

GOVERNMENT OF INDIA
CHANDIGARH ADMINISTRATION GAZETTE
EXTRAORDINARY

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CHANDIGARH HOUSING BOARD
8, Jan Marg, Sector-9, Chandigarh- 160009

Notification

The ___ th _____ Month, 2021

No. HB(S)/EA-1/2021/_____ - In exercise of the powers conferred by Section 11 of the Haryana Housing Board Act, 1971 (Haryana Act 20 of 1971) as extended to the Union Territory of Chandigarh, - vide Government of India, Ministry of Home Affairs Notification No. G.S.R. 7(E). dated 14th January, 1975 and all other powers enabling in this behalf and in supersession of the Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003 as amended from time to time, the Chandigarh Housing Board with the previous approval of the Administrator, Union Territory, Chandigarh hereby makes the following service Regulations governing the recruitment and general conditions of service of the Officers and Staff in the Chandigarh Housing Board:-

- 1. Short Title, Commencement and Application.** – (1) These regulations may be called the Chandigarh Housing Board (Officers and Servants) Service Regulations, 2021.
 - (2) They shall come into force at once.
 - (3) They shall be applicable to all category of posts specified in the schedule annexed to these Regulations.
- 2. Definitions.** – In these regulations unless the context otherwise requires,-
 - (a) ‘Act’ means the Haryana Housing Board Act, 1971 (Haryana Act 20 of 1971), as extended to the Union Territory of Chandigarh.
 - (b) ‘Administrator’ means Administrator of Union Territory, Chandigarh appointed under Act 239 of the constitution.
 - (c) ‘Administration’ means Chandigarh Administration.
 - (d) ‘Appointing Authority’ means the authority competent to make appointments and includes the authority to whom the power to make appointments may be delegated by the Board under these regulations.
 - (e) ‘Board’ means the Board constituted by the Administrator, Union Territory, Chandigarh from time to time under section 3 of the Act.
 - (f) ‘Chairman’ means the Chairman of the Chandigarh Housing Board.

- (g) 'Departmental Promotion Committee' means a committee constituted by the Administration for recruitment/promotion to the Group 'A', 'B' and 'C' category of posts in the Chandigarh Housing Board.
- (h) 'Government' means the Chandigarh Administration.
- (i) 'Recognized University or Institution' means –
 - (i) Any university or institute incorporated by law in any of the State or Union Territories of India; or
 - (ii) Any other university or Institution which is declared by the Central Government or State Government to be a recognized university or institution for the purpose or recruitment to various services or posts under its control.
- (j) 'Service' means service in the Chandigarh Housing Board.

3. Nationality, domicile and character of persons appointed to the Service, – (1) No person shall be appointed to the Service unless he is, –

- (a) A citizen of India; or
- (b) A subject of Nepal; or
- (c) A subject of Bhutan; or
- (d) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Saire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories i.e. (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interviewed by the Chandigarh Housing Board on his furnishing proof that he/she has applied for the certificate, but he/she shall not be given appointment to the service until the necessary certificate has been issued in his/her favour by the Government of India.

4. Method of Appointment. – No person shall be recruited to the service by direct recruitment unless he produces.-

- (a) A certificate of character from the Principal, academic officer of the university, college, school or public institution last attended, if any, and similar certificate from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with the university, college, school or public institution: and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government, Union Territory, Government of India or of any Public Sector Undertaking/Organization.

5. **Promotion.** – Appointment by promotion to the Group ‘A’, ‘B’ and ‘C’ posts shall be made by the recommendation of the Departmental Promotion Committee constituted by the Chandigarh Administration from time to time as per criteria and method prescribed in the schedule annexed with these regulations.
6. **Qualification etc.** – Subject to the provisions of these rules the number and character of posts, method of recruitment and educational qualification and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the schedule of this Regulations.
7. **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 appointment to the service of the Board:

Provided that the Board, 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 regulation.

8. **Age.** – (1) No person shall be appointed to the service or posts by direct recruitment if he/she does not fall within such range of minimum and maximum age limits as may be specifically fixed by the Chandigarh Administration as per schedule or taking into consideration the general policy of the Chandigarh Administration in respect of recruitments to similar posts, for their employees:

Provided further that upper age limit may be relaxed upto 45 years in the case of persons already in the employment of the Union Territory, Chandigarh, State Governments and Government of India including other Union Territories:

Provided further that in the case of candidates belonging to Scheduled Castes, and other backward classes, the upper age limits shall be such as may be fixed by the Chandigarh Administration from time to time for their employees.

- (2) In the case of Ex-Servicemen, the upper age limit shall be such as has been prescribed in the rules as applicable to them and as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the Upper age limit shall be such as may be specifically fixed by the Board from time to time taking into consideration the policy of the Chandigarh Administration.
- (4) The date of retirement of Group A, B and C employees of Chandigarh Housing Board shall be the date on which he/she attains the age of 58 years and in case of D, the date of retirement shall be the date on which he/she attains the age of 60 years.

9. **Probation.** – A person – (1) Appointed to any post in the service of the Board shall remain on probation for a period of three years, if recruited by direct appointment and for a period of one year, if appointed otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) In the case of any appointment by transfer, any period of work on a post of equivalent or higher rank, prior to appointment to the post in a service may, at the discretion of the appointing authority, be allowed to count towards the period spent on probation;
 - (c) Any period of officiating appointment to the post in a service shall be reckoned as period spent on probation; and
 - (d) Any kind of leave not exceeding six months during or after the end of the period of probation shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed under these rules within a period not exceeding two and half years from the date of appointment, it may,
- (a) if such a person is recruited by direct recruitment dispense with his service or revert him to a post on which he held lien prior to his appointment to a service by direct recruitment; and
 - (b) if such person is recruited otherwise,-
 - (i) revert him to his former post;
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,-
- (a) If his work or conduct has, in its opinion, been satisfactory,-
 - (i) confirm, subject to availability of vacancy, such person from the date of his appointment, or from the date he completes his period of probation satisfactorily, if he is not already confirmed;
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed;
- OR
- (b) if his work and conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in these regulations,-
 - (i) dispense with his service, if appointed by direct recruitment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified regulation above:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

10. Seniority. – The seniority, *inter se* of the members of a service appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service:

Provided that in the case of members recruited by direct appointment, who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority, subject to a maximum of four months from the date of order of appointment, the seniority based on the order of merit determined and recommended by the Selection Committee shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months, his seniority shall be determined from the date he joins the service:

Provided further that in case any person of the next selection has joined the service before that candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection, who joins within time specified in the first proviso; and

Provided further that in the case of two members or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) A member appointed by direct recruitment shall be senior to a member appointed otherwise;
- (b) A member appointed by promotion shall be senior to a member appointed by transfer;
- (c) In the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, reference being given to a member, who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.

Note.- The seniority of members of a service appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are appointed on regular basis keeping in view the date of such regular appointment.

