

**Proposed draft amendment in service regulation in colmn. 14**

Name of the Post	No. of posts	Classification	Pay band and grade pay /pay scale	Whether selection or non selection post	Age for Direct Recruits	Educational and other qualification required for Direct Recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/Transfer is to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.	Proposed amendment
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Superintendent Grade-I	02(two) Subject to variation dependant on the workload	Group 'A'	Rs. 15600-39100+ Grade Pay Rs. 5400	Non selection	Not applicable	Not applicable	Not applicable	One year	100% by Promotion failing which by deputation	<p><b><u>Promotion:</u></b> From amongst the Superintendents Grade-II having One year regular service in the cadre after appointment thereto.</p> <p><b><u>By deputation</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Group 'A' D.P.C. ( for considering Promotion):</p> <ol style="list-style-type: none"> <li>1. Commissioner or any other officer appointed by the Commissioner not below the rank of Assistant Commissioner, Chairman</li> <li>2. Additional Commissioner, Member.</li> <li>3. Joint Commissioner /Assistant Commissioner, Member</li> <li>4. Representative of Director Social Welfare, Member.</li> </ol>	NA	<p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately</p>



Assistant Collector Tax	1 (one) Subject to variation dependant on the workload	Group 'A'	Rs. 10300-34800 + Grade Pay Rs. 5000	non selection	Not applicable	Not applicable	Not applicable	One year	100% by Promotion failing which by deputation	<p><b><u>Promotion:</u></b> From amongst the Superintendents Grade-II having two year regular service in the cadre after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre and the deputation period should not exceed 3 years.</p>	Group 'A' D.P.C. ( for considering Promotion):	Not applicable	<p><b><u>By promotion</u></b> From amongst the Supdt. Grade-II having one year regular service in the cadre after appointment thereto .</p> <p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b><u>By deputation</u></b> From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)</p>
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Accounts Officer	1 (one) Subject to variation dependant on the workload	Group 'A'	Rs. 15600-39100+ Grade Pay Rs. 5400	non selection	Not applicable	Not applicable	Not applicable	One year	100% by Promotion failing which by deputation	<p><b><u>By Promotion:</u></b> From amongst the Accountant having eight years regular service in the cadre after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre and the deputation period should not exceed 3 years.</p>	<p>Group 'A' D.P.C. ( for considering Promotion):</p> <ol style="list-style-type: none"> <li>1. Commissioner or any other officer appointed by the Commissioner not below the rank of Assistant Commissioner, Chairman</li> <li>2. Additional Commissioner, Member.</li> <li>3. Joint Commissioner /Assistant Commissioner, Member</li> <li>4. Representative of Director Social Welfare, Member.</li> <li>5. One SC category officer shall be co-opted as Additional member</li> </ol>	Not applicable	<p>Pay scale of post has already been revised by the Chd. Admn. for Rs. 15600-39100+5400 GP, which needs to be amended (in column no. 4).</p> <p>In column no. 11</p> <p><b>By promotion</b> from amongst the Accountants who possess Bachelors degree in Commerce and having eight years of regular service in the cadre after appointment thereto.</p> <p>Non SAS cadre may be added.</p> <p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and</p>
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													carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)
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Superintendent , Grade-II	3 (three) Subject to variation dependant on the workload	Group 'B'	Rs. 10300- 34800 + Grade Pay Rs. 4800	non selection	Not applicable	Not applicable	Not applicable	One year	100% by Promotion failing which by deputation	<p><b><u>By Promotion:</u></b> From amongst the Senior Assistants having eight years regular service in the cadre after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)</p>
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Superintendent , Grade-II (Enforcement)	1 (one) Subject to variation dependant on the workload	Group 'B'	Rs. 10300- 34800 + Grade Pay Rs. 4800	non selection	Not applicable	Not applicable	Not applicable	One year	100% by Promotion failing which by deputation	<p><b><u>By Promotion:</u></b> From amongst the Inspectors (Enf.)/ Sub Inspector (Enf.) having five years regular service rendered in the cadre as Inspector (Enf.)/ Sub Inspector (Enf.) or both after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre and the deputation period should not exceed 3 years.</p>	Yes i) Additional commissioner, Chairman  ii) Joint Commissioner/ Assistant Commissioner, Member  iii) Chief Accounts Officer, Member  iv) Representative of Director Social Welfare, Member.  v) One SC category officer shall be co-opted as Additional member	Not applicable	<p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/departme nt shall ordinarily not exceed three years.)</p>
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Senior Assistant/ Cashier	23 (Subject to variation dependant on the workload)	Group 'B'	10300-34800+4400 GP	Non selection	Not applicable	Not applicable	Not applicable	One year	100% by promotion failing which by deputation	<p><b><u>By promotion</u></b></p> <p>From amongst the Clerk/Jr. Assistants having Five years regular service in the cadre after appointment thereto.</p> <p><b><u>By deputation</u></b></p> <p>From amongst the officials of Punjab/Haryana State Governments/Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p>The word Cashier may be removed from the nomenclature in col no.1.</p> <p>The following may be amended in col no.11:</p> <p>From amongst the Clerk/Jr. Assistant having five years regular service in the cadre after appointment thereto on the basis of seniority.</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)</p> <p>The ICT courses of NIELT may be added.</p>
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Senior Scale Stenographer.	07 (seven) Subject to variation dependant on the workload	Group 'B'	Rs. 10300-34800 + Grade Pay 4400	Non selection	Not applicable	Not applicable	Not applicable	One year	100% Promotion failing which deputation by	<p><b>By Promotion :</b> From amongst the Steno-typists having five years regular service in the cadre after appointment thereto provided they qualify the departmental test at the speed of 120 W.P.M. in stenography (English) &amp; 30 W.P.M in transcribing the same.</p> <p><b>By Deputation:</b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member. v) One SC category officer shall be co-opted as Additional member	Not applicable	<p>In column no. 12, the following amendments are required.</p> <ul style="list-style-type: none"> <li>➤ 10 yrs. regular service instead of 5 years.</li> <li>➤ 30 wpm in transcribing the same on computer.</li> <li>➤ It may be added that no candidate shall be considered to have qualified the test if he/she commits more than 5% mistakes.</li> <li>➤ Two yrs. probation.</li> <li>➤ The ICT courses of NIELT may be added.</li> </ul> <p>The following may be amended:</p> <p><b>By deputation</b> From the officials of</p>
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Personal Assistant	02 (two) Subject to variation dependant on the workload	Group 'B'	Rs. 10300-34800 +Grade Pay Rs. 4800	Non-Selection	Not applicable	Not applicable	Not applicable	One year	100% Promotion failing which deputation by by	<p><b>By Promotion:</b> From amongst the Senior Scale Stenographers having five years regular service in the cadre after appointment thereto.</p> <p><b>By Deputation:</b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p>The ICT course of NIELT may also be added.</p> <p>The following may be amended:</p> <p><b>By deputation</b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/departme nt shall ordinarily not exceed three years.)</p>

Law Officer	02 (two) Subject to variation dependant on the workload	Group 'B'	Rs. 10300- 34800 +Grade Pay Rs. 4200	Selection	Between 18 years and 30 years (Relaxable for department al candidates in accordance with the instructions issued by the Chandigarh Administrat ion from time to time)	i) Degree in Law from a recognized University or Institute or equivalent.  ii) Three years experience as Advocate or should have held legal assignment involving work for 3 years.	Not applicable	2 Years in case of Direct Recruitment	i.) 50% By Direct Recruitment  ii.) 50% By deputation	By deputation  From amongst the officials of Punjab/Haryana State Governments/Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ The probation period may be amended as three year in case of direct recruitment as per instructions of Chd. Admn.</li> <li>➤ Age should be 18-37 yrs.</li> <li>➤ The ICT course of NIELT may also be added.</li> </ul> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same</p>





													<p>➤ The ICT course of NIELT may also be added.</p>
