this Act;
 - (h) "services" means the services under the administrative control of Administrator.'
4. In section 5 of the said Act, -
 - (a) in sub-section (1), in clause (b), for the word 'State', the words 'Union territory Administration of Chandigarh' shall be substituted;
 - (b) in sub-section 2, for the word "Government", the words "Central Government" shall be substituted;
 - (c) sub-section 3 shall be omitted.
5. In section 6 of the said Act, for the words "State Government", the word "Administrator" shall be substituted.
6. In section 8 of the said Act,-
 - (a) in sub-section (1), for the word "Government", the word "Administrator" shall be substituted;
 - (b) in sub-section (4), for the words, figures and brackets, "section 21 of the Indian Penal Code, 1860 (45 of 1860), the words, brackets and figures, "sub-section (28) of section 2 of the Bharatiya Nyaya Sanhita, 2023 (45 of 2023)" shall be substituted.

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7. In section 9 of the said Act, for the words "Backward Class", the words, "Other Backward Class" shall be substituted.
8. In section 10 of the said Act, for the word "Government", the word "Administrator" shall be substituted.
9. In section 11 of the said Act, for the words "State Government", the word "Administrator" shall be substituted.
10. In section 12 of the said Act, -
 - (a) in sub-section (1), for the word "Government", the word "Administrator" shall be substituted;
 - (b) for sub-section (2), the following sub-section shall be substituted, namely:-
 "(2) Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of the Parliament, while it is in session, for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall, thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule."
11. In section 13 of the said Act, for the word "Government", the words "Central Government" shall be substituted.
12. In section 14 of the said Act, the word "State" shall be omitted.
13. In section 15 of the said Act, for the word "Government", the word "Administrator" shall be substituted;
14. In the said Act, for the Schedules -I, II and III, the following Schedule shall be substituted, namely:-

"SCHEDULE

[See sections 3, 4, 5, 8, 9 and 13]

CENTRAL LIST OF OTHER BACKWARD CLASSES FOR THE UNION TERRITORY OF CHANDIGARH

Entry No.	Caste/Community
1.	Aheria, Aheri, Heri, Naik, Thori or Turi
2.	Bagria/Bagaria
3.	Bairagi, Baragi/Baregi
4.	Barai, Tamboli/ Tomboli, Tarboli
5.	Barra, Berrer
6.	Barwar
7.	Batera/Battera
8.	Beta, Hensi/Hansi or Hasi
9.	Bharbhunja, Bharbhuj, Bharbhuria
10.	Bhat, Bhatra, Darpi, Ramiya
11.	Bhuhalia-Lohar, Bhuhalia-Lohar
12.	Chang, Chahang
13.	Changar, Chamgar
14.	Chhimba/Chimba Chhippi/ Chhipi/ Chippi, Darji/Darj, Tank, Chimpa, Chiba (Hindu, Muslim, Sikh, Christian)
15.	Chirimar/Chrimar
16.	Christian converted from Scheduled Castes

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17.	Daiya
18.	Dakaut/Dahakaut
19.	Dhimar, Dhinwar, Jhinwar, Kahar, Mallah, Kasye Rajputs
20.	Dhobi
21.	Dhosali, Dosali, Bhosali (Hindu, Muslim, Sikh, Christian)
22.	Faquir
23.	Gadaria/Gaddaria, Gadderia
24.	Gawala/Gwala/Gowala/Gowale/ Gawla/ Yadav/Ahir
25.	Ghasiara, Ghosi, Ghani/Ghazi, Goasiara or Ghosia
26.	Ghirath including Chahng & Bahti
27.	Gwaria, Gauria or Gwar
28.	Hajjam/Hazam, Nai, Nais
29.	Jhangra-Brahman/Jhangara-Brahman/ Jangra-Brahman, Khati
30.	Jogi, Nath
31.	Jullaha/Julaha(Weavers) (excluding those in Scheduled Caste)
32.	Kamboj
33.	Kanjar, Kanchan
34.	Kumhar/Kumahar
35.	Kurmi, Kummi
36.	Khanghera
37.	Kuchband
38.	Labana, Vanzara
39.	Lakhera, Manihar, Kanihar
40.	Madari
41.	Mochi (excluding those in Scheduled Caste)
42.	Mirasi
43.	Nalband
44.	Nar
45.	Noongar
46.	Pinja, Penja, Pemja (Hindu, Muslim, Christian, Sikh)
47.	Rai-Sikh
48.	Rechband
49.	Rehar, Rehare/Rehara, Rer/Re, Rehard
50.	Shorgir
51.	Singhikant, Singiwala/Singhiwala, Singhikar, Singhwala
52.	Soi
53.	Teli
54.	Thathera/Thethera, Tamera
55.	Bhar, Rajbhar
56.	Ramgarhia
57.	Gujjar
58.	Saini

