

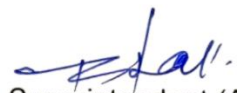
DIRECTORATE OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION
(Administrative. Branch)
1st Floor, Additional Deluxe Building,
Sector- 9, Chandigarh- 160009

No.DHE-UT-Admn.AD-III-13(1)2013/3634

Dated: 18.06.25

DRAFT RECRUITMENT RULES/OBJECTION THEREOF

It is informed that in compliance to the instructions issued by the Department of Personnel, Chandigarh Administration vide circular dated 16.02.2024 for framing/amendment of Recruitment Rules in pursuance of U.T., of Chandigarh Employees (Revised Pay) Rules, 2023 issued by the Finance Department, Chandigarh vide notification dated 29.03.2023, draft Recruitment Rules for the post of **Data Entry Operator (Group-C), Education Department, Union Territory, Chandigarh** have been framed. The said draft rules Recruitment Rules have been uploaded on the website of the Education Department, Chandigarh i.e. www.chdeducation.gov.in. All the stakeholders are advised to go through the draft Recruitment Rules and submit their objections/suggestion within 30 days (if any). If no suggestion/objection received within the stipulated period, it shall be presumed that there is no comments/objections against the said Draft Recruitment Rules and action will be taken to finalize the same.


For Superintendent (Admn).
Director Higher Education
Chandigarh Administration

Copy to:

1. The Directors/Principals of all the Govt. Institutes/Colleges with the request to bring the content of the notice to the concerned stakeholders working under their control.
2. The District Education Officer, UT, Chandigarh with the request to bring the content of the notice to the concerned stakeholders working under their control.
3. Superintendents College-I & II, School-I to III, Account, Admn., Adult and Vocational Education Branches with the request to bring the content of the notice to the concerned stakeholders.

**CHANDIGARH ADMINISTRATION
EDUCATION DEPARTMENT**

Notification

The _____, 2025

No. _____ In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following Rules, regulating the method of recruitment to the **Group 'C' post- Data Entry Operator (Group-C), Education Department, Union Territory, Chandigarh** namely:-

1. **Short title and commencement:** - (i) These rules may be called the **Chandigarh Education Department 'Group-C' (Non-Ministerial) – Data Entry Operator, Recruitment Rules, 2025.**
(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 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 scales of pay shall be as specified in columns 2 to 4 of the said schedule.
4. **Method of recruitment, age limit and other qualifications etc:-**
The method of recruitment to the said posts, age limit, qualification 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, 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, may relax any of the provisions of these rules in respect of any class or category of persons.

7. **Savings:**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Caste, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

8. **Repeal:-**

The Chandigarh Administration Group "C" (Non-Ministerial) (Data Entry Operator) Common Recruitment Rules, 2021 notified on 4th August, 2021 are hereby repealed.

**Chief Secretary,
U.T., Chandigarh.**

SCHEDULE

1	2	3	4	5	6	7	8	9	10	11	12	13
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 qualifications required for Direct Recruits	Whether age and Education Qualification 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/Deputation/Absorption 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 U.P.S.C is to be consulted in making recruitment
Data Entry Operator	01 (One) Subject to variation on the work load	General Central Services Non Ministerial Group 'C'	Level 2, ₹19900-263200) as per 7th Central Pay Commission.	Selection Post	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) Graduation from recognized University or Institution alongwith Diploma in Computer Science/Computer Applications/Information Technology from a recognized University OR 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	Not Applicable	Two Year	Direct Recruitment	Not Applicable	Not Applicable	Not Applicable

Note: ICT skills training as per Chandigarh Administration letter no. 28/69-IH(12)/Pct. & Trg.-2019/7927 dated 25.11.2019