Computer programmer	01 (one) Subject to variation dependant on the workload	Group 'B'	Rs. 10300 – 34800 + Grade Pay Rs. 4200	Non-Selection	Not applicable	Not applicable	Not applicable	One year	100% by promotion, failing which by deputation	<p><b><u>By Promotion:</u></b> From amongst the Data entry operators having Twelve years regular service in the cadre after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p><b><u>In col. no. 11 following may be amended:</u></b></p> <p>From amongst the Clerk/Jr. Assistant having eight years regular service in the cadre after appointment thereto with BE/B.Tech in computer science/computer Engg./computer technology/information technology or equivalent or ME/M.Tech/MCA in computer science/computer Engg./computer technology/information technology or equivalent.<b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations</p>

													holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)
Inspector (Enf)	02 (two) Subject to variation dependant on the workload	Group 'B'	Rs. 10300 – 34800 + Grade Pay Rs. 3800	Non Selection	Not applicable	Not applicable	Not applicable	One Year	100% Promotion failing which deputation.	By Promotion: From amongst the Sub Inspectors (Enf.) having five years regular service in the cadre after appointment thereto.  By Deputation: From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member. v) One SC category officer shall be co-opted as Additional member	Not applicable	The ICT course of NIELT may also be added.  <b>By deputation</b> From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not





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Tax Inspector	01 (one) Subject to variation dependant on the workload	Group 'B'	Rs. 10300 - 34800 + Grade Pay Rs. 3800	Non-Selection	Not applicable	Not applicable	Not applicable	One Year	100% By Promotion failing which by deputation.	<p><b>By Promotion:</b> From amongst the Tax collectors having Eight years regular service in the cadre after appointment thereto.</p> <p><b>By Deputation:</b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p>The ICT course of NIELT may also be added.</p> <p><b>By deputation</b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not</p>



Building Inspector	1 (one) subject to variation dependant on the workload	Group 'B'	Rs. 10300-34800 + Grade Pay Rs. 3800	Non-Selection	Not applicable	Not applicable	Not applicable	One year	100% By Promotion failing which by deputation.	<p><b><u>By Promotion:</u></b> From amongst the Surveyor/Road Inspector having Eight years regular service in the cadre after appointment thereto.</p> <p><b><u>By Deputation:</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	<p>Yes</p> <p>i) Additional commissioner, Chairman</p> <p>ii) Joint Commissioner/ Assistant Commissioner, Member</p> <p>iii) Chief Accounts Officer, Member</p> <p>iv) Representative of Director Social Welfare, Member.</p> <p>v) One SC category officer shall be co-opted as Additional member</p>	Not applicable	<p>The ICT course of NIELT may also be added.</p> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)</p>
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Section Officer (Mech.)	I(one) Subject to variation dependant on the work load	Group B	10300-34800 + Grade Pay Rs. 4800	Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	Diploma in Mechanical Engineering from a recognized University/Institute or equivalent	Not applicable	Two years	100% by direct recruitment failing which by deputation.	<b>By Deputation:</b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.	Not applicable	Not applicable	Age should be 18-37 yrs.  The ICT course of NIELT may also be added.  <b>By deputation</b>  From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)
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Clerk	60 (sixty) Subject to variation dependant on the work load	Group 'C'	Rs. 10300-34800 + Grade Pay Rs. 3200	Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	Bachelor's Degree and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 Word per minutes in English Typewriting	Not applicable	i) Two years in case of direct recruitment ii) One year in case of promotion/ appointment from Peon.	i) 85% By Direct recruitment. ii) 15% By promotion from Group -D employees.	<b>By Promotion:</b> From amongst the Group 'D' employees against 15% vacancies in a year having five years regular service in the cadre and possessing matriculation qualification and a speed of 30 words per minutes in English typewriting and has not crossed the age of 45 years at the time of appointment as Clerk.	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member. v) One SC category officer shall be co-opted as Additional member	Not applicable	➤ Age should be 18-37 yrs in direct recruitment. ➤ Probation should be three yrs. in case of direct recruitment. ➤ Bachelor's Degree from a recognized University/Institution and proficiency in operation of computer (work Processing and spread sheets) and a speed of 35 words per minutes in English typing on computer may be
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Steno typist	11 (eleven) Subject to variation dependant on the workload	Group 'C'	Rs. 10300-34800 + Grade Pay Rs. 3200	Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	Bachelor's Degree and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same.	Not applicable	Two years	100% by Direct recruitment	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ Age should be 18-37 yrs.</li> <li>➤ Probation should be three yrs. in case of direct recruitment.</li> <li>➤ It may also be added that no candidate shall be considered to have qualified the test, if he/she commits more than 8% Mistakes.</li> <li>➤ It may also be added that 20 wpm in transcribing the same on computer.</li> <li>➤ The ICT courses of NIELT may be added.</li> </ul>
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Clerk-cum-Translator	1 (one) Subject to variation dependant on the workload.	Group 'C'	Rs. 5910-20200 + Grade Pay Rs. 1900	Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	i) Bachelor's Degree and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same.  ii) Can translate a document from Hindi & Punjabi to English and English to Hindi and Punjabi	Not applicable	2 years	100% by direct recruitment	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ It may also be added that 20 wpm in transcribing the same on computer</li> <li>➤ Age should be 18-37 yrs.</li> <li>➤ Probation should be three yrs. in case of direct recruitment.</li> <li>➤ The ICT course of NIELT may also be added.</li> </ul>
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Driver	17 (seventeen) Subject to variation dependant on the workload	Group 'C'	Rs. 5910-20200 + Grade Pay Rs. 2400	Selection	<p><b><u>For Staff Car Driver:</u></b></p> <p>Between 20 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)</p> <p><b><u>For Driver (Heavy Duty):</u></b></p> <p>Between 25 years and 35 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)</p>	<p><b><u>For Staff Car Driver:</u></b></p> <p>i) Matriculate from a recognized board /institution</p> <p>ii) Driving Licence of Transport Vehicle</p> <p>iii) One year's experience of driving a Transport Vehicle.</p> <p><b><u>For Driver (Heavy Duty):</u></b></p> <p>i) Matriculate from a recognized board /institution</p> <p>ii) Driving license of Transport Vehicle</p> <p>iii) Five year's experience of driving a transport vehicle.</p>	Not applicable	Two years	Direct recruitment	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ Probation should be 03 yrs.</li> <li>➤ Age should be 18-37 yrs.</li> </ul>
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Patwari	1 (one) Subject to variation dependant on the workload	Group 'C'	Rs. 10300 - 34800 + Grade Pay Rs. 3200	Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	i) Matriculation of a recognized University or its equivalent or 10+2 Pass ii) Patwar examination from a recognized Institution. iii) Preference to candidates with experience in revenue work.	Not applicable	Two years	100% by Direct Recruitment failing which by deputation.	<b><u>By deputation</u></b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ Age should be 18-37 yrs. Probation should be three yrs. in case of direct recruitment.</li> <li>➤ The ICT course of NIELT may also be added.</li> </ul> <p><b><u>By deputation</u></b></p> <p>From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years.)</p>
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Sub Inspector (Enf.)	20 (twenty) Subject to variation dependant on the workload	Group 'C'	Rs. 10300 - 34800 + Grade Pay Rs. 3600	Not applicable	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	i) Graduate from a recognized University.  ii) Law Graduate will be preferred.	Not applicable	i) Two years in case of direct recruitment  ii) One year in case of promotion	75% by Direct Recruitment  25% by Promotion	<b><u>By Promotion:</u></b>  From amongst the Clerks/Junior Assistants having Eight years regular service in the cadre after appointment thereto.	Not applicable	<ul style="list-style-type: none"> <li>➤ In column no. 10, 100% by promotion may be amended.</li> <li>➤ Pay band of the post of may be amended as Rs.10300-34800+4400 GP.</li> <li>➤ The ICT course of NIELIT may also be added</li> </ul> <p><b>By promotion:</b></p> <p>From amongst the Clerks/Junior Assistants having Eight years regular service in the cadre after appointment thereto.</p>