11. Deputation - Subject to the provisions of these rules as per requirement with adequate experience and qualification against the post or posts in a Service shall be such as may be specified in the Service Rule made for that Service. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.

12. Leave, Provident Fund, Gratuity and other matters. – In respect of pay, leave, Provident Fund, Gratuity and other matters not expressly provided for in these regulations, a member of a service shall be governed by such rules and regulations as applicable to the employees of Chandigarh Administration.

- 13. Conduct.** – The employees of the Board in respect of conduct shall be governed by the Government employees (Conduct) Rules, 1966 as applicable to employees of Chandigarh Administration.
- 14. Discipline, penalties and appeals.** – In the matter of discipline, punishment and appeals, a member of a service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970 as amended from time to time, and applicable to employees of the Chandigarh Administration, The appeal or revision against the order of the punishment passed by the Appointing Authority shall lie to the next higher authorities whose order will be final.
- 15. Liability for vaccination and re-vaccination.** – Every member of a service shall get himself vaccinated or re-vaccinated when so directed by a special or general order.
- 16. Oath of allegiance.** – Every employee of the Chandigarh Housing Board unless he has already done so, on first appointment to the service of the Chandigarh Housing Board, shall be required to make and subscribe before the appointing authority or some other person nominated by the appointing authority an oath of allegiance to India and to the Constitution of India as by law established in the form set out for the purpose in Schedule-II.
- 17. Minimum educational and other qualifications for appointment to the clerical and technical posts by direct recruitment.** – No person shall be appointed by direct recruitment to the clerical and technical posts unless he possesses the qualifications mentioned in the schedule against these post(s).
- 18. Debarring for consideration for promotion of an employee, who refuses to accept promotion.** – In the event of refusal to accept promotion by a member of the service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:
- Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons, to be recorded therefore in writing from the operation of these regulations.
- 19. Foreign service.** – The Chandigarh Housing Board may place the service of an employee at the disposal of Central Government, any State Government, Public Sector Undertaking Statutory Authority or Co-operative Institution on such terms and conditions as may be decided by Board of Directors in respect of Group ‘A’ and the Chairman, Chandigarh Housing Board in respect of Group ‘B’, ‘C’ and ‘D’ employees.
- 20. Power to Relax.** – Where the Chandigarh Housing Board is of the opinion that it is necessary or expedient to do so, in public interest it may, by order for reasons to be recorded in writing and with the prior approval of Administrator, Union Territory,

Chandigarh relax any of the provisions of these regulations with respect to any class or category of persons.

21. Over riding effect and Interpretation. – The provisions of these regulations shall have effect notwithstanding anything to the contrary contained in any regulations for the time being in force for regulating the recruitment and conditions of service for appointment to public posts in connection with the affairs of the Chandigarh Housing Board. If any question arises as to the interpretation of these rules, the Chairman, Chandigarh Housing Board shall decide the same.

22. Matters not provided in the Regulations. – In matters for which no specific provision has been made in these regulations or any other regulations made by the Chandigarh Housing Board, the provisions of such other regulations, guidelines and instruction on the subject as are applicable to the corresponding employees of the Chandigarh Administration, shall apply mutatis mutandis to the employees of the Chandigarh Housing Board.

23. Repeal and Saving. – The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003 and any other rules/ regulations or resolutions of the Chandigarh Housing Board, applicable to the service and corresponding to any of these rules/regulations which are in force immediately before the commencement of these regulations are hereby repealed:

Provided that such repeal shall not affect-

- (a) The previous operation of the Rules/ Regulations/ Resolutions so repealed or anything duly done or suffered thereunder; or
- (b) Any obligation or liability accrued or incurred under the Rules/ Regulations/ Resolutions so repealed; or
- (c) Any legal proceedings or remedy in respect of any obligation or liability as aforesaid; or
- (d) Any such legal proceedings or remedy may be continued to be enforced, as if these Regulations had not been made:

Provided further the subject to the preceding proviso, anything done or any action taken under the Rules/ Regulations/ Resolutions so repealed shall in so far as it is not inconsistent with the provisions of these Regulations be deemed to have been done or taken under the corresponding provisions of these Regulations and shall continue in force accordingly, until so specifically provided under these Regulations.

Chairman,
Chandigarh Housing Board,
Chandigarh.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

1. CHIEF ENGINEER

Ser No	Nomenclature	Description
(a)	Name of post	Chief Engineer
(b)	Numbers of post	*01 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 37400-67000 + GP 10000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By promotion:</u> From amongst Superintending Engineers with three years regular service as such in the cadre and should possess degree in Civil Engineering.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in</p>

		the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Adviser to the Administrator, U.T., Chandigarh, Chairman 2. Chairman, CHB, Member 3. Finance Secretary-cum-Secretary Engineering, Member 4. Secretary Housing, U.T., Chandigarh, Member 5. Secretary Personnel, U.T., Chandigarh, Member 6. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 7. Chief Executive Officer, CHB, Member 8. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

2. SUPERINTENDING ENGINEER

Ser No	Nomenclature	Description
(a)	Name of post	Superintending Engineer
(b)	Numbers of post	*02 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 37400-67000 + GP 8700
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst the Departmental Executive Engineers with degree in Engineering in Civil or degree of Associate member of Institution of engineers in Civil Engineering from a recognized University or Institute with five years regular service in the grade.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation</p>

		including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: - 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

3. EXECUTIVE ENGINEER (BUILDING)

Ser No	Nomenclature	Description
(a)	Name of post	Executive Engineer (Building)
(b)	Numbers of post	*05 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100 + GP 7600
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> 50% from amongst Sub-Divisional Engineers (Building) Degree holder or equivalent qualification and 50% from Diploma (Civil Engineering) holders with eight years regular service as such in the cadre and have passed the departmental examination as per PSE Class-II rules or completion of Induction Training.</p> <p><u>Required:</u> ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or</p>

		identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

4. EXECUTIVE ENGINEER (PUBLIC HEALTH)

Ser No	Nomenclature	Description
(a)	Name of post	Executive Engineer (Public Health)
(b)	Numbers of post	*02 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100 + GP 7600
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> (i) 50% from amongst Sub-Divisional Engineers (Public Health) Degree holder or equivalent qualification and 50% from Diploma (Civil Engineering) holders with eight years regular service as such in the cadre with at least Diploma in Public Health/Sanitary/Civil Engineering and have passed the departmental examination as per PSE Class-II rules or completion of Induction Training.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous</p>

		posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

5. EXECUTIVE ENGINEER (ELECTRICAL)

Ser No	Nomenclature	Description
(a)	Name of post	Executive Engineer (Electrical)
(b)	Numbers of post	*01 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100 + GP 7600
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: (i) 50% from amongst Sub-Divisional Engineers (Electrical) Degree holders or equivalent qualification and 50% from Diploma (Electrical) holders with eight years regular service as such in the cadre with at least Diploma in Electrical and have passed the departmental examination as per PSE Class-II rules or completion of Induction Training. (ii) If there is only one post, it will be filled by rotation amongst the degree holder (or equivalent qualification) and diploma holders with the senior most Sub-Divisional Engineer getting the first vacancy whether he is degree holder or diploma holder. Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.

		<p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

6. SUB DIVISIONAL ENGINEER (BUILDING)

Ser No	Nomenclature	Description
(a)	Name of post	Sub Divisional Engineer (Building) 1. Building – 11 2. Planning – 01 3. Design – 01 4. Quality Control – 01 5. Enforcement - 01
(b)	Numbers of post	*15 Posts (2021) (Direct-4 & Promotional-11) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100+ 5400GP
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential : (i) Degree in Civil Engineering from a Recognized University or Institute, or degree of Associate Member of Institution of Engineers in Civil Engineering. (ii) To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training. (iii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age : No E.Q. : To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee. (ii) Three years for direct recruit.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various	(i) 75% by promotion (ii) 25% by direct recruitment

	methods	
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u></p> <p>(i) 43.5% from Junior Engineers (Building) with diploma in Civil Engineering and 10 years regular service in the grade.</p> <p>(ii) 21% from Junior Engineers (Building) and Draftsmen (Civil) (Drawing Cadre) with 5 years regular service for AMIE and 2 years regular service for degree holders in Civil Engineering.</p> <p>(iii) 10.5% from Draftsmen (Civil) (Drawing Cadre) with diploma in Civil Engineering and 10 years regular service as Draftsman (Civil) and above.</p> <p>Note: -</p> <p>In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(l)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

7. SUB DIVISIONAL ENGINEER (PUBLIC HEALTH)

Ser No	Nomenclature	Description
(a)	Name of post	Sub Divisional Engineer (Public Health)
(b)	Numbers of post	*06 (2021) (Direct-1.5, Promotion-4.5) *Subject to variation dependent on work load. (The post in fraction will be filled on rotation basis)
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100+ GP 5400
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Degree in Public Health/Sanitary/Civil Engineering from a recognized University or equivalent (ii) To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training. (iii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age : No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruit.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 75% by promotion failing which by deputation (ii) 25% by direct recruitment
(k)	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/	By Promotion: (i) 43.5% from Junior Engineers (Public Health) with diploma in Public Health/Sanitary/Civil Engineering and 10 years regular service in the grade.

	absorption to be made	<p>(ii) 21% from Junior Engineers (Public Health) and Draftsmen (Civil) (Drawing Cadre) with 5 years regular service for AMIE and 2 years regular service for degree holders in Public Health/Sanitary/Civil Engineering.</p> <p>(iii) 10.5% from Draftsmen (Civil) (Drawing cadre) with diploma in Public Health/Sanitary/Civil Engineering and 10 years regular service as Draftsman (Civil) and above.</p> <p>Note: - In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

8. SUB DIVISIONAL ENGINEER (ELECTRICAL)

Ser No	Nomenclature	Description
(a)	Name of post	Sub Divisional Engineer (Electrical)
(b)	Numbers of post	*04 posts (2021) (01- Direct, 03-Promotion) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100+ GP 5400
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Degree in Electrical Engineering from a Recognized University or Institute, or degree of Associate Member of Institution of Engineers in Civil Engineering (ii) To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training. (iii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age : No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	1. One year for promotee 2. Three years for direct recruit.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 75% by promotion failing which by deputation (ii) 25% by direct recruit
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/	By Promotion: (i) 42.5% from Junior Engineers (Electrical) with diploma in Electrical Engineering and 10 years regular service in the grade.

	absorption to be made	<p>(ii) 21.5% from Junior Engineers (Electrical) and Draftsmen (Civil) (Drawing Cadre) with 5 years regular service for AMIE and 2 years regular service for degree holders in Electrical Engineering.</p> <p>(iii) 11% from Draftsman (Civil) (Drawing cadre) with diploma in Electrical Engineering and 10 years regular service as Draftsman (Civil) and above.</p> <p>Note: - In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

9. JUNIOR ENGINEER (BUILDING)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Engineer (Building)
(b)	Numbers of post	*49 posts (2021) (Direct- 34, Promotion-15) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: 1. Diploma in Civil Engineering from a recognized University/Institute or equivalent. 2. ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age : No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruitment
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 30% by promotion failing which by deputation (ii) 70% by direct recruitment (Posts falling in the order of No. 1, 2, 4, 5, 6, 10, 11, 12, 13, 15, 17, 18, 19, 21, 22, 23, 24, 25, 26, 29, 31, 32, 33, 34, 35, 37, 38, 40, 41, 42, 44, 45, 46, 49, 50, 51, 54, 56, 57, 59, 60)
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: (i) 15% from Technicians (Building) with diploma in Civil Engineering and 3 years regular service as Junior Technician and above, (Posts falling in the order of No. 3, 7, 14, 20, 27, 36, 39, 47, 53). (ii) 10% from Technicians (Building) with 05 years regular service as Junior Technician (Posts falling in the order of No. 9, 16, 28, 43, 48, 58).

		<p>(iii) 5% from Draftsmen(Civil) (Drawing Cadre) with Diploma in Civil Engineering and 3 years regular service as Junior Draftsman (Civil) and above (Posts falling in the order of No. 8, 30, 55).</p> <p>Note: - In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

10. JUNIOR ENGINEER (PUBLIC HEALTH)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Engineer (Public Health)
(b)	Numbers of post	*17 Posts (2021) (Direct-12, Promotion-05) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs.10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: 1. Diploma in Public Health/Sanitary/Civil Engineering from a recognized University/Institute or equivalent. 2. ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age : No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruitment
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 30% by promotion failing which by deputation (ii) 70% by direct recruitment (posts falling in the order of No. 1, 2, 4, 5, 6, 10, 11, 12, 13, 15, 17, 18, 19, 20)
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: (i) 15% from Technicians (Public Health) with diploma in Public Health/Sanitary/Civil Engineering and 3 years regular service as Junior Technician and above (Posts falling in the order of No. 3, 7, 14). (ii) 10% from Technicians (Public Health) with 05 years regular service as Junior Technician (Public Health) (Posts falling in the order of No. 9, 16).

