

## RECRUITMENT RULES FOR THE POST OF ADMINISTRATOR OFFICER

1.	Name of Post	Administrative Officer
2.	Number of Post	01* (2023) *Subject to Variation dependent on workload
3.	Classification	General Central Service Group B Non- Gazette, Ministerial
4.	Pay Level in Pay Matrix	Level-7
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruit	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	No Probation
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Promotion , failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b><u>By Promotion</u></b> :From amongst the Superintendent Grade-II/Circle Auditor having two years regular service in the cadre after appointment thereto.</p> <p><b>Note:-</b> The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.&amp; Trg.-2019/17927 dated 25.11.2019.</p> <p><b><u>By Deputation</u></b> From amongst 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.</p> <p>Or</p> <p>From amongst the Superintendent Grade-II/Circle Auditor having two years regular service in the cadre after appointment thereto. (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>
12.	IF DPC exists, what is its composition	<p>Yes, Group 'B'-DPC for promotion:</p> <ol style="list-style-type: none"> <li>1. Secretary Education- Chairperson</li> <li>2. Director Higher Education- Member</li> <li>3. Representative of Director Social Welfare, Women and Child Development-Member</li> <li>4. Representative of Department of Personnel-Member</li> <li>5. Representative of SC/ST Category-Member</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

**RECRUITMENT RULES FOR THE POST OF CIRCLE AUDITOR (NON SAS)**

1.	Name of Post	Circle Auditor (Non SAS)
2.	Number of Post	01* (2023) *Subject to Variation dependent on workload.
3.	Classification	General Central Service Group B Non-Gazette, Ministerial
4.	Pay Level in Pay Matrix	Level-6
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruit	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	No probation
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion, failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b>By Promotion:</b> From amongst the Senior Assistant/ Accountant having 5 years regular service as such in the cadre.</p> <p><b>Note:- The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.&amp; Trg.- 2019/17927 dated 25.11.2019</b></p> <p><b>By Deputation:</b> From the officials of Central Govt./State Govt. /Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. Or From amongst the Senior Assistant/ Accountant having 5 years regular service as such in the cadre.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this department in the same or some other organization/department shall ordinarily exceed three years).</p>
12.	IF DPC exists, what is its composition	<p>Yes, Group 'B'-DPC for promotion:</p> <ol style="list-style-type: none"> <li>1. Secretary Education- Chairperson</li> <li>2. Director Higher Education- Member</li> <li>3. Representative of Director Social Welfare, Women and Child Development-Member</li> <li>4. Representative of Department of Personnel-Member</li> <li>5. Representative of SC/ST Category-Member</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

## RECRUITMENT RULES FOR THE POST OF YOGA INSTRUCTOR

1.	Name of Post	Yoga Instructor
2.	Number of Post	10* (2023) * Subject to Variation dependent on workload
3.	Classification	General Central Services Group B
4.	Pay Level in Pay Matrix	Level-6
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	18 yrs and 30 yrs. (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7.	Educational and other qualifications required for direct recruit	Graduation and B.Ed yoga at least 45% marks from a recognized University/ Institution. <b>Note:-The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.&amp; Trg.-2019/17927 dated 25.11.2019</b>
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>By Deputation:</b> From the officials of Central Govt./state Govt. /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 department in the same or some other organization/department shall ordinarily exceed three years).
12.	IF DPC exists, what it its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**RECRUITMENT RULES FOR THE POST OF YOGA THERAPIST**

1.	Name of Post	Yoga Therapist
2.	Number of Post	01* (2023) * Subject to Variation dependent on workload
3.	Classification	General Central Services Group B
4.	Pay Level in Pay Matrix	Level-6
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	18 yrs and 30 years. (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7.	Educational and other qualifications required for direct recruit	Graduate with at least 45% marks from a recognized University/Institution, Degree in B.Ed in Yoga from recognized University/ Institution  <b>Note: The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.&amp; Trg.-2019/17927 dated 25.11.2019</b>
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>By Deputation:</b> From the officials of Central Govt./State Govt. /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 department in the same or some other organization/department shall ordinarily exceed three years).
12.	IF DPC exists, what it its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable