

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD RECRUITMENT RULES – MINISTERIAL POSTS

Ser No	Nomenclature	Description
1.	Name of post	Superintendent Grade-I
2.	No. of posts	*2 (2026) *Subject to variation dependent on work load.
3.	Classification	Chandigarh Housing Board Employees Service, Group B Ministerial.
4.	Pay Band and Grade Pay/ Pay Scale	Level-9 (Rs. 53100-167800) in the pay matrix of 7 th CPC
5.	Whether selection post or non - selection post	Selection Post
6.	Age for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age / education qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation	Not applicable. Note: There shall be a mandatory training for Promotees for at least two weeks duration as prescribed by Chandigarh Housing Board
10.	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.
11.	In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/ absorption to be made	By Promotion: From amongst Superintendents Grade II in the pay Level-6 (35400-112400) in the pay matrix on 7 th CPS having eight years of combined regular service in the grade of Superintendent Gr-II and Senior Assistant) in the Pay Level-6 (35400-112400) of 7 th CPC. Note: The official should have successfully completed ICT training course as per instructions issued by the Chandigarh Administration from time to time. 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.)
12.	If a DPC exists, what is its composition	<p>Group 'B' Departmental Promotion Committee (for considering promotion) comprising of the following officers: -</p> <ul style="list-style-type: none"> (i) CEO, CHB – Chairman (ii) Secretary CHB - Member (iii) Special/ Additional/ Joint Secretary (Personnel) - Member (iv) Director Social Welfare or their representative – Member (v) Regional Employment Officer or their representative – Member

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

1. JUNIOR SCALE STENOGRAPHER

Ser No	Nomenclature	Description
1.	Name of post	Junior Scale Stenographer
2.	No. of posts	*5 (2025) *Subject to variation dependent on work load.
3.	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial).
4.	Pay Band and Grade Pay/ Pay Scale	Pay Level 5 (29200-92300) of 7th CPC of pay matrix
5.	Whether selection post or non - selection post	(i) Selection-cum-Seniority in case of promotion. (ii) Selection by merit in case of direct recruitment.
6.	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.
7.	Educational and other qualifications required for direct recruits	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. Note: ICT course is mandatory to the officers/ officials at entry level as per instructions issued by the Chandigarh Administration vide letter dated 25.11.2019.
8.	Whether age / education qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation	Between 18 and 27 Years (The upper age is relaxable for departmental candidates up to 40 years in accordance with instructions or orders issued by Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

10.	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.
11.	In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/absorption to be made	<p>By Promotion: From amongst the Steno-Typists having ten years of regular service in the cadre after appointment thereto and having successfully completed the training of atleast Two Weeks as prescribed by the competent authority.</p> <p>Note-1: The basic ICT Skill course is mandatory for Promotion as per instructions issued by the Chandigarh Administration issued from time to time.</p> <p>Note -2: Persons holding the post of Stenotypist on regular basis on the date of commencement of these rules, the eligibility service for promotion to the post of Junior Scale Stenographer shall be Two years regular service in the grade.</p> <p>By deputation : Officials of the Central Government / State Government / Union Territories:</p> <p>i) Holding analogous posts on regular basis in the parent cadre / department;</p> <p>OR</p> <p>with ten years service rendered after appointment to the post in stenography cadre on a regular basis in the pay level-3 of 7th CPC or equivalent in the parent cadre or department;</p> <p>And</p> <p>ii) Possessing the following educational qualifications: Bachelor's Degree from a recognized University/ Institution.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government/ UT Administration shall be as per the instructions / guidelines issued by the Government from time to time. The maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the closing date of receipt of applications.</p>

12.	If a DPC exists, what is its composition	<p>Group 'C' Departmental Promotion Committee (for considering promotion)</p> <ul style="list-style-type: none"> (i) CEO, CHB – Chairman (ii) Secretary CHB - Member (iii) Representative of Personnel Department – Member (iv) Representative of Director Social Welfare – Member (v) Representative of Regional Employment Officer – Member <p>Group 'C' Departmental Confirmation Committee (for considering confirmation in case of direct recruitment)</p> <ul style="list-style-type: none"> (i) Chief Accounts Officer, CHB – Chairman (ii) Accounts Officer-II, CHB - Member (iii) Administrative Officer – Member (vi) Concerned Dealing Hand – Member Convener
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

Ser No	Nomenclature	Description
1.	Name of post	Driver
2.	No. of posts	*11 (2026) * Subject to variation dependent on work load.
3.	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial) (Non Gazetted)
4.	Pay Band and Grade Pay/ Pay Scale	Level 3 (21700-69100) of Pay Matrix of 7th CPC
5.	Whether selection post or non -selection post	Not Applicable
6.	Age for direct recruits	19 - 25 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep)
7.	Educational and other qualifications required for direct recruits	Essential: i) Possession of a valid driving license for motor cars; ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); iii) Experience of driving a motor car for at least 1 year; and iv) Pass in 10th standard. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.
8.	Whether age / education qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation	Two years (Successful completion of mandatory induction training of atleast two weeks duration shall be the pre-requisite for completion of probation in case of Direct recruitment)
10.	Method of recruitment,	100% by direct recruitment

	whether by direct recruitment or by promotion or by deputation/ absorption and percentage of posts to be filled by the various methods.	
11.	In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/ absorption to be made	Not applicable
12.	If a DPC exists, what is its composition	Group 'C' Departmental Confirmation Committee (for considering confirmation in case of direct recruitment) (i) Chief Accounts Officer, CHB – Chairman (ii) Accounts Officer-II, CHB - Member (iii) Administrative Officer – Member (iv) Concerned Dealing Hand – Member Convener

SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

Ser No	Nomenclature	Description
1.	Name of post	Clerk/Store Munshi
2.	No. of posts	*81(2026) * Subject to variation dependent on work load.
3.	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial) (Non Gazetted)
4.	Pay Band and Grade Pay/ Pay Scale	Level-2 (Rs. 19900-63200) in the pay matrix of 7 th CPC
5.	Whether selection post or non - selection post	Not applicable in case Direct Recruitment Non-Selection in case of promotion
6.	Age for direct recruits	Between 18 and 27 Years (The upper age is relaxable for Departmental Candidates up to 40 years in accordance with instructions or orders issued by Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	i) Bachelor's Degree from a recognized University. ii) Proficiency in Operation of Computer: (Word Processing and Spread Sheets) and a Typing Speed of 35 w.p.m in English on Computer. iii) ICT Training Course as per instructions issued by the Chandigarh Administration from time to time.
8.	Whether age / education qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation	i) Two years for Direct Recruitment ii) 'Nil' for promotee (Successful completion of mandatory induction training of at least Two Weeks duration shall be a pre-requisite for completion of probation).
10.	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) 85% by Direct Recruitment ii) 10% of the vacancies shall be filled from amongst the Multi Tasking Staff (Group C) working in the CHB, on the basis of departmental qualifying examination, failing which by Direct Recruitment.

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	methods.	iii) 5% of the vacancies shall be filled on Seniority-Cum-Fitness basis from Multi Tasking Staff (Group C) who have 3 years regular service in post.
11.	In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/absorption to be made	<p>By Promotion</p> <p>i) 10% of the vacancies shall be filled from amongst the Multi Tasking Staff (Group C) working in the CHB, having:-</p> <p>a) Three years regular service in the grade</p> <p>b) possessing 10+2 Educational Qualification from a recognized Board / Institution</p> <p>c) a speed of 35 words per minutes in English Typewriting on Computer</p> <p>d) ICT Training Course as per instructions issued by the Chandigarh Administration from time to time</p> <p>e) The maximum age limit for eligibility for examination is 45 years. (50 years of age for SG/ST).</p> <p>f) Having successfully completed the training of atleast two weeks as prescribed by the competent authority.</p> <p>Note:- If more of such employees than the number of vacancies available under Clause (ii) of Column No. 10 qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>ii) 5% of the vacancies shall be filled on Seniority-Cum-Fitness basis from Multi Tasking Staff (Group C) who have three years regular service as such and has successfully completed the ICT Training Course as per instructions issued by the Chandigarh Administration from time to time and having successfully completed the training of atleast two weeks as prescribed by the competent authority.</p> <p>Note:- 1. Unless exempted by orders issued in this behalf by the CHB, a Clerk who has not qualified the prescribed Type Test on Computer will not be entitled to any increment or promotion by seniority or through any departmental examination.</p>
12.	If a DPC exists, what is its composition	<p>Group 'C' Departmental Promotion Committee (for considering promotion)</p> <p>(i) CEO, CHB – Chairman</p> <p>(ii) Secretary CHB - Member</p> <p>(iii) Representative of Personnel Department – Member</p> <p>(iv) Representative of Director Social Welfare – Member</p> <p>(v) Representative of Regional Employment Officer – Member</p>

		<p>Group 'C' Departmental Confirmation Committee (for considering confirmation in case of direct recruitment)</p> <ul style="list-style-type: none">(i) Chief Accounts Officer, CHB – Chairman(ii) Accounts Officer-II, CHB – Member(iii) Administrative Officer – Member(iv) Concerned Dealing Hand – Member Convener
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SCHEDULE

DEPARTMENT – CHANDIGARH HOUSING BOARD

RECRUITMENT RULES – MINISTERIAL POSTS

Ser No	Nomenclature	Description
1.	Name of post	Steno Typist
2.	No. of posts	*11 (2026) * Subject to variation dependent on work load
3.	Classification	Chandigarh Housing Board Employees Service, Group C (Ministerial) (Non Gazetted)
4.	Pay Band and Grade Pay/ Pay Scale	Level-3 (Rs. 21700-69100) in the pay matrix of 7 th CPC
5.	Whether selection post or non -selection post	Not applicable
6.	Age for direct recruits	Between 18 and 27 Years (The upper age is relaxable for departmental candidates up to 40 years in accordance with instructions or orders issued by Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	i) Bachelor's Degree from a recognized University ii) Proficiency in Operation of Computer (Word Processing and Spread Sheets) iii) Skill test Norms:- Dictation: 10 minutes @ 80 w.p.m Transcription:- 50 minutes (on Computer) in English iv) ICT Training Course as per instructions issued by the Chandigarh Administration from time to time.
8.	Whether age / education qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation	Two years (Successful completion of mandatory induction training of at least Two Weeks duration shall be a pre-requisite for completion of probation).
10.	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
11.	In case of recruitment by promotion or	Not applicable

	deputation/absorption grades from which promotion/deputation/absorption to be made	
12.	If a DPC exists, what is its composition	Group 'C' Departmental Confirmation Committee (for considering confirmation in case of direct recruitment) (i) Chief Accounts Officer, CHB – Chairman (ii) Accounts Officer-II, CHB - Member (iii) Administrative Officer – Member (iv) Concerned Dealing Hand – Member Convener