		<p>(iii) 5% from Draftsmen(Civil) (Drawing Cadre) with Diploma in Public Health/Sanitary/Civil Engineering and 3 years regular service as Junior Draftsman (Civil) and above (Posts falling at No. 8).</p> <p>Note: - In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

11. JUNIOR ENGINEER (ELECTRICAL)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Engineer (Electrical)
(b)	Numbers of post	*10 Posts (2021) (Direct-07, Promotion-03) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment. (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: 1. Diploma in Electrical Engineering from a recognized University/Institute or equivalent. 2. ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: - No EQ: - To the extent indicate at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruitment
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 30% by promotion failing which by deputation (ii) 70% by direct recruitment (Posts falling in the order of No. 1, 2, 4, 5, 6, 10, 11, 12, 13, 15, 17, 18, 19, 20)
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: (i) 15% from Technicians (Electrical) with diploma in Electrical Engineering and 3 years regular service as Junior Technician (Electrical) and above, (Posts falling in the order of No. 3, 7, 14). (ii) 10% from Technicians (Electrical) with 05 years regular service as Junior Technician (Electrical) (Posts falling in the order of No. 9, 16). (iii) 5% from Draftsmen (Civil) (Drawing Cadre)

		<p>with Diploma in Electrical Engineering and 3 years regular service as Junior Draftsman (Civil) and above (Posts falling in the order of No. 8).</p> <p>Note: - In case the eligible candidates are not available for promotion in category (ii)/(iii) then these vacancies will be filled up from amongst the candidates in category (i).</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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RECRUITMENT RULES – ENGINEERING CADRE

12. JUNIOR ENGINEER (MECHANICAL)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Engineer (Mechanical)
(b)	Numbers of post	02 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	Selection-cum-Seniority in case of promotees
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst Junior Technicians (Mechanical) with diploma in Mechanical Engineering and 3 year regular service in the grade.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration time to time.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in</p>

		the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Special Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Housing), U.T. Chandigarh Member 4. Secretary, CHB Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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RECRUITMENT RULES – ENGINEERING CADRE

13. JUNIOR ENGINEER (HORTICULTURE)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Engineer (Horticulture)
(b)	Numbers of post	* 1 (2021) *Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	NA
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: 1. Master Degree in Agriculture with Horticulture (Three years course after pre-university) as a special subject from a recognized University/Institute or equivalent. 2. ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	Three years for direct recruitment
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By direct recruitment failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation

		including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.) Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

14. CIRCLE HEAD DRAFTSMAN

Ser No	Nomenclature	Description
(a)	Name of post	Circle Head Draftsman
(b)	Numbers of post	* 02 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 5400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst Head Draftsmen (Civil) with 3 years regular service in the cadre.</p> <p><u>Required:</u> ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department</p>

		shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

15. HEAD DRAFTSMAN (CIVIL)

Ser No	Nomenclature	Description
(a)	Name of post	Head Draftsman (Civil)
(b)	Numbers of post	* 08 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 5000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst Draftsmen (Civil) with 5 years regular service in the cadre.</p> <p><u>Required:</u> ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department</p>

		shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

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RECRUITMENT RULES – ENGINEERING CADRE

16. DRAFTSMAN (CIVIL)

Ser No	Nomenclature	Description
(a)	Name of post	Draftsman (Civil)
(b)	Numbers of post	* 13 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4200
(e)	Whether selection post or non - selection post	(iii) Selection by merit in case of direct recruitment. (iv) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Matric pass of a recognized School/Board or equivalent. (ii) ITI Draftsmanship Diploma of atleast two years duration. (iii) Three years experience in the trade. (iv) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	No
(i)	Period of probation, if any	One year for promotee Three years for direct recruits
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	100% by promotion failing which by deputation/failing which by direct recruitment
(k)	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	By Promotion: From amongst Junior Draftsmen (Civil) with 12 years regular service in the cadre. Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration. By Deputation: From the employees under Central

		Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

17. JUNIOR DRAFTSMAN (CIVIL)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Draftsman (Civil)
(b)	Numbers of post	* 3 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C Non-Ministerial/Technical.
(d)	Scale of pay	10300-34800 + GP 3200
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 to 37 years (Rexable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Matric Pass of a recognized Schools/Board or equivalent (ii) ITI Draftsmanship Diploma of atleast two years duration (iv) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	NA
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman

		<ol style="list-style-type: none">2. Representative of Secretary Personnel, Chandigarh Administration, Member3. Representative of Finance Secretary, U.T. Chandigarh Member4. Secretary/Chief Engineer, CHB Member (for Non-Technical/Technical)5. An Officer of appropriate level belongs to SC/ST, CHB, Member6. Subject expert with the approval of the CEO, CHB
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

18. JUNIOR TECHNICIAN (ELECTRICAL)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Technician (Electrical)
(b)	Numbers of post	* 1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees service Group C Non Ministerial/Technical
(d)	Scale of pay	5910-20200 + GP 2400
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees
(f)	Age for direct recruits	Between 18 to 37 years (Rexable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	(i) Matric Pass from a recognized Board/University or equivalent. (ii) Trade Certificate in electrical trade from ITI or from any other Govt. Institute. (iii) 2 years experience in trade. (iv) Knowledge of Hindi and Punjabi. (v) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A
(i)	Period of probation, if any	(i) Three years for direct recruitment (ii) One year for promotees.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 50% by direct recruitment. (ii) 50% by promotion failing which by deputation.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<u>By Promotion:</u> From Trade Mates (Electrical) and Helpers (Electrical) Middle with 7 years service in the cadre and having passed the trade test. <u>Required:</u> ICT course is mandatory to the

		officers/officials as per the latest instructions issued by the Chandigarh Administration.
(1)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Representative of Secretary Personnel, Chandigarh Administration, Member 3. Representative of Finance Secretary, U.T. Chandigarh Member 4. Secretary/Chief Engineer, CHB Member (for Non-Technical/Technical) 5. An Officer of appropriate level belongs to SC/ST, CHB, Member 6. Subject expert with the approval of the CEO, CHB

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

19. ARCHITECT

Ser No	Nomenclature	Description
(a)	Name of post	Architect
(b)	Numbers of post	* 01 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 15600-39100 + GP 7600
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst Assistant Architects and Assistant Town Planners with 8 years regular service in the grade and should possess Degree in Architecture and be registered with Council of Architecture.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-</p>

		cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

20. ASSISTANT ARCHITECT & ASSISTANT ARCHITECT/ASSISTANT TOWN PLANNER

Ser No	Nomenclature	Description
(a)	Name of post	Assistant Architect-1 & Assistant Architect/ Assistant Town Planner-1
(b)	Numbers of post	* 2 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	15600-39100+ GP 5400
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relexable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	<u>Essential:</u> (i) Degree in Architecture from a recognized University/Institute or equivalent (ii) Should be registered with the Council of Architecture. (iii) 5 years experience in Architecture and/or Town planning (iv) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee. (ii) Three years for direct recruit
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 50% by promotion failing which by deputation (ii) 50% by direct recruitment
(k)	In case of recruitment by promotion/ deputation/	<u>By Promotion:</u> From amongst the Architectural Assistants and

	<p>absorption grades from which promotion/ deputation/ absorption to be made</p>	<p>Planning Assistants with 3 years regular service in the grade and Degree in Architecture and registered with the Council of Architecture or with 5 years regular service in the grade and three years Diploma in Architectural Assistantship or Diploma in Civil Draftsmanship.</p> <p>Required: ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	<p>If a DPC exists, what is its composition</p>	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

