

RECRUITMENT RULES FOR THE POST THE STAFF CAR DRIVER

1.	Name of Post	Staff Car Driver
2.	Number of Post	4* (2023) *subject to variation dependent on workload
3.	Classification	General Central Services Group C Non Ministerial
4.	Pay Level in Pay Matrix	Level-3
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	Between 18 years and 25 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	(i) Matriculate from a recognized Board/Institution. (ii) Driving License of Transport Vehicles. (iii) One year's experience of driving a Transport Vehicle.
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	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	IF DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1.	Name of Post	Restorer
2.	Number of Post	01* (2023) *Subject to Variation dependent on workload.
3.	Classification	General Central Services Group C (Ministerial)
4.	Pay Level in Pay Matrix	Level-2
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruitment	Between 18 years and 27 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	10+2 from recognized /Board or its equivalent. The candidate should have done mandatory ICT skills training/course as per

RECRUITMENT RULES FOR THE POST OF RESTORER

1.	Name of Post	Restorer
2.	Number of Post	01* (2023) *Subject to Variation dependent on workload.
3.	Classification	General Central Services Group C (Ministerial)
4.	Pay Level in Pay Matrix	Level-2
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruitment	Between 18 years and 27 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	10+2 from recognized /Board or its equivalent. The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.& Trg.- 2019/17927 dated 25.11.2019
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 promotion failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion- From amongst the MTS having 3 years regular service as such in the cadre. By Deputation- a) From amongst the restorers serving in other departments of the Chandigarh Administration having two years regular services and who possess the education qualification as laid in column no. 7.
12.	IF DPC exists, what is its composition	Yes, Group 'C'-DPC for promotion: 1. Director Higher Education - Chairperson 2. Representative of Director Social Welfare, Women and Child Development-Member 3. Representative of Department of Personnel-Member 4. Representative of SC/ ST category - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (MTS)

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post	17* (2023) * Subject to Variation dependent on workload
3	Classification	General Central Services Non Gazette Non Ministerial
4	Pay Band and Grade Pay	Level-1
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruitment	Between age 18 years and 25 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	Matriculate of a recognized Institution/Board or its equivalent. Where technical qualifications are necessary, ITI in the relevant subject may be prescribed as the minimum qualification. Note:-The candidate should have done mandatory ICT skills training/course as per DOP letter No. 28/69-IH(12)Pers.& Trg.-2019/17927 dated 25.11.2019
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
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	IF DPC exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.