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Tax Collector	04 (four) Subject to variation dependant on the workload	Group 'C'	Rs. 5910-20200 + Grade Pay Rs. 2400	Non Selection	Between 18 years and 25 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	Bachelor's Degree and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 Word per minutes in English Typewriting	Not applicable	One Year in case of promotion  Two years in case of Direct Recruitment	75% by promotion failing which by deputation.  25% by Direct Recruitment	<p><b>By Promotion:</b> From amongst the Tax Moharrors having 10 year regular service in the cadre after appointment thereto.</p> <p><b>By Deputation:</b> From amongst the officials of Punjab/Haryana State Govts. /Union Territory, Chandigarh holding analogous post having 5 years regular service in the cadre. The deputation period should not exceed 3 years.</p>	Yes i) Additional commissioner, Chairman  ii) Joint Commissioner/ Assistant Commissioner, Member  iii) Chief Accounts Officer, Member  iv) Representative of Director Social Welfare, Member.  v) One SC category officer shall be co-opted as Additional member	Not applicable	<p><b>By promotion:</b></p> <ul style="list-style-type: none"> <li>➤ The ICT course of NIELT may also be added.</li> </ul> <p><b><u>By Direct Recruitment, following amendments are required:</u></b></p> <ul style="list-style-type: none"> <li>➤ Probation should be three years in case of direct recruitment.</li> <li>➤ Age should be 18-37 yrs. in case of direct recruitment.</li> <li>➤ Experience of 8 years may be amended instead of 10 yrs in case of promotion.</li> <li>➤ Non selection in case of promotion, selection in case of Direct recruitment may be added.</li> <li>➤ Bachelor's Degree and Proficiency in operation of computer (Word Processing and</li> </ul>
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Data Entry Operator	3 (three) Subject to variation dependant on the workload	Group 'C'	Rs. 5910-20200 + Grade Pay Rs. 1900	Selection	Between 18 years and 28 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)	i) Graduate from a recognized institution ii) Data Entry Course of one year from a recognized institution having one year experience as Data Entry Operator. iii) Should possess a speed of not less than 8000 keys depressions per hour for data entry work.	Not applicable	Two years	100% By direct recruitment	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>➤ In Column No. 4, Pay band and grade pay to Rs. 10300-34800+Grade pay 3200 needs to be amended.</li> <li>➤ Probation should be three years as per instructions.</li> <li>➤ Age should be 18-37 yrs. as per instructions.</li> <li>➤ The ICT course of NIELT may also be added.</li> </ul>
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AZO Printing Machine operator	1 (one) Subject to variation dependant on the workload	Group 'C'	Rs. 5910- 20200 + Grade Pay Rs. 1900	Non selection	Not applicable	Not applicable	Not applicable	One year	100% By Promotion	<b>By Promotion:</b> From amongst the group D employees of the Municipal Corporation having five years regular service in the cadre and having passed the matriculation examination from a recognized board/universit y or equivalent with experience of operating Photostat machine and have not crossed the age of 45 years	Yes i) Additional commissioner , Chairman  ii) Joint Commissione r/ Assistant Commissione r, Member  iii) Chief Accounts Officer, Member  iv) Representativ e of Director Social Welfare, Member.  v) One SC category officer shall be co-opted as Additional member	Not applicable	<ul style="list-style-type: none"> <li>➤ The name of post may be amended as Restorer.</li> <li>➤ Qualification may also be amended as 10+2.</li> <li>➤ The ICT course of NIELT may also be added.</li> <li>➤ In col. no. it may be amended that the employee has not crossed the age of 45 yrs. at the time of availability of post meant for Group D.</li> </ul>
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Tax Moharr or	03 (three) Subject to variation dependant on the workload	Group 'C'	Rs. 5910 - 20200 + Grade Pay Rs. 1900	Non Selection	Not applicable	Not applicable	Not applicable	One Year	100% promotion	by	<b>By Promotion:</b> From amongst the group-D employees having qualification 10+2 and knowledge of computer	Yes i) Additional commissioner, Chairman ii) Joint Commissioner/ Assistant Commissioner, Member iii) Chief Accounts Officer, Member iv) Representative of Director Social Welfare, Member. v) One SC category officer shall be co-opted as Additional member	Not applicable	➤ The ICT course of NIELT may also be added.  ➤ In col. no. it may be added that the employee has not crossed the age of 45 yrs. at the time of availability of post meant for Group D.
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