21. ARCHITECTURAL ASSISTANT & PLANNING ASSISTANT

Ser No	Nomenclature	Description
(a)	Name of post	Architectural Assistant-1 & Planning Assistant-1
(b)	Numbers of post	* 02 * (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 5000
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential; - (i) Degree in Architecture from a recognized University/Institute or equivalent (ii) Should be registered with the Council of Architecture. (iii) 3 years experience in Architecture and/or Town Planning (iv) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: No E.Q.: To the extent indicated at serial No (k) below
(i)	Period of probation, if any	(i) One year for promotee. (ii) Three years for direct recruit
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 50% by promotion failing which by deputation (ii) 50% by direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/	By Promotion: From amongst the Head Draftsmen (Architect Wing) with 3 years regular service in the grade. Required: ICT course is mandatory to the

	absorption to be made	<p>officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'A' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, CHB, Chairman 2. Addl. Secy./Jt. Secy. Personnel, Chandigarh Administration, Member 3. Chief Architect, Deptt. Of Urban Planning, U.T. Chandigarh Member 4. Chief Executive Officer, CHB Member 5. Chief Engineer/Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

22. HEAD DRAFTSMAN (ARCHITECT WING)

Ser No	Nomenclature	Description
(a)	Name of post	Head Draftsman (Architect Wing)
(b)	Numbers of post	* 01 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	NA
(g)	Educational and other qualifications required for direct recruitment	NA
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By Promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst the Senior Draftsmen (Architect Wing) with 5 years regular service in the grade.</p> <p>Required: -</p> <p>(i) Advanced computer operations and its applications for day to day use</p> <p>(ii) Create documents using Word Spread Sheet & PowerPoint etc.</p> <p>(iii) Email, internet to search relevant information.</p> <p>(iv) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research</p>

		institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

23. SENIOR DRAFTSMAN (ARCHITECT WING)

Ser No	Nomenclature	Description
(a)	Name of post	Senior Draftsman (Architect Wing)
(b)	Numbers of post	* 04 (2021) (02-Direct, 02- Promotion) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs.10300-34800 + GP 4200
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Three years diploma in Architectural Assistantship or Diploma in Civil Draftsmanship from a recognized Board/ University/ Institute or equivalent. (ii) 3 years experience in Architecture or Town Planning (iii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	No
(i)	Period of probation, if any	(i) One year for promotee. (ii) Three years for direct recruit
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	(i) 50% by promotion failing which by deputation (ii) 50% by direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/	By Promotion: From amongst the Draftsmen (Architect Wing) with 5 years regular service in the grade. Required: ICT course is mandatory to the

	absorption to be made	<p>officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

24. DRAFTSMAN (ARCHITECT WING)

Ser No	Nomenclature	Description
(a)	Name of post	Draftsman (Architect Wing)
(b)	Numbers of post	* 02 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Non-Ministerial/Technical.
(d)	Scale of pay	Rs. 10300-34800 + GP 4200
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Three years diploma in Architectural Assistantship or Diploma in Civil Draftsmanship from a recognized Board/University/Institute or equivalent. (ii) 2 years experience in architecture or town planning (iii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	No
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruit
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	100% by promotion failing which by deputation/failing which by direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/	By Promotion: From amongst Junior Draftsmen (Architect Wing) with 12 years regular service in the cadre. Required: ICT course is mandatory to the

	absorption to be made	<p>officers/officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/ department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, CHB, Chairman 2. Addl. Secretary/ Joint Secretary Personal, Chandigarh Administration, Member 3. Joint Secretary (Estates)/Jt. Secretary Finance, U.T. Chandigarh Member 4. Secretary, CHB, Member 5. Chief Engineer /Superintending Engineer, CHB, Member 6. An Officer of appropriate status belonging to SC/ST, Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – ENGINEERING CADRE

25. JUNIOR DRAFTSMAN (ARCHITECT WING)

Ser No	Nomenclature	Description
(a)	Name of post	Junior Draftsman (Architect Wing)
(b)	Numbers of post	* 01 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C Non- Ministerial/Technical
(d)	Scale of pay	10300-34800 + GP 3200
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 to 37 years (Relexable for Govt. servant/scheduled caste/scheduled tribes/other backward classes categories in accordance with instructions issued by the Union Territory Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Three years diploma in Architectural Assistantship from a recognized Board/University/Institute or equivalent. (ii) ICT course is mandatory to the officers/officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	NA
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	NA
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following officers: 1. Chief Executive Officer, CHB, Chairman 2. Representative of Secretary Personnel, Chandigarh

		<p>Administration, Member</p> <p>3. Representative of Finance Secretary, U.T. Chandigarh Member</p> <p>4. Secretary/Chief Engineer, CHB Member (for Non-Technical/Technical)</p> <p>5. An Officer of appropriate level belongs to SC/ST, CHB, Member</p> <p>6. Subject expert with the approval of the CEO, CHB</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

26. CHIEF ACCOUNTS OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Chief Accounts Officer
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial (Accounts)
(d)	Scale of pay	Rs. 15600-39100 + GP 6600
(e)	Whether selection post or non - selection post	N.A.
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	N.A.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By Deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Deputation: From amongst SAS passed Officers from the Finance and Accounts Service of the Department of Finance of the States of Punjab or Haryana or Union Territory of Chandigarh Administration holding analogous posts or in the grade of Deputy Controller of Finance and Accounts or equivalent with two years regular service in the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.)
(l)	If a DPC exists, what is its composition	Not applicable being the post has to be filled up on deputation.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

27. DEVELOPMENT OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Development Officer
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial
(d)	Scale of pay	Rs. 10300-34800 + GP 5400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By Promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst Supdts. Grade-I having 3 years regular service as such in the cadre and possessing graduate qualification from a recognized University or equivalent and also having experience of general administration/allotment rules/general rules.</p> <p>Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous or similar posts having experience of general</p>

		administration legal/industrial court cases, allotment rules and tribunal/general rule cases (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the Board in the same or some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

28. ACCOUNTS OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Accounts Officer
(b)	Numbers of post	*3 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial (Accounts)
(d)	Scale of pay	Rs. 15600-39100 + GP 5400
(e)	Whether selection post or non - selection post	Selection-cum-seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By Promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst the Section Officers (S.A.S.) with 7 years regular service in the cadre as such.</p> <p>Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From SAS passed officers from the Finance and Accounts Service of the Finance Department of the State Governments of Punjab or Haryana or Union Territory of Chandigarh holding analogous posts (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the Board in the same or some other organization/department shall not ordinarily exceed three years.)</p>
(l)	If a DPC exists, what is its	Group 'A' DPC comprising of the following officers:

	composition	<ol style="list-style-type: none">1. Chairman, Chandigarh Housing Board, Chairman;2. Chief Executive Officer, Chandigarh Housing Board, Member;3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member;4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member;5. Secretary, Chandigarh Housing Board, Member;6. An officer of appropriate status belonging to SC/ST Member.
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

