

MUNICIPAL CORPORATION , CHANDIGARH
NEW DELUXE BUILDING, SECTOR 17,
CHANDIAGRH

RECRUITMENT NOTICE

Advt. No. _____

www.HaryanaJobs.in

Dated: _____

RECRUITMENT OF VARIOUS POSTS IN MUNICIPAL CORPORATION, CHANDIGARH.

Online applications are invited from eligible candidates for filling up the following posts on temporary basis likely to be regularized in the Municipal Corporation, Chandigarh as per detail given below:

S.No	Name of Post and Group and pay scale.	Total number of posts	Gen	SC	OBC	Ex-Serviceman	Physically disabled	EWS (General)
1	Station Fire Officer	1	01	-	-	-	-	-
2	Fireman	81	31	07	14	21 (Gen-11 SC-04 OBC-06)	-	08
3	Driver	04	-	-	-	04 (OBC-04)	-	-
4	SDE(Civil) Group-A 15600-39100 +5400 GP	01	01	-	-	-	-	-
5	SDE (Hort) Group A 15600-39100+ 5400 GP	02	02	-	-	-	-	-
6	Accountant Group B 10300-34800+ 4400 GP	02	01	-	01	-	-	-
7	Sub Inspector (Enf.) Group B 10300-34800 +4400 GP	06	03	-	02	01	-	-
8	Jr. Engineer (Civil) Group B Rs. 10300- 34800+4800 GP	04	02	-	-	02	-	-
9	Jr. Engineer (Horticulture) Group B Rs. 10300- 34800 + 4800 GP	02	02	-	-	-	-	-
10	Jr. Engineer (Public Health) Group B Rs. 10300- 34800 + 4800 GP	05	03	-	01	-	-	01
11	Jr. Engineer (Electrical) Group B Rs. 10300- 34800 + 4800 GP	02	02	-	-	-	-	-
12	Draftsman Group B 10300-34800+ 4600 GP	06	05	-	-	-	-	01

13	Clerk Group C 10300-34800+ 3200 GP	41	6	11	11	09 (Gen-02 SC-03 OBC-04)	01 (VH)	03
14	Steno-typist. Group C 10300-34800+ 3200 GP	05	02	01	01	01	-	-
15	Data Entry Operator Group C 10300-34800+ 3200 GP	02	02	-	-	-	-	-
16	Patwari Group C 10300-34800+ 3200 GP	01	01	-	-	-	-	-
17	Horticulture Supervisor Group C 5910-20200+ 2400 GP	02	01	00	01	-	-	-
18	Jr. Draftsman (B&R wing) Group C Rs.10300- 34800 + G.P. 3200 Grade Pay	03	01	01	-	01	-	-
19	Computer Programmer Group B Rs. 10300- 34800 + 4200 GP	01	01	-	-	-	-	-
20	Law Officer Group B Rs. 10300- 34800 + 4200 GP	01	01	-	-	-	-	-

For details regarding qualifications, age, experience, nationality of the applicant, category wise vacancies, selection criteria including details of written examination, application fee and how to apply online etc. as well as for other terms and conditions, candidates are advised to visit the department website www.mcchandigarh.gov.in on which the link shall be available w.e.f. **08.04.2021**. Eligible applicants may submit online applications and deposit the requisite fee, starting from **08.04.2021**. The last date for filling the application form will be **03.05.2021** and for deposit of fee, the last date will be **05.05.2021**.

Note:

- i) Number of posts mentioned above is tentative and may vary.
- ii) The Commissioner, Municipal Corporation, Chandigarh reserves the right to change any condition / criteria or cancel the recruitment process without assigning any reason.
- iii) The candidates are required to get their CGPA converted into percentage of marks from their respective Universities / Institutes.