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59.	Soni, Sunar/Swarnakar, Daula, Soni Barderi
60.	Lohar (Hindu, Muslim, Sikh, Christian)

Reservation in services.— Twenty-seven per cent. reservation shall be provided to Other Backward Classes in services.
 * Reservation in admissions.— Twenty-seven per cent. reservation shall be provided to Other Backward Classes in admissions under the Union territory Pool in all the Higher Educational or Technical or Medical Institutions working under the control of Union territory Administration of Chandigarh and the Central Government Aided Institutions who are getting Grant-in-Aid from Union territory Administration of Chandigarh, which shall be implemented over a staggered period of six years, as under:—

*	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year
	3%	4%	4%	5%	5%	6%
Cumulative value	3%	7%	11%	16%	21%	27%.”.

[F. No. U-11020/3/2025-UTL]

PRAVEEN KUMAR RAI, Jt. Secy.

ANNEXURE

**HARYANA GOVERNMENT
LAW AND LEGISLATIVE DEPARTMENT**

NOTIFICATION

The 12th May, 2016

No. Leg.18/2016.— The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 1st April, 2016 and is hereby published for general information:—

HARYANA ACT NO. 15 OF 2016.

THE HARYANA BACKWARD CLASSES (RESERVATION IN SERVICES AND ADMISSION IN EDUCATIONAL INSTITUTIONS) ACT, 2016.

AN

ACT

To provide for reservation in services and admission in educational institutions to persons belonging to Backward Classes in the State of Haryana and for matters connected therewith or incidental thereto.

Be it enacted by the Legislature of the State of Haryana in the Sixty-seventh Year of the Republic of India as follows:—

Short title.	1. This Act may be called the Haryana Backward Classes (Reservation in Services and Admissions in Educational Institutions) Act, 2016.
Definitions.	2. In this Act, unless the context otherwise requires,— (a) “appointment” means an appointment by direct recruitment; (b) “Backward Classes” means such classes of citizens as specified in Schedule I, II or III; (c) “competent authority” means an officer or an authority authorised to make admission into educational institutions or appointment in services under the State or an authority empowered by the State under sections 8 and 9, as the case may be; (d) “creamy layer” means such class of persons within the Backward Classes as the State Government may, by notification in the Official Gazette specify for the purposes of this Act; (e) “educational institutions” means any institution imparting education, established and maintained by the Government, or receiving aid out of the State funds, and includes Government/Government Aided Technical and Professional