29. SECTION OFFICER (ACCOUNTS)

Ser No	Nomenclature	Description
(a)	Name of post	Section Officer (Accounts)
(b)	Numbers of post	*8 (2021) * Subject to variation dependent on work load.
(c)	Classification	General Civil Service Non-ministerial Group B
(d)	Scale of pay	Rs. 10300-34800 + GP 5000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority in case of promotees
(f)	Age for direct recruits	Up to 37 years (Relaxable for categories as specified in Regulation 8)
(g)	Educational and other qualifications required for direct recruitment	Essential: Final Pass in the S.A.S of the Central Govt., State Governments of Punjab and Haryana or Union Territory of Chandigarh Administration with three years experience in Accounts and/or audit work. Desirable: Knowledge in operation/use of Computer. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	No
(i)	Period of probation, if any	One year for promotee.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By promotion from amongst S.A.S. employees : From amongst the officials working in the clerical, accounts and personal staff (Stenographer and Stenotypist cadres) in C.H.B. who possesses degree of a recognized University with 3 years service and have passed the S.A.S. Examination conducted in accordance with the approved scheme of examination by the Finance Department of Chandigarh Administration/Punjab Govt. or any other agency decided by the Board of Directors.

		<p><u>By Deputation</u> : From S.A.S passed officers from the Finance and Accounts Service of the Finance Department of the State Governments of Punjab and Haryana and Union Territory of Chandigarh Administration holding analogous posts. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the Board in the same or some other organization/department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'B' DPC comprising of the following officers:</p> <ol style="list-style-type: none"> 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

30. SYSTEM ANALYST

Ser No	Nomenclature	Description
(a)	Name of post	System Analyst
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial
(d)	Scale of pay	Rs. 15600-39100 + GP 6600
(e)	Whether selection post or non - selection post	Selection-cum-Merit
(f)	Age for direct recruits	Up to 37 years (Relaxable for categories as specified in Regulation 8)
(g)	Educational and other qualifications required for direct recruitment	Essential: (MCA/BE or B. Tech in Computer Science from a recognized University/ Institution with 1 st class or atleast 60 % marks in aggregate or equivalent with 5 years experience as Programmer in Computer in Govt. Departments or Govt. Undertakings in the field. Desirable: Candidate should have knowledge of Oracle, Power Builders, Visual Basics and Data Base Administration with further knowledge of internet and web designing.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: No E.Q: Yes
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruit
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation and failing both by direct recruitment.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: Programmer (Software with 10 years regular service in the grade. By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector

		Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous or similar post and possessing qualifications laid down for direct recruits at serial No (g) above. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

31. PROGRAMMER (SOFTWARE)

Ser No	Nomenclature	Description
(a)	Name of post	Programmer (Software)
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial
(d)	Scale of pay	Rs. 10300-34800 + GP 5000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	Up to 37 years (Relax-able for categories as specified in Regulation 8)
(g)	Educational and other qualifications required for direct recruitment	Essential: (MCA/BE or B.Tech in Computer Science from a recognized University/Institution with atleast 55% marks in aggregate or equivalent. Desirable: Candidate should have knowledge of Oracle, Power Builders, Visual Basics and Data Base Administration with further knowledge of internet and web designing
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: No E.Q: Yes
(i)	Period of probation, if any	(i) One year for promotee. (ii) Three years for direct recruit.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation and failing both by direct recruitment.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: Data Entry Operators with 12 years regular service in the grade possessing essential qualification at serial No (g) above. By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous

		bodies or statutory organizations holding analogous or similar posts and possessing qualifications and experience laid down for direct recruits at serial No (g) above. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

32. SENIOR LAW OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Senior Law Officer
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial (Legal Cell)
(d)	Scale of pay	Rs. 10300-34800 + GP 5000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst the Law Officers with 5 years regular service as such in the cadre.</p> <p><u>Required:</u> ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous post in the same of identical pay scale and possessing Degree in Law. (The period of deputation including the period of deputation in another ex-cadre post hold immediately preceding this Board in the same or some other organization/ department shall not</p>

		ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

33. LAW OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Law Officer
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Ministerial (Legal Cell)
(d)	Scale of pay	Rs. 10300-34800 + GP 4200
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Up to 37 years (Relax-able for categories as specified in Regulation 8)
(g)	Educational and other qualifications required for direct recruitment	Essential First class Degree in Law of a recognized University or Second class degree in Law with a practice at the Bar for minimum period of one year or experience of working on a legal post in a Govt. or reputed Pvt. Organization for a minimum period of two years. Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By direct recruitment or by deputation
(k)	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous or similar posts having experience of three years experience of Advocate or should have held legal assignment involving work for three years and is not

		more than 55 years of age. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the Board in the same or some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, Chandigarh Housing Board, Member; 2. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 3. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 4. Secretary, Chandigarh Housing Board, Member; 5. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

34. CHIEF LIAISON OFFICER

Ser No	Nomenclature	Description
(a)	Name of post	Chief Liaison Officer
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial.
(d)	Scale of pay	Rs. 10300-34800+ GP 5000
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst Superintendents. Grade-II with one year regular service as such in the cadre.</p> <p>Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the Officers under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous or similar posts having experience of general administration legal/industrial court cases, allotment rules, and tribunal/general rule cases (The period of deputation including the period of deputation in</p>

		another ex-cadre post held immediately preceding the Board in the same or some other organization/department shall not ordinarily exceed three years).
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

35. SUPERINTENDENT GRADE-I

Ser No	Nomenclature	Description
(a)	Name of post	Superintendent Grade-I
(b)	Numbers of post	*2 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group A Ministerial
(d)	Scale of pay	Rs. 15600-39100 + GP 5400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst Superintendents Grade II with one year regular service as such in the cadre.</p> <p>Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in</p>

		the same or some other organization/ department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'A' DPC comprising of the following officers: 1. Chairman, Chandigarh Housing Board, Chairman; 2. Chief Executive Officer, Chandigarh Housing Board, Member; 3. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 4. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 5. Secretary, Chandigarh Housing Board, Member; 6. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

36. SUPERINTENDENT GRADE-II

Ser No	Nomenclature	Description
(a)	Name of post	Superintendent Grade-II
(b)	Numbers of post	*10 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B Ministerial.
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst Senior Assistants with eight year regular service in the respective grade.</p> <p>Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same identical pay scale (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the Board in the same or</p>

		some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, Chandigarh Housing Board, Member; 2. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 3. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 4. Secretary, Chandigarh Housing Board, Member; 5. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

