

From

The Deputy Commissioner,
UT, Chandigarh,

To

The Director Public Relations,
Chandigarh Administration.

Memo No.DC/EA/F-230/2019/ 1395
Chandigarh, dated the, 17-01-2020

Subject: Publication of Notice for the post of Patwari and Wireless Operator.

You are requested to publish the enclosed public notice in two leading newspapers (English and Hindi) and send bill in duplicate to this office for making payment.

You are further requested to send the abovesaid publication notice in Employment News for publication.

Encl: As above

 for Deputy Commissioner,
U.T., Chandigarh.

(ii)Postal Address:

Pin Code _____

5. Mobile No./Phone No., if any

**OFFICE OF THE DEPUTY COMMISSIONER-CUM-
CONTROLLER CIVIL DEFENCE,
UT, CHANDIGARH.**

EMPLOYMENT NOTICE

Applications are invited for filling up of following temporary posts, from candidates fulfilling the following terms & conditions and qualification:-

Name of Post	No. of post	Pay Band +Grade Pay	Essential Educational Qualification	Age as on 1st January, 2020	Application Fee(Non Refundable)
Patwari	03(Three) (General Category)	Rs. 10300-34800+Grade Pay 3200	1. Matriculation or 10+2 of a recognized Board/Univ. with Hindi & Punjabi upto Matric standard and having proficiency in operation of computer word processing and spread sheets. 2. Passed Patwar exam from Director Land records of the State Govt. of Punjab/Haryana 3. Certificate of ICT Skills i.e Course on Computer Concepts(ccc)-80 hours from a Govt. recognized institution or a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course(DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.	18-37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time).	Rs. 1000/- for General Category.
Wireless Operator	03(Three) (General Category)	5910-20200+2400 Grade Pay	1. Bachelor's Degree or its equivalent and having diploma in the trade of Wireless Operator from I.T.I 2. Certificate of ICT Skills i.e Course on Computer Concepts(ccc)-80 hours from a Govt. recognized institution or a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course(DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.	18-37 (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time).	Rs. 1000/- for General Category.

Application performa should reach to the Deputy Commissioner's office Receipt Section, Ground Floor, Estate office Building, Sector 17, Chandigarh either by Registered post or delivered in person by 20.02.2020.

APPLICATION FOR THE POST OF _____, IN THE OFFICE OF DEPUTY COMMISSIONER, U.T., CHANDIGARH.

- Name of the applicant: _____
(In Block letters)
- Father's Name: _____
(In Block letters)
- Date of Birth: _____
(In Christian Era)
- Age as on 01.01.2020 : Year _____ months _____ days _____
- Address:
(i)Permanent Address: _____

Pin Code _____

(ii)Postal Address: _____

Pin Code _____
- Mobile No./Phone No., if any _____

Paste recent self
attested passport
size photograph

6. Educational Qualification:-

Sr. No.	Qualification	Name of Board/ University	Year of Passing	Percentage of Marks Obtained
i)				
ii)				
iii)				
iv)				

7. Nationality _____

8. Category (/OBC/Gen/) _____

9. Particulars of Demand Draft:-

Demand Draft No. _____ Dated _____ Amount _____
Name of the Issuing Bank _____

I hereby declare that the information submitted in this application is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.

Dated _____

Place _____

(Full Signature of applicant)

The selection will be made on the basis of merit. The candidates already employed should route their application through proper channel and produce their NOC from the Employer with the application form.

- Note:
- i) During the probation period Fixed Emoluments shall be paid i.e. minimum of the Pay Band and no annual increment, Grade Pay or any other allowance shall be paid except Travelling Allowance during the probation period as per Punjab Govt. Notification No. 7/204/2012-4FP1/66, dated 15.01.2015 adopted by the Chandigarh Administration, Department of Personnel vide letter No. 28/70-IH(7)-2015/14387 dated 10.07.2015 and Punjab Govt. notification No. GSR.56/Const/Art/309/Amd.(18)/2016 dated 5.9.2016 adopted by the Chandigarh Administration, Department of Personnel vide letter No. 28/70-IH(7)-2016/31807, dated 30.11.2016.
 - ii) Applications received late & found incomplete, without signature, without affixing the self attested recent passport photograph, without enclosing DD for requisite fee etc., shall be rejected straightway.
 - iii) The period of probation shall be three years as per the Punjab Government's Notification No. G.S.R. 56/Const/Art.309/Amd.(18)-2016 05.09.2016 as adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2016/31807 dated 30.11.2016.
 - iv) The newly recruited employees will be paid Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years period of probation and the extended period of probation, if any. No grade pay, increment or any other allowances except travelling allowance will be payable.
 - v) After completion of period of probation successfully, the employee will be entitled for minimum pay in payband, including Grade Pay and all other allowances.
 - vi) Period of probation and extended period of probation, if any, will not be countable towards period of service in the time scale.
 - vii) An employee already working under Chandigarh Administration having lien on any post will be entitled to salary of lien post during the period of probation on new post.
 - viii) The employee will be covered under New Defined Contributory Pension Scheme including the period of probation and he/she will be entitled to matching share by the Government/Chandigarh Administration.

Deputy Commissioner-cum-
Controller Civil Defence,
U.T., Chandigarh.