

No. RR(176)-IH(9)-2021/
Chandigarh Administration
Department of Personnel

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Chandigarh, dated the 25/5/2021

To

All the concerned Heads of Departments/offices
Chandigarh Administration.


for
31/5/21

Subject:- **Common Recruitment Rules of Data Entry Operator
(Group 'C').**

EA/2

Enclosed please find herewith common draft recruitment rules
for the posts of Data Entry Operator (Group 'C') (Non-Ministerial) which are
self-explanatory.

You are requested to send your comments/objection, if any, on
the above mentioned common draft recruitment rules, to this department
within 30 days. Thereafter it shall be presumed that you have no
comments/objection to offer in the matter and further action in the matter
will be taken accordingly.


Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

PERSONNEL DEPARTMENT
CHANDIGARH ADMINISTRATION

NOTIFICATION

The _____, 2020

No. RR(176)-IH(9)-2020/

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966 and in supersession of all the Recruitment Rules for the posts of Data Entry Operator notified by the various departments of the Chandigarh Administration, the Administrator, Union Territory, Chandigarh, hereby makes the following rules, regulating the method of recruitment to Group 'C' post (Non-Ministerial) in the Chandigarh Administration namely:-

1. (i) **Short title and Commencement:-** These rules may be called the Chandigarh Administration Group 'C' (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2020.
(ii) They shall come into force on the date of their publication in the Official Gazette.
2. **Application:**
These rules shall apply to the posts specified in column No.1 of the Schedule annexed to these rules.
3. **Number of posts, classification and scale of pay:-**
The number of posts, their classification and the scale of pay shall be as specified in columns 2 to 4 of the said Schedule.
4. **Method of recruitment, age limit and qualification, etc:-**
The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.
5. **Disqualification: 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 the appointment to the said posts:

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt, any person from the operation of this rule.
6. **Power to relax:-**
Where the Administrator, Union Territory of Chandigarh is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.
7. **Savings:-**
Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

Sanjay Kumar Jha, IAS
Secretary Personnel
Chandigarh Administration

SCHEDULE

Name of post	No. of Posts	Classification	Scale of Pay	Whether Selection post or Non-Selection post	Age limit 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 promotees	Period of probation, if any	Method of recruitment whether by Direct recruitment 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.
1 Data Entry Operator	2 10 (Ten) Subject to variation dependent on work load	3 General Central Civil Services (Group 'C') Non-Ministerial	4 10300-34800 + Grade pay 3200	5 Selection	6 Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time.)	7 i) Graduation from recognized University or Institution alongwith Diploma in Computer Science/Computer Applications/Information Technology from a recognized University or Institution. OR A Degree in Computer Science/Computer Applications/Information Technology from a recognized University. ii) The candidates have to qualify English Typewriting Test at the speed of 35 words per minute on Computer.	8 Not applicable	9 Three years	10 Direct recruitment	11 Not applicable	12 Not applicable	13 Not applicable