

No. HB(S)/AO/2020/1198

Dated, the 24/06/2020

To

1. The Chief Engineer, CHB.
2. The Superintending Engineer-I/II, CHB.
3. The Executive Engineer-I/II/III/IV/V/VI/VII/VIII(HQ)/Enf. officer, CHB.
4. The Chief Accounts Officer, CHB.
5. The Architect, CHB.
6. The SLO, CHB.
7. The SO-I, Branch, CHB.
8. Supdt. Admn., CHB.
9. Supdt. CE/s office, CHB.
10. The Computer Incharge, CHB.
11. Care Taker, CHB.
12. Record Room Manager, CHB.

Subject: Promotion of Group - D employees working in CHB as Clerk.

It is informed that as per provision in the CHB (Officer & Servants) Service Regulations, 2003, 15% posts of Clerks are required to be filled up by promotion amongst Group-D employees having five years regular service in the cadre and possessing matriculation qualification and a speed of 30 w.p.m. in English type writing and have not crossed the age of 45 years as on date of issue of this letter. At present the posts of Clerks are lying vacant for filling by the promotion amongst Group-D employees who full-filled the above criteria.

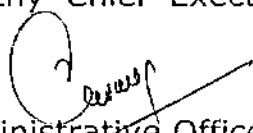
It is therefore requested that the aforesaid contents of this letter may please be brought to notice of all Group-D employees working under your administrative control for sending their applications with documentary proof of qualification and service/experience for promotion to the post of Clerk, to this office **within a week positively** from the date of issue of this letter through respective head of branch incharge.

The Type-test will be conducted after atleast one month time so that the applicant may improve their proficiency. The applicants may be advised to utilize this period to avoid disappointment on this account. In case they need extra time to get proficiency in typing, they may be allowed one hour exemption from daily office timing during the month of July, 2020.

The applications for the post of Clerk be sent in the prescribed Performa (copy enclosed) by the Group-D employees.

This issues with the approval of Worthy Chief Executive Officer, CHB.

CI/CNB/ 1413
Dated 24/06/2020
PA/As above

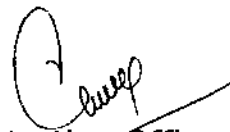

Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

Dated: 24/06/2020

Endst. No. HB(S)/AO/2020 1199

A copy is forwarding to the following for information:-

1. PA to CM/CEO and secretary, CHB.
2. Notice Board.
3. Computer Incharge to upload on website.


Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

by
24/6

Shahi

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PERFORMA

Application for the post of Clerk in Chandigarh Housing Board, Chandigarh from amongst regular Group-D employees

1. Name & Designation of the employees :
2. Presently posted :
3. Date of appointment on Regular basis :
4. Date of Birth(attach proof) :
5. Education qualification (attached with proof) :
6. Age as on issue of the letter :

Signature of the applicant