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	Institutions; (f) "Government" means the Government of the State of Haryana; (g) "prescribed" means prescribed by the rules made under this Act; (h) "Schedule" means the Schedules appended to this Act; and (i) "services" means and includes the services under the Government, the Legislature of the State, any institution of Self Government, any local authority, any corporation or company owned or controlled by the State or any such other authority.
Reservation in services.	3. While making appointment, reservation shall be made for the members of the Backward Classes as specified in the Schedule.
Reservation in educational institutions.	4. While making admissions in educational institutions, reservation shall be made for the members of the Backward Classes as specified in the Schedule.
Restrictions with regards to creamy layer.	5. (1) Notwithstanding anything contained in this Act, no person belonging to the creamy layer of Backward Classes shall be— (a) considered for admission in educational institutions against the seats reserved therein for Backward Classes as specified in the Schedule; or (b) entitled to claim reservation in or be considered for appointment in services under the State against the posts reserved for Backward Classes as specified in the Schedule. (2) The Government shall, by notification, after taking into consideration social, economic and such other factors, as deemed appropriate, specify the criteria for exclusion and identification of persons belonging to the Backward Classes as creamy layer. (3) The criteria fixed under sub-section (2) shall be reviewed every three years.
Horizontal reservation.	6. Notwithstanding anything contained in this Act, the State Government may provide for horizontal reservation for such category or categories of persons within Backward Classes, as it may deem necessary from time to time.
Seats for admission not to be carried forward to next year.	7. Where the seats reserved for Backward Classes for admission in educational institutions are not filled up in any academic year due to non-availability of candidates possessing the requisite qualifications, the same shall, after the display of the final list of such admissions for that year, be made available to candidates of general categories by the educational institution.
Competent authority to issue certificate.	8. (1) The Government may, by notification, appoint any officer to be the competent authority for the purposes of carrying out the provisions of this Act. (2) The competent authority may, for the purposes of sections 3 and 4, issue caste identification certificate in terms of Schedule in such manner, as may be prescribed. (3) The competent authority shall exercise such powers and perform such functions, as may be prescribed. (4) The competent authority shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code, 1860 (45 of 1860).
Certificate of identification by competent authority.	9. A person belonging to the Backward Class as specified in the Schedule shall, for the purposes of sections 3 and 4, support his candidature by a certificate of caste identification issued by the competent authority.
Protection of action taken in good faith.	10. No suit, prosecution or other legal proceeding shall lie against the competent authority, officers of the Government for anything which is in good faith done or intended to be done under this Act, or any rule or order made thereunder.
Power to remove difficulties.	11. If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order, published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as may appear to be necessary for removing the difficulty: Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.
Power to make rules.	12. (1) The Government shall, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

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	(2) Every rule made under this Act shall, as soon as possible, after it is made or issued, be laid before the State Legislature.
Review of Schedule.	13. The Government shall at the expiration of ten years from the coming into force of this Act and at every succeeding period of ten years thereafter, undertake revision of the Schedule.
Overriding effect.	14. The provisions of this Act shall have effect, notwithstanding anything inconsistent therewith contained in any other State law for the time being in force or any instrument having effect by virtue of any such law.
Validation	15. Notwithstanding anything contained in any judgment, decree or order of any court or other authority, the reservation made, and anything done or any action taken on the basis of such reservation, by the Government for admission to educational institutions and for appointment in the services for the Backward Classes on the date of coming into force of this Act, shall, for all purposes be deemed to be and to have always been, validly made, done or taken in accordance with law, as if this Act had been in force at all material times when such reservation has been made and such thing done or action taken.

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SCHEDULE-1*(See sections 3 and 4)***BACKWARD CLASS BLOCK 'A'**

1. Aheria, Aheri, Heri, Naik, Thori or Turi, Hari
2. Barra
3. Beta, Hensi or Hesi
4. Bagria
5. Barwar
6. Barai, Tamboli
7. Baragi, Bairagi, Swami Sadh
8. Battera
9. Bharbhunja, Bharbhuja
10. Bhat, Bhatra, Darpi, Ramiya
11. Bhuhalia, Lohar
12. Changar
13. Chirimar
14. Chang
15. Chimba, Chhipi, Chimpa, Darzi, Rohilla
16. Daiya
17. Dhobi /Dhobi Rajak
18. Dakaut
19. Dhimar, Mallah, Kashyap- Rajpoot, Kahar, Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi
20. Dhosali, Dosali
21. Faquir
22. Gwaria, Gauria or Gwar
23. Ghirath
24. Ghasi, Ghasiara or Ghosi
25. Gorkhas
26. Gawala, Gowala
27. Gadaria, Pal, Baghel
28. Garhi Lohar
29. Hajjam, Nai, Nais, Sain
30. Jhangra-Brahman, Khati, Suthar, Dhiman-Brahmin, Tarkhan, Barhai, Baddi
31. Joginath, Jogi, Nath, Jangam-Jogi, Yogi
32. Kanjar or Kanchan
33. Kurmi
34. Kumhars, Prajapati
35. Kamboj
36. Khanghera
37. Kuchband