Commissioner, Municipal Corporation, Chandigarh

IMPORTANT INSTRUCTIONS / INFORMATION

- (1) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled.
- (2) Registration will begin in online format only w.e.f. 08.04.2021. Last date for online registration will be 03.05.2021. Registration Form will be available at the website in English. No other forms by any other medium shall be entertained.
- (3) The Reservation of posts will be as per policy of the Govt. and Chandigarh Administration and the details of posts under various categories mentioned are provisional.
- (4) **Fees:** Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filling of application. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid fees applicable for candidates of General category.

- **SC category - Rs. 500/-**

- **General/OBC/ESM(Lineal Descendants)/ EWS - Rs. 1000/-**

- **PwD(Persons with Disability) - Rs. 500/-**

- **Ex-Serviceman - Rs. 500/-**

The last date for depositing the fee will be 05.05.2021.

- (5) Applications without requisite fees or incomplete in any respect will be rejected without intimation.
- (6) No TA/DA will be given for appearing in the test/interview.
- (7) Government/Semi Government employees are required to bring “No Objection Certificate” from their employer at the time of verification of certificate/documents.
- (8) Exam would be common for similar posts under different cadres. But merit list would be separate based on category wise for each vacancy. For example there could be a single exam for Draftsman and Jr. Draftsman.
- (9) The question paper with the answer key will be placed on the website of department for inviting objections to answers, if any, on the same day after the termination of exam.
- (10) The objection to any answer can be filed by the candidates on the website itself by logging in with their login id and password and on clicking the option of objection. The objections can be filed within three (3) days from the date of exam.
- (11) The result/merit List, category wise, would be put on the website, within 15 days of exam.
- (12) In the case of two or more candidates obtaining equal marks, the candidate older in age shall be placed higher in the order of merit.

MUNICIPAL CORPORATION, CHANDIGARH

DETAIL OF RECRUITMENT OF VARIOUS POSTS IN MUNICIPAL CORPORATION, CHANDIGARH.

S.No	Name of Post	Group	Pat Scale / matrix.	Total Number of vacancies	Category wise vacancies	Essential qualification	Age limit	Selection criteria										
1	Station Fire Officer	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	01	Gen-01	<p>i) Bachelor's degree of Engineering (Fire) from National Fire Service College, Nagpur or any other recognized University/ Institution</p> <p style="text-align: center;">OR</p> <p>ii) Bachelor's degree from a recognized University/ Institution</p> <p style="text-align: center;">preferably in Science and</p> <p>(a) Passed Station Fire Officer Course from NFSC Nagpur</p> <p style="text-align: center;">OR</p> <p>(b) Passed diploma in Fire Engineering from NFSC Nagpur</p> <p>iii) And 3 years experience on the post of Station Fire Officer in any Government/ Fire Services organization.</p> <p>iv) Should possess the following physical standards:</p> <p>(a) Height 5'-7"</p>	<p>i. Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by</p>	<p>i. Duration 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1" style="margin-left: 20px;"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (as per essential qualification)</td> <td>40 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = in English Only</p> <p>vii. 10 times of the number vacancies in each category shall be shortlisted</p>	General English	10 Marks	General Knowledge	20 Marks	Mental Aptitude	20 Marks	Computer Proficiency	10 Marks	Job related (as per essential qualification)	40 Marks