37. SENIOR ASSISTANT, STOREKEEPER/CARETAKER

Ser No	Nomenclature	Description
(a)	Name of post	(a) Senior Assistant -59 (b) Storekeeper/ Caretaker- 1
(b)	Numbers of post	*60 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group B (Ministerial)
(d)	Scale of pay	Rs. 10300-34800 + GP 4400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by transfer on deputation
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: From amongst the Clerks/Junior Assistants having 5 years regular service taken together as Clerk & Junior Assistant. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration. By Deputation: From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous or similar posts. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or

		some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, Chandigarh Housing Board, Member; 2. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 3. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 4. Secretary, Chandigarh Housing Board, Member; 5. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

38. CLERK/STORE MUNSHI

Ser No	Nomenclature	Description
(a)	Name of post	Clerk/Store Munshi
(b)	Numbers of post	*81(2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	10300-34800+ GP 3200/-
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment. (ii) Selection-cum-Seniority in case of promotee
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates up to 42 years for appointment by direct recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.)
(g)	Educational and other qualifications required for direct recruitment	Essential: Bachelor's Degree from a recognized University/Institution and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 words per minutes in English typing on computer. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: N.A. E.Q: To the extent indicated at serial No (k) below.
(i)	Period of probation, if any	(i) One year for promotee (ii) Three years for direct recruit.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	(i) 15 % by appointment on promotion from Group 'D' employees. (ii) 85% by direct.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Appointment: From amongst Group 'D' employees against 15 % of posts having 5 years regular service in the cadre and possessing Matriculation qualification and a speed of 35 w.p.m in English typewriting and have not

		crossed the age of 45 years at the time of appointment as clerk.
(1)	If a DPC exists, what is its composition	<p>Group 'C' DPC comprising of the following:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member. 6. Subject expert with the approval of the CEO, CHB.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

39. CLERK-CUM-PHOTOSTAT MACHINE OPERATOR

Ser No	Nomenclature	Description
(a)	Name of post	Clerk-cum-Photostat Machine Operator
(b)	Numbers of post	1 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	10300-34800 + GP 3200
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion : From amongst Group 'D' employees of the CHB with 5 years regular service in the grade and having passed the Matriculation Examination from a recognised Board/ University or equivalent with experience of operating the Photostat Machine and have not crossed the age of 45 years. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member

		<p>4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

40. CLERK LIBRARIAN

Ser No	Nomenclature	Description
(a)	Name of post	Clerk Librarian
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	10300-34800+ GP 3200/-
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>By Promotion: From amongst Group ‘C’ employees in the Chandigarh Housing Board, who are graduates with 3 years regular service in the grade and possessing diploma in Library Science.</p> <p>Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p>By Deputation: From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-</p>

		cadre post held immediately preceding this Board in the same or some other organization.)
(1)	If a DPC exists, what is its composition	<p>Group 'C' DPC comprising of the following:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member. 6. Subject expert with the approval of the CEO, CHB.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

41. PERSONAL ASSISTANT

Ser No	Nomenclature	Description
(a)	Name of post	Personal Assistant
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B (Ministerial)
(d)	Scale of pay	Rs. 10300-34800 + GP 4800
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion failing which by deputation.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><u>By Promotion:</u> From amongst the Senior Scale Stenographers with 04 years regular service in the grade.</p> <p>Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.</p> <p><u>By Deputation:</u> From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in</p>

		the same or some other organization/department shall not ordinarily exceed three years.)
(1)	If a DPC exists, what is its composition	Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, Chandigarh Housing Board, Member; 2. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 3. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 4. Secretary, Chandigarh Housing Board, Member; 5. An officer of appropriate status belonging to SC/ST Member.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

42. SENIOR SCALE STENOGRAPHER

Ser No	Nomenclature	Description
(a)	Name of post	Senior Scale Stenographer
(b)	Numbers of post	*2 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group B (Ministerial)
(d)	Scale of pay	Rs. 10300-34800 +GP 4400
(e)	Whether selection post or non - selection post	(i) Selection by merit in case of direct recruitment (ii) Selection-cum-Seniority in case of promotees.
(f)	Age for direct recruits	Between 18 and 37 years (Relaxable for departmental candidates up to 42 years for appointment by direct recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.)
(g)	Educational and other qualifications required for direct recruitment	Essential: (i) Bachelor degree of a recognized University or equivalent. (ii) Speed of 120 words per minute in English Stenography and speed of 30 words per minute in transcribing the same. (iii) 3 years experience in Stenography line in a reputed concern or public sector/private sector or in a Govt. Department. (iv) ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Age: No E.Q. To the extent as given at serial No (k) below
(i)	Period of probation, if any	Three years for direct recruits and one year for promotee
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion failing which by direct recruitment failing which by absorption.
(k)	In case of recruitment by promotion/ deputation/	By Promotion: (i) From amongst the Junior Scale Stenographers

	<p>absorption grades from which promotion/ deputation/ absorption to be made</p>	<p>with three years' regular service in the grade. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration. By Deputation : From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.)</p>
(1)	<p>If a DPC exists, what is its composition</p>	<p>Group 'B' DPC comprising of the following officers: 1. Chief Executive Officer, Chandigarh Housing Board, Member; 2. Joint Secretary (Estate)/Joint Secretary Finance, Chandigarh Administration, Member; 3. Additional Secretary (Personnel)/Joint Secretary Personnel, Chandigarh Administration, Member; 4. Secretary, Chandigarh Housing Board, Member; 5. An officer of appropriate status belonging to SC/ST Member.</p>

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

43. JUNIOR SCALE STENOGRAPHER

Ser No	Nomenclature	Description
(a)	Name of post	Junior Scale Stenographer
(b)	Numbers of post	*5 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	Rs. 10300-34800 + GP 3600
(e)	Whether selection post or non - selection post	(i) Selection-cum-Seniority in case of promotion (ii) Selection by merit in case of direct recruitment
(f)	Age for direct recruits	Between 18 to 37 years (Relaxable for departmental candidates and other Government servants in accordance with the instructions issued by the Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Essential: Bachelor's degree from a recognized University/Institution and proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 100 words per minute in Stenography(English) and speed of 20 words per minute in transcribing the same on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes. Required: ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable
(i)	Period of probation, if any	Three years for direct recruits One year for promotees.
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By Promotion failing which by deputation and failing which by direct recruitment
(k)	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/	By Promotion: From amongst the Steno-typists having two years regular service in the cadre after appointment thereto and possessing a speed of 100 words per minutes in Stenography(English) an 20

	absorption to be made	<p>words per minute in transcribing the same on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes.</p> <p>Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration .</p> <p><u>By Deputation:</u> From the employees under Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or recognized Research institutions or Semi Government or Autonomous bodies or statutory organizations holding analogous posts on regular basis and carrying the same or identical pay scale. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this Board in the same or some other organization/department shall not ordinarily exceed three years.)</p>
(1)	If a DPC exists, what is its composition	<p>Group 'C' DPC comprising of the following:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, Chandigarh Housing Board: Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member. 6. Subject expert with the approval of the CEO, CHB.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

44. STENO TYPIST

Ser No	Nomenclature	Description
(a)	Name of post	Steno Typist
(b)	Numbers of post	*11 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	Rs 10300-34800 + GP 3200
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates up to 42 years for appointment by direct recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.)
(g)	Educational and other qualifications required for direct recruitment	(i) 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 on computer. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes. (ii) ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/	N.A.

	absorption to be made	
(1)	If a DPC exists, what is its composition	<p>Group 'C' DPC comprising of the following:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member. 6. Subject expert with the approval of the CEO, CHB.