38. Labana
39. Lakhera, Manihar, Kachera
40. Lohar, Panchal-Brahmin
41. Madari
42. Mochi
43. Mirasi
44. Nar
45. Noongar
46. Nalband
47. Pinja, Penja
48. Rehar, Rehara or Re
49. Raigar
50. Rai Sikhs
51. Rechband
52. Shorgir, Shergir
53. Soi
54. Singhikant, Singiwala
55. Sunar, Zargar, Soni
56. Thathera, Tamera
57. Teli
58. Banzara, Banjara
59. Weaver (Jullaha)
60. Badi/Baddon
61. Bhattu/Chattu
62. Mina
63. Rahbari
64. Charan
65. Chaaraj (Mahabrahman)
66. Udasin
67. Ramgarhia
68. Rangrez, Lilgar, Nilgar, Lallari
69. Dawala, Soni-Dawala, Nyaaria
70. Bhar, Rajbhar
71. Nat (Muslim)

* Reservation in services: -Sixteen percent reservation shall be provided for Class III and IV posts and eleven percent in Class I and II posts.

* Reservation in admissions:- Sixteen percent reservation shall be provided for admissions in educational institutions.

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SCHEDULE-II*(See sections 3 and 4)***BACKWARD CLASS BLOCK 'B'**

1. Ahir/Yadav
2. Gujjar
3. Lodh/Lodha/Lodhi
4. Saini, Shakya, Koeri, Kushwaha, Maurya
5. Meo
6. Gosai/Gosain/Goswami

- * Reservation in services: - Eleven percent reservation shall be provided for Class III and IV posts and six percent in Class I and II posts.
- * Reservation in admissions: - Eleven percent reservation shall be provided for admissions in educational institutions.

SCHEDULE-III*(See sections 3 and 4)***BACKWARD CLASS BLOCK 'C'**

1. Jat
2. Jat Sikh
3. Ror
4. Bishnoi
5. Tyagi
6. Mulla Jat/Muslim Jat

- * Reservation in services: - Ten percent reservation shall be provided for Class III and IV posts and six percent in Class I and II posts.
- * Reservation in admissions: - Ten percent reservation shall be provided for admissions in educational institutions.

KULDIP JAIN,

Secretary to Government, Haryana,
Law and Legislative Department

Letter of Undertaking for Using Own Scribe

I, _____ (Name of Candidate) S/o / D/o / W/o
_____ a candidate with _____ (Name of the
disability) appearing in the OMR Based Written Examination for the post of
Clerk/Steno-Typist bearing Registration No. _____ & Roll No
_____ at _____ (name of the centre) in
the _____ (name of the State/ UT). My qualification is
_____.

I do hereby state that _____ (Name of the
scribe) S/o / D/o / W/o _____ permanent resident of
_____ will provide the service of
scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is
_____. In case, subsequently it is found that his/ her
qualification is not as declared by the undersigned and is beyond
10+2/Intermediate/Senior Secondary, I shall forfeit my right to the post and
claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



No. 28/69-IH(12)/Pers. & Trg.-2025/ 16799

Chandigarh Administration

Department of Personnel & Training

Chandigarh, dated the 10/12/2025

To

All the Administrative Secretaries/
HoDs/ Boards/ Corporations
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/officials of Chandigarh Administration - clarifications regarding.

Sir/Madam

In supersession of the instructions issued by this department vide letter No. 28/69-IH(12)/Pers.&Trg-2019/8006 dated 20.05.2019 and No. 28/69-IH(12)/ Pers.&Trg-2019/17927 dated 25.11.2019, I am directed to address you on the subject noted above and to state that the matter has been reconsidered by this Administration. It has been decided to impart ICT Skills training to the officers/officials as under:-

The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B" and "C" employees of the Chandigarh Administration:-

Sr. No.	Name of the course	Group
1.	Course on Computer Concepts (CCC) - 80 hours	C
2.	CCC+ - 126 hours - 200 hours	A & B

2. Further, the following points are clarified as under:

- To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.
- The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.
- The candidates at entry level as well as In - service officers/officials who are due for promotion will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments/promotion.
- The employees who have crossed the age of 55 years (as on the date of Issue of this circular) and MTS (Multi-Tasking Staff) and Drivers are exempted from undergoing the ICT skills training course.
- The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- The ICT Skills training courses already done by the officers/officials shall be treated as valid for all intents and purposes.

This issues with the approval of Competent Authority.

Yours faithfully,

AKM
10/12/25

Additional Secretary Personnel
Chandigarh Administration

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Form-V**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only) of the
person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum.

_____ son/wife/daughter of Shri _____

Date of Birth (DD/MM/YY) _____ Age _____ years,

male/female _____ Registration No. _____ permanent

resident of House No. _____ Ward/Village/Street

_____ Post Office _____ District _____

State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____% (in figure) _____ percent (in words)
permanent locomotor disability/dwarfism/blindness in relation to his/her
_____ (part of body) as per guidelines (.....number and date of
issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	of Issue	Is of authority issuing certificate

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/thumb impression of the person
in whose favour certificate of disability is issued

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Form-VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only) of the
person with disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri _____
Date of Birth (DD/MM/YY) _____ Age _____ years,
male/female _____.

Registration No. _____ permanent resident of House No.
_____ Ward/Village/Street _____ Post
Office _____ District _____ State _____,
whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			

16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson"s disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows :

In figurespercent

In words :-percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after years months, and therefore this certificate shall be valid till (DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

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Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size
attested photograph
(Showing face only) of the
person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum _____ son/wife/daughter of Shri
_____. Date of Birth (DD/MM/YY) _____ Age _____ years,
male/female _____ Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post Office
_____. District _____ State _____,
whose photograph is affixed above, and am satisfied that he/she is a case of
_____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (.....number and
date of issue of the guidelines to be specified) and is shown against the
relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

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ANNEXURE-IX

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typing Test

This is to certify that Sh./Smt./Kum _____
Son/Daughter/Wife of Shri _____
R/o _____, Aadhaar No. _____ is
suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities.
(Brief description of his/ her disabilities) _____

This is a permanent disability and the extent of his/ her disability
works out to _____% of disability. This disability is likely to interfere with
Typewriting (specify) _____

Photograph of
candidate clearly
showing face with
affected portion of
the body

Signature of Civil Surgeon:
Name:
(Official Stamp)
Place:
Date:

Signature of candidate:
Name:
Father Name:
Registration Number:
Roll Number:
Permanent Address:
UDID No.

Akhil

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me
(No. _____ (Rank) _____ (Name) _____
_____ is due to complete the specified term of his engagement with the Armed
Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

Akhil

PROCEDURE FOR SUBMISSION OF ONLINE- APPLICATIONS :