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						<p>(b) Chest: Minimum unexpanded 33 ½ Minimum after expansion 35 ½.</p> <p>(c) Should not have colour blindness and night blindness.</p> <p>Physical Standard:</p> <p>i) Running a distance of 100 yards with a weight of 60 Kg. in one minute.</p> <p>ii) High Jump 4' Long jump 12'</p> <p>iii) Climbing a rope to a height of 8 feet from shoulder level of the candidate without the support of feet/ legs.</p>	<p>more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh. typist).</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format.</p>	<p>for physical test for the post of Station Fire Officer.</p> <p>➤ The physical test shall be qualifying in nature.</p> <p>viii. The examination centre will be Chandigarh only.</p> <p>ix. Cut off marks for each category in each post will be 25%</p>								
2	Fireman	Group-C	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	81	Gen- 31 SC- 07 OBC-14 ESM-21 (Gen-11 SC-04 OBC-06) EWS-08	<p>10+2 pass from a recognized board/ institution, able bodied persons between 18 years to 37 years who are fit to undergo rigorous duties of fire and emergency services.</p> <p>Physique:</p> <p>(a) Height 5' 7"</p> <p>(b) Chest- Minimum unexpanded 33 ½" maximum after expansion 35 ½"</p> <p>(c) Sight 6/6 both eyes without glasses.</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwD) category should not be below 18 years</p>	<p>i. Duration 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>20 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> </table>	General English	20 Marks	General Knowledge	20 Marks	Mental Aptitude	20 Marks	Computer Proficiency	10 Marks
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						<p>(d) Should not have colour blindness and night blindness.</p> <p>Physical Fitness Standard:-</p> <p>(i) Running a distance of 100 yards with a weight of 60 Kg. in one minute.</p> <p>ii) High Jump 4' Long Jump 12'</p> <p>iii) Climbing a rope to a height of 8 feet from shoulder level of the candidate without the support of feet/ legs.</p>	<p>and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh. typist).</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format.</p>	<table border="1"> <tr> <td>Job related (as per essential qualification)</td> <td>30 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = Bilingual (i.e both in English & Hindi)</p> <p>vii. 10 times of the number vacancies in each category shall be shortlisted for physical test for the post of Fireman.</p> <p>➤ The physical test shall be qualifying in nature.</p> <p>viii. The examination centre will be Chandigarh only.</p> <p>ix. Cut off marks for each category in each post will be 25%</p>	Job related (as per essential qualification)	30 Marks
Job related (as per essential qualification)	30 Marks									
3	Driver	Group C	Pay scale/Matrix against the said posts are as per the 7th Central Pay	04	Ex-Serviceman-04	<p>i) Matriculate from a recognized Board/ Institution.</p> <p>ii) Driving License of Transport vehicle.</p>	<p>Unreserved / EWS candidates should not be below 25 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to</p>	<p>i. Duration 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type</p>		

Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration

iii) Five year's experience of driving a Transport vehicle.

Scheduled caste category should not be below 25 years and above 42 years of age as on 01.01.2021

iii. Candidates belonging to OBC category should not be below 25 years and above 40 years of age as on 01.01.2021.

iv. Candidates belonging to persons with Benchmark Disabilities (PwD) category should not be below 25 years and above 47 years of age as on 01.01.2021.

v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.

vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh. typist).

vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be

questions with multiple choice.

iii. **Distribution of question =** The detail of written part to be conducted as under:-

General English	10 Marks
General Knowledge	20 Marks
Mental Aptitude	20 Marks
Job related (as per essential qualification)	50 Marks

iv. **Each question** will carry 01 mark

v. **Negative marking=** ¼ marks will be deducted for every wrong answer.

vi. **Medium of examination =** Bilingual (i.e both in English & Hindi)

vii. 03 **times** of the number vacancies in each category shall be shortlisted for physical test for the post of **Driver**.

➤ The driving test shall be qualifying in nature.

viii. The **examination centre** will be Chandigarh only.

ix. **Cut off marks** for each category in each post will be 25%

							given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format.											
4	SDE(Civil)	Group-A	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	01	General-01	<p>i) Degree in Civil Engineering from a recognized University/ Institute or equivalent. Degree obtained through distance education mode not accepted.</p> <p>ii) To pass the Prescribed Departmental professional exam after joining/ promotion in service.</p>	<p>i. Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the</p>	<p>i. Duration 1½ Hour for exam containing 90 questions.</p> <p>ii. No. of questions – There will be one paper containing 90 objective type questions with multiple choice (as interview carries 10 marks for the post of SDE). ➤ 03 times of the number of vacancies shall be shortlisted for interview for the post of Sub Divisional Engineer.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1" data-bbox="2072 915 2529 1167"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>10 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>10 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job Related (BE Level)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English</p>	General English	10 Marks	General Knowledge	10 Marks	Mental Aptitude	10 Marks	Computer Proficiency	10 Marks	Job Related (BE Level)	50 Marks
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5	SDE (Hort)	Group-A	02	General-02	<p>i) M.Sc Degree in Agriculture with specialization in Horticultures of M.Sc Degree in Horticulture (including Floriculture, Olericulture) or M.Sc Degree in Botany with Horticulture as a subject from a recognized University or equivalent Or. B.Sc (Agriculture) or B.Sc (Botany) or B.Sc (Horticulture) with Post Graduate diploma in landscape Architecture, Horticulture from recognized University or equivalent.</p> <p>ii) 3 years experience in Horticulture including ornamental gardening ranging over various fields of Horticulture.</p>	<p>i. Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit</p>	<p>ii. Duration 1½ Hour for exam containing 90 questions.</p> <p>ii. No. of questions – There will be one paper containing 90 objective type questions with multiple choice (as interview carries 10 marks for the post of SDE).</p> <p>➤ 03 times of the number of vacancies shall be shortlisted for interview for the post of Sub Divisional Engineer.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>10 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>10 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job Related (B.Sc. Agri/ Botany)</td> <td>50 Marks</td> </tr> </table>	General English	10 Marks	General Knowledge	10 Marks	Mental Aptitude	10 Marks	Computer Proficiency	10 Marks	Job Related (B.Sc. Agri/ Botany)	50 Marks
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6	Accountant	Group-B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	02	General-01 OBC-01	<p>(i) B. com or M.A. in economics from a recognized University</p> <p>(ii) One Year Tally Certificate essentially required.</p> <p>(iii) Intermediate C.A./ICWA./CS will be preferred</p>	<p>i. Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> </table>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks
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Accountancy	40 Marks													
7	Sub Inspector (Enf.)	Group-B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of	06	General-03 OBC-02 ESM-01	(i) Graduate from the recognized University (ii) Law Graduate will be preferred	Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021. ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021 iii. Candidates belonging to OBC	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as</p>						

			Punjab and adopted by the Chandigarh Administration				<p>category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format</p>	<p>under:-</p> <table border="1"> <tr> <td>General English</td> <td>20 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Arith. Skill(Matric)</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>15 Marks</td> </tr> <tr> <td>Job related (basic Law)</td> <td>10 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	General English	20 Marks	General Knowledge	20 Marks	Mental Aptitude	20 Marks	Arith. Skill(Matric)	15 Marks	Computer Proficiency	15 Marks	Job related (basic Law)	10 Marks
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Computer Proficiency	15 Marks																			
Job related (basic Law)	10 Marks																			
8	JE(Civil)	Group-B	Pay scale/Matrix	04	General-02	Diploma in civil Engineering from a recognized	i. Unreserved / EWS candidates should not be below 18 years	i. Duration - 02 Hours for exam containing 100 questions.												

			<p>against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration</p>	ESM-02	<p>University/ Institute or equivalent.</p>	<p>and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal</p>	<p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Ability</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (Dip in Civil)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = in English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Ability	15 Marks	Computer Proficiency	10 Marks	Job related (Dip in Civil)	50 Marks
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						Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format												
9	JE (Horticulture)	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	02	General- 02	B.Sc degree in Agriculture with Horticulture as a special subject 03 years course after 10+2 of recognized University/ Institute or equivalent.	<p>i. Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (B.Sc Agri with Horticulture)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Computer Proficiency	10 Marks	Job related (B.Sc Agri with Horticulture)	50 Marks
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10	Jr. Engineer (Public Health)	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	05	General-03 OBC-01 EWS(General) -01	i) Diploma in Public Health/Sanitary/Mech./Civil Engineering from a recognized University/Institute or equivalent.	Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021. ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021 iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021. iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021. v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (as per essential qualification)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Computer Proficiency	10 Marks	Job related (as per essential qualification)	50 Marks
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11	Jr. Engineer (Electrical)	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	02	General- 02	Diploma in Electrical Engineering from a recognized University/ institute or equivalent	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related</td> <td>50 Marks</td> </tr> </table>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Computer Proficiency	10 Marks	Job related	50 Marks
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12	Draftsman	Group-B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh	06	General – 05 & EWS (Gen.)- 01	<p>i) Matric pass of a recognized Board/University or equivalent.</p> <p>ii) ITI Draftsmanship diploma of at least two years duration in the relevant trade to be (indicated at the time of recruitment)</p> <p>iii) 5 years experience in the trade as regular service.</p> <p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p>