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

45. SENIOR DRIVER

Ser No	Nomenclature	Description
(a)	Name of post	Senior Driver
(b)	Numbers of post	*1 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	5910-20200 + GP 2400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By promotion.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Promotion : Amongst the Drivers with 5 years regular service in the cadre.
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member.

		6. Subject expert with the approval of the CEO, CHB.
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

46. DRIVER

Ser No	Nomenclature	Description
(a)	Name of post	Driver
(b)	Numbers of post	*11 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	Rs. 5910-20200 + GP 2400
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates up to 42 years for appointment by direct recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.)
(g)	Educational and other qualifications required for direct recruitment	(i) Matric Pass from a recognized Board/University or equivalent. (ii) Should possess licence for driving heavy motor vehicle/light motor vehicle. (iii) 5 years experience of driving a heavy/light motor vehicle (according to requirement). (iv) Knowledge of Hindi and/or Punjabi. Note: The candidates will have to undergo driving test.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its	Group 'C' DPC comprising of the following:

	composition	<ol style="list-style-type: none">1. Chief Executive Officer, Chandigarh Housing Board : Chairman.2. Representative of Secretary Personnel, Chandigarh Administration: Member3. Representative of Finance Secretary, Chandigarh Administration: Member4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member5. An officer of appropriate level belongs to SC/ST: Member.6. Subject expert with the approval of the CEO, CHB.
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

47. PBX OPERATOR

Ser No	Nomenclature	Description
(a)	Name of post	PBX Operator
(b)	Numbers of post	*2 (2021) * Subject to variation dependent on work load
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	5910-20200 + GP 2400
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: From amongst Group 'D' employees of the CHB with 5 years regular service in the grade and having passed the Matriculation Examination from a recognized Board/ University or equivalent and possess a diploma relating to PBX operations from recognized Institution. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board: Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member

		<p>4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

48. DATA ENTRY OPERATOR

Ser No	Nomenclature	Description
(a)	Name of post	Data Entry Operator
(b)	Numbers of post	*2 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial)
(d)	Scale of pay	Rs 5910-20200 + GP 3200
(e)	Whether selection post or non - selection post	Selection-cum-Seniority in case of promotees
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates up to 42 years for appointment by direct recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India.)
(g)	Educational and other qualifications required for direct recruitment	Bachelor's Degree from a recognized University/Institution. Data Entry Course of one year from a recognized institute and one year experience in data entry operation. Should possess the speed not less than 5000 keys dispersion per hour to the entry work.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	100% by direct Recruitment.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'C' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman.

		<ol style="list-style-type: none">2. Representative of Secretary Personnel, Chandigarh Administration: Member3. Representative of Finance Secretary, Chandigarh Administration: Member4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member5. An officer of appropriate level belongs to SC/ST: Member.6. Subject expert with the approval of the CEO, CHB.
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

49. PROCESS SERVER

Ser No	Nomenclature	Description
(a)	Name of post	Process Server
(b)	Numbers of post	*06 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group D (Ministerial)
(d)	Scale of pay	Rs. 4900-10680 + GP 1650
(e)	Whether selection post or non - selection post	Selection-cum-Seniority
(f)	Age for direct recruits	N.A.
(g)	Educational and other qualifications required for direct recruitment	N.A.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(i)	Period of probation, if any	One year
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By promotion amongst the peons.
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'D' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member 5. An officer of appropriate level belongs to SC/ST: Member.

		6. Subject expert with the approval of the CEO, CHB.
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

50. PEON

Ser No	Nomenclature	Description
(a)	Name of post	Peon
(b)	Numbers of post	*59 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group D (Ministerial)
(d)	Scale of pay	Rs. 4900-10680 + GP 1650
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates in accordance with the instructions issued by Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Matric Pass from a recognized Board/University or equivalent. Required : ICT course is mandatory to the officials as per the latest instructions issued by the Chandigarh Administration.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'D' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh

		<p>Administration: Member</p> <p>4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

51. CHOWKIDAR

Ser No	Nomenclature	Description
(a)	Name of post	Chowkidar
(b)	Numbers of post	*06 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group D (Ministerial)
(d)	Scale of pay	Rs. 4900-10680 + GP 1650
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates in accordance with the instructions issued by Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Matric Pass from a recognized Board/University or equivalent. To pass a fitness test to be conducted by Selection Committee.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'D' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh

		<p>Administration: Member</p> <p>4. Secretary/Chief Engineer, Chandigarh Housing Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

52. SWEEPER

Ser No	Nomenclature	Description
(a)	Name of post	Sweeper
(b)	Numbers of post	*03 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group D (Ministerial)
(d)	Scale of pay	Rs 4900-10680 + GP 1650
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates in accordance with the instructions issued by Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Literate suitable for un-skilled worker
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'D' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing

		<p>Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

53. MALI

Ser No	Nomenclature	Description
(a)	Name of post	Mali
(b)	Numbers of post	*02 (2021) * Subject to variation dependent on work load.
(c)	Classification	Chandigarh Housing Board Employees Service, Group D (Ministerial)
(d)	Scale of pay	Rs 4900-10680 + GP 1650
(e)	Whether selection post or non - selection post	Selection by merit
(f)	Age for direct recruits	Between 18 years and 37 years (Relaxable for the departmental candidates in accordance with the instructions issued by Chandigarh Administration from time to time.
(g)	Educational and other qualifications required for direct recruitment	Matric Pass from a recognized Board/University or equivalent and knowledge of gardening.
(h)	Whether age limit and other educational qualifications prescribed for direct recruitment will apply in case of promotees	N.A.
(i)	Period of probation, if any	Three years
(j)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods	By direct recruitment
(k)	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	N.A.
(l)	If a DPC exists, what is its composition	Group 'D' DPC comprising of the following: 1. Chief Executive Officer, Chandigarh Housing Board : Chairman. 2. Representative of Secretary Personnel, Chandigarh Administration: Member 3. Representative of Finance Secretary, Chandigarh Administration: Member 4. Secretary/Chief Engineer, Chandigarh Housing

		<p>Board (for Non-Technical/Technical) : Member</p> <p>5. An officer of appropriate level belongs to SC/ST: Member.</p> <p>6. Subject expert with the approval of the CEO, CHB.</p>
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