1. Only one Registration/application form per candidate is to be filled, even if applying for both the posts. Duplicate Applications will be summarily rejected. Application will be accepted online (only) as per schedule mentioned on the website <https://chandigarh.gov.in/information/public-notice>
2. No application shall be entertained to any post in service unless he 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 Government and produced before this Departmenta citizen of India
3. No application shall be entertained by hand or by post.
4. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox and the spam box of your email ID regularly during the recruitment process as intimations for written Exam etc. may be sent through this although your primary source of information will remain the website. So keep checking the website regularly for updates.
5. Please scan your **Photograph (ensure that the photograph uploaded is clear, with plain background, without cap or spectacles, and with a full frontal view and 80% face)** and **Signatures (On white page, with dimension of about 6.0 cm (width) x 2.0 cm (height)** individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each; otherwise you will not be able to submit your online application.
6. Please keep following details ready with you before clicking on the "Online Application Form" button for starting your online application.
 - (a) Personal demographic details including Date of Birth and Nationality.
 - (b) Mobile Number.
 - (c) Personal Email ID.
 - (d) Reservation Category Details, if any.
 - (e) Soft Copies of scanned Photograph and Signatures.
 - (f) Certificate of Disability, if applicable.
7. Fill out the form available on the above mentioned website.
8. Click on button "Online Form" and fill all Registration details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidates. Click "Next".
9. This will Display your **login id and password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required to **download the Admit Card** from this portal later on by logging through same login id and password.
10. Click on "Complete Your Form" to complete the form. This will take you to "Educational Qualification" Page.
11. Fill information regarding 10th, 10+2, Degree and Post Graduation (if done). Click "Next Step" after filling all qualification details. This will take you to "Other Information" Page.
12. Fill Correspondence and Permanent address and **Upload** the scanned copies of **photograph** in JPEG/JPG format (10 to 100 KB). Photograph uploaded should be clear, with plain background, without cap or spectacles, and with a full frontal view (80% face),

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signatures 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) and **PwBD Certificate/UDID Certificate (if applicable)** in pdf format and click "Next". This will take you to "Verify and Confirm" page.

13. Go through **Declaration** para carefully, if you fulfil all conditions and criteria of the Recruitment Notice, then and only then click the "**Declaration Confirmed & Accepted**" box. **Any wrong information may put you in legal complications.**
14. Preview the Application Form, check all particulars carefully. Click on "Edit" button to make changes, if any. Submit the Application form by clicking on the button "**Submit Form**". Ensure that all the particulars are correct before clicking the "Submit" button as **you will not be able to make any changes after this.**
15. **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
16. Now you are ready to Pay Fee.
17. Click on the Payment link to pay Fee in the mode most suitable to you. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. Click on "Fetch Payment Details", this will display your fee details. Enter Remitter's name, Mobile No., tick the check box – "I have read and agreed to Terms and Conditions", enter Captcha and Click "Next". Preview payment details and click "Next". Click on "Pay" to Initiate Payment. **Please note that Net Banking, Credit / Rupay Debit Card, QR Code, UPI options are available.** Please take a printout of payment receipt for future reference.
18. Application fees (non-refundable) amounting to as shown below will be payable separately for each post. The last date for depositing the fee will be as per schedule mentioned above. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will also not be considered under General category as they have not paid application fees applicable for candidates of General Category.
 - I) **Rs. 1000/- in case of General / OBC / Dependants of Ex-Servicemen / EWS.**
 - II) **RS. 500/- in case of SC / PwBD / Ex-Servicemen.**
19. Fee paid in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**
20. The candidates can check his/her fee transaction status by logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect. On confirmation of Fee The Dashboard will show a tick mark against "Fee Paid".
21. Take **TWO** printouts of the Application Form by logging in with your login id and password and keep it safe with you. **DO NOT SEND IT TO US.**
 This Application Form will have to be submitted during verification of documents along with the original copies of following: -
 - (a) Relevant Degree/Diploma Certificate.
 - (b) Reserve Category Certificate issued by the Competent Authority (if applicable).
 - (c) Original counterfoll of the Fee Payment Challan.
 - (d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 - (e) Certificate as proof of age relaxation, if claimed.
 - (f) Proof of being Departmental Candidate, if applicable.
22. Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications by clicking on "Edit" button. No correction can be made by the candidate after the submission of form.
23. For any clarification regarding the online filling of the form, the candidate can email at dper.rectt@gmail.com.
24. All the notices and updates will be uploaded on the website; as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post or any other means will be sent.
25. Before applying candidate must ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with

Handwritten signature

reference to closing date for submission of applications. Detailed instructions to fill-up online application are available on the website.

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