			Administration			iv) Knowledge of operating computer is must.	iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021. v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit. vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh. vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format	<table border="1"> <tr> <td>General English</td> <td>10 Marks</td> <td></td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> <td></td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> <td></td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> <td></td> </tr> <tr> <td>Job related (ITI/Diploma)</td> <td>50 Marks</td> <td></td> </tr> </table>	General English	10 Marks		General Knowledge	15 Marks		Mental Aptitude	15 Marks		Computer Proficiency	10 Marks		Job related (ITI/Diploma)	50 Marks	
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13	Clerk	Group-C	Minimum pay admissible - Rs. 19900/- (level 2) (as per	41	General-06 SC-11 OBC-11	Bachelor's Degree from a recognized institution and proficiency in operation of computer (Word processing and spread sheets) and a	Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021. ii. Candidates belonging to	<p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>															
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			<p>Government of Punjab, Finance Department vide letter No.7/87/2020-5FP1/1145 dated 29.10.2020 fixed the pay scale/Matrix for the posts of Clerks and Steno-Typists. In terms of the above letter of the Govt. of Punjab, Department of Personnel, Chandigarh Administration vide Notification No.34/129-IH(11)-2021/237 dated 06.01.2021)</p>		<p>PWD-01 (VH) EWS (Gen.)-03 ESM:-09 (Gen-02) SC-03 & OBC-04)</p>	<p>speed of 35 word per minutes in English typewriting</p>	<p>Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021 iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021. iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021. v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit. vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh. vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached</p>	<p>paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>20 Marks</td> </tr> <tr> <td>G.K/Gen. awareness</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>20 Marks</td> </tr> <tr> <td>Maths (Matric Level)</td> <td>20 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark v. Negative marking= ¼ marks will be deducted for every wrong answer. vi. Medium of examination = English Only vii. 10 times of the number vacancies in each category shall be shortlisted for computer type test for the post of Clerk. viii. The typing test shall be qualifying in nature for the post of Clerk. ix. The examination centre will be Chandigarh only. x. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	General English	20 Marks	G.K/Gen. awareness	20 Marks	Mental Aptitude	20 Marks	Computer Proficiency	20 Marks	Maths (Matric Level)	20 Marks
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							experience certificate in the format											
14	Steno-typist	Group-C	<p>Minimum pay admissible - Rs. 21700/- (level 3) (as per Government of Punjab, Finance Department vide letter No.7/87/2020-5FP1/1145 dated 29.10.2020 fixed the pay scale/Matrix for the posts of Clerks and Steno-Typists. In terms of the above letter of the Govt. of Punjab, Department of Personnel, Chandigarh Administration vide Notification No.34/129-IH(11)-2021/237 dated 06.01.2021)</p>	05	General-02 SC-01 OBC-01 ESM-01	<p>Bachelor's degree from a recognized University/ Institution 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. No candidate shall be considered to have qualified the test, if he/ she commits more than 8% mistakes.</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>20 Marks</td> </tr> <tr> <td>G.K/Gen. awareness</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>20 Marks</td> </tr> <tr> <td>Maths (Matric Level)</td> <td>20 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. 10 times of the number vacancies in each category shall be shortlisted for computer type test/ stenography test for the post of Steno-typist.</p> <p>viii. The typing test/ stenography test shall be qualifying in nature for the post of Clerk and Steno-typist/ Data Entry Operator.</p>	General English	20 Marks	G.K/Gen. awareness	20 Marks	Mental Aptitude	20 Marks	Computer Proficiency	20 Marks	Maths (Matric Level)	20 Marks
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15	Data Entry Operator	Group-C	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	02	General-02	<p>(i) Graduate from the recognized Institution</p> <p>(ii) Data Entry Course of one year from a recognized institution having one year experience as Data Entry Operator</p> <p>(iii) Should possess a speed of not less than 8000 keys depressions per hour for data entry work</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1" data-bbox="2072 886 2534 1138"> <tr> <td>General English</td> <td>20 Marks</td> </tr> <tr> <td>G.K/Gen. awareness</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>20 Marks</td> </tr> <tr> <td>Maths (Matric Level)</td> <td>20 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi Medium of examination = English Only</p> <p>vii. 10 times of the number vacancies in</p>	General English	20 Marks	G.K/Gen. awareness	20 Marks	Mental Aptitude	20 Marks	Computer Proficiency	20 Marks	Maths (Matric Level)	20 Marks
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16	Patwari	Group-C		01	General-01	<p>i) Matriculation of a recognized University or its equivalent or 10+2 pass.</p> <p>ii) Patwar examination from a recognized institution.</p> <p>iii) Preference to candidates with experience in revenue work.</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>20 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>20 Marks</td> </tr> <tr> <td colspan="2">Arithmetic skills:-</td> </tr> <tr> <td>1) Mensuration</td> <td>15 Marks</td> </tr> <tr> <td>2) Accounts</td> <td>10 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>15 Marks</td> </tr> </table>	General English	10 Marks	General Knowledge	20 Marks	Mental Aptitude	20 Marks	Arithmetic skills:-		1) Mensuration	15 Marks	2) Accounts	10 Marks	Computer Proficiency	15 Marks
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Agriculture	10 Marks											
17	Horticulture Supervisor	Group C	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	02	General-01 OBC- 01	Matric/Higher Secondary with certificate of Gardening Trg. of one year duration from recognized institute with 2 years exp. as regular service in landscaping and Hort. Work in supervisory capacity.	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General</td> <td>15 Marks</td> </tr> </table>	General English	10 Marks	General	15 Marks
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General	15 Marks											

							<p>should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format</p>	<table border="1"> <tr> <td>Knowledge</td> <td></td> <td></td> </tr> <tr> <td>Mental Ability</td> <td>15 Marks</td> <td></td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> <td></td> </tr> <tr> <td>Job related (Certificate in gardening training)</td> <td>50 Marks</td> <td></td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	Knowledge			Mental Ability	15 Marks		Computer Proficiency	10 Marks		Job related (Certificate in gardening training)	50 Marks	
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Job related (Certificate in gardening training)	50 Marks																			
18	Jr. Draftsman	Group C	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by	03	Gen-01 SC-01 ESM-01	<p>i) Matric pass of a recognized Board/University or equivalent.</p> <p>ii) ITI Draftsmanship diploma of at least two years duration in the relevant trade to be</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p>												

			the Government of Punjab and adopted by the Chandigarh Administration			<p>(indicated at the time of recruitment)</p> <p>iii) 2 years experience in the trade as regular service.</p> <p>iv) Knowledge of operating computer is must.</p>	<p>on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the period rounded to nearby months they worked in Municipal Corporation, Chandigarh provided the such contractual employees shall attached experience certificate in the format</p>	<p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (as per essential qualification)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Computer Proficiency	10 Marks	Job related (as per essential qualification)	50 Marks
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19	Computer Programmer	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	01	Gen-01	<p>i) Master's degree in Computer Science/ Computer Applications/ Information Technology/ Bachelor of Engineering of a recognized University or equivalent.</p> <p>ii) well acquainted with recent/ latest programming softwares and work.</p> <p>iii) Atleast three years working experience in aforesaid field.</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation, Chandigarh.</p> <p>vii. For the persons working on contract basis against sanctioned posts in the various department of Municipal Corporation, Chandigarh will be given age relaxation equal to the</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii. Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1" data-bbox="2077 553 2534 769"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Job related (as per essential qualification)</td> <td>60 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in each post will be 25% (i.e. minimum passing marks is 25% of the total marks).</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Job related (as per essential qualification)	60 Marks
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20	Law Officer	Group B	Pay scale/Matrix against the said posts are as per the 7th Central Pay Commission to be notified by the Government of Punjab and adopted by the Chandigarh Administration	01	Gen-01	<p>i) Degree in Law from a recognized University or Institute or equivalent.</p> <p>ii) Three years experience as Advocate or should have held legal assignment involving work for 3 years.</p>	<p>Unreserved / EWS candidates should not be below 18 years and above 37 years of age as on 01.01.2021.</p> <p>ii. Candidates belonging to Scheduled caste category should not be below 18 years and above 42 years of age as on 01.01.2021</p> <p>iii. Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 01.01.2021.</p> <p>iv. Candidates belonging to persons with Benchmark Disabilities (PwBD) category should not be below 18 years and above 47 years of age as on 01.01.2021.</p> <p>v. Candidate belonging to Ex-Serviceman category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service Rules, by more than 03 years, he shall be deemed to satisfy the condition regarding age limit.</p> <p>vi. Relaxation upto 40 years only for employees of the Municipal Corporation,</p>	<p>i. Duration- 02 Hours for exam containing 100 questions.</p> <p>ii. No. of questions – There will be one paper containing 100 objective type questions with multiple choice.</p> <p>iii Distribution of question = The detail of written part to be conducted as under:-</p> <table border="1"> <tr> <td>General English</td> <td>10 Marks</td> </tr> <tr> <td>General Knowledge</td> <td>15 Marks</td> </tr> <tr> <td>Mental Aptitude</td> <td>15 Marks</td> </tr> <tr> <td>Computer Proficiency</td> <td>10 Marks</td> </tr> <tr> <td>Job related (as per essential qualification)</td> <td>50 Marks</td> </tr> </table> <p>iv. Each question will carry 01 mark</p> <p>v. Negative marking= ¼ marks will be deducted for every wrong answer.</p> <p>vi. Medium of examination = English Only</p> <p>vii. The examination centre will be Chandigarh only.</p> <p>viii. Cut off marks for each category in</p>	General English	10 Marks	General Knowledge	15 Marks	Mental Aptitude	15 Marks	Computer Proficiency	10 Marks	Job related (as per essential qualification)	50 Marks
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Note: That Candidates selected for the posts 4 to 20 shall have to pass the mandatory ICT Skill course i.e. Course on Computer Concept (CCC)- 80 hours as prescribed in the instructions dated 25.11.2019 issued by the Chandigarh Administration within one year of their appointment failing which their probation shall not be clear.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement and information is available on the website www.mcchandigarh.gov.in .
2. Applications will be accepted online (only) **from 08.04.2021 to 03.05.2021** on the website www.mcchandigarh.gov.in .
3. No application shall be entertained to any post in service unless he is:
 - a) a citizen of India or
 - b) subject of Nepal, or
 - c) a subject of Bhutan or
 - d) a Tibetan refugees, who come over the India before the 1st January 1962 with the intention of permanently settling in India or
 - e) a person of India origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intension to permanently settling in India.

Provided that a candidate belonging to any category (b), (c) ,(d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/ appointing authority)

4. No application shall be entertained by hand or by post in the Municipal Corporation, Chandigarh.
5. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However your primary source of information / intimations will remain the above mentioned website.
6. Please scan your Photograph and Signatures(On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
7. Please keep following details ready with you before starting your online application.
 - a) Personal demographic details including Date of Birth and Nationality
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation Category Details
 - e) Soft Copies of scanned Photograph and Signatures.
8. Fill out the form available on the website www.mcchandigarh.gov.in by clicking at the

link "Recruitment in MUNICIPAL CORPORATION, CHANDIGARH".

9. Click on button "Online Form" and fill all Registration Details and click "NEXT".
10. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
11. This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
12. Click on "Complete Your Form" to complete the form. This will take you to "Post Selection" Page.
13. Click "Add Post & Category" button for each post and carefully select ALL the posts (with Categories) you wish to apply for. Click "Next Step" after selecting all posts you wish to apply for. This will take you to "Educational Qualification" Page.
14. Click on "Add Qualifications" button to select Relevant Educational Qualifications, one by one, pertaining to all Selected Posts. Click "Next Step" after filling all qualification details. This will take you to "Other Information" Page.
15. Fill in all the details one by one and Click "Next".
16. Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.
17. Read Preview of Application carefully. If you want to change anything – click on "Edit Form", this will take you back to "Modify Registration" Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification, Physical standards etc., then and only then check the "**I Agree**" box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. Submission of Application does not endorse your eligibility.
18. Submit the Application form by clicking on the "**Submit**" button.
19. Now you are ready to print Bank Challan.
20. Click on the link "**BANK CHALLAN**" and take a print out of the challan form.
21. **WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

22. Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filling of application. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid fees applicable for candidates of General category.

- **SC category - Rs. 500/-**
- **General/OBC/ESM(Lineal Descendants)/ EWS - Rs. 1000/-**
- **PwD(Persons with Disability) - Rs. 500/-**
- **Ex-Serviceman - Rs. 500/-**

23. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India, as the department has only nominated State Bank of India for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, you will get Department Copy and Candidate Copy of challan.** Bank copy will be kept by the bank where you will deposit the fee.

24. The candidates can check his / her fee confirmation by logging in by entering his/ her registration number and password on the website 48 hours after depositing the fee.

25. Take TWO printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during counseling along with the original copies of following:

- a) Relevant Degree/Diploma Certificate.
- b) Reserve Category Certificate issued by the Competent Authority (If Applicable)
- c) Original counterfoil of the Fee Payment Challan
- d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary
- e) Certificate as proof of age relaxation if claimed
- f) Proof of being Departmental Candidate, if applicable

If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -

- a) Date of Enrollment
- b) Date of Release/Discharge
- c) Reason of Release/ Discharge

26. Any correction in the particulars can be made by the candidate himself/herself on the website. For this purpose, the candidate has to log in by entering his/ her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to acceptance of Declaration and SUBMISSION of Application form. Other corrections can be made up to Closing Date of submission of Applications. No correction can be made by the candidate after the closing date.
27. **Conditions which may render you ineligible**
- a. Insufficient fee;
 - b. Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;**
 - c. Wrong/incomplete information given in the Application Form;
 - d. Candidates debarred by any government department/board/commission;
 - e. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
28. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information will, generally, be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time will be, entirely, of the candidate.
29. For any clarification regarding the online filling of the form, the candidate can call at Municipal Corporation, Chandigarh contact number 0172- 5085240 on all working days from 9:00 A.M. to 5:00 P.M.. Candidates can also send email at mccrectt2020@gmail.com for any clarification regarding the online filling of the form.
30. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above.
31. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.

32. Question Paper along with the Answer Key will be posted on the website, within one day after the examination for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.
33. After qualifying the skill test/ written examination, candidates equal to 03 times the number of vacancies to be filled up, may be called for physical verification of documents. In case, the candidates equal to the number of vacancies do not attend physical verification of documents then the next candidate on merit would be invited for the same.
34. The selected candidates shall be paid fixed monthly emoluments during the probation period as per D.C rates or basic pay whichever is higher.

Note: 1) Number of posts/ category mentioned above is tentative and may vary at the time of appointment.
2) The Commissioner, Municipal Corporation, Chandigarh reserves its right to change any condition/criteria or cancel the recruitment process without assigning any reason.