

1. Written Test of all eligible candidates = 200 marks
(Two papers of 100 marks each of 2 hours duration)

First Paper - (Morning Session)

English (Upto 12 th level)	- 40 marks
General Knowledge	-- 40 marks
Computer Proficiency Test	-- 20 marks

Negative marking 0.25 for each wrong answer.

Second paper - (Evening Session)

Mathematics (upto 10 th level)	-40 marks
Statistics - (-do-)	-- 30 marks
Aptitude (Reasoning Verbal & Non-verbal)	--30 marks

2. Typing Test on Computer @ 35 words per minute -- Only Qualifying Test (No marks/ Weightage)

SELECTION PROCEDURE :

1. No candidate will be considered to have qualified in the written test unless or until he/she obtained atleast qualifying 40 marks in each paper.
2. Merit list will be prepared on the basis of marks in the written test and on the basis of said merit, the candidates will be called for Type Test on Computer equal to 3 times of number of vacancies i.e. in the ratio of 1:3. If required number of candidates fail to qualify the said tests then next batch of candidates in the ratio of 1:3 of remaining posts will be called for typing test on Computer.
3. The candidates scoring higher merit will be considered against the posts in question. A waiting list equal to 10% of advertised posts shall also be maintained. In case, the selected candidate fails to join the post due to any reason, the candidates in waiting list can be offered appointment. The waiting list will be valid for six months only.

GENERAL INSTRUCTIONS :

1. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale.
2. Selection will be made purely on the basis of merit in written test subject to fulfillment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfill eligibility conditions to the post applied for.
3. Documents for claiming benefit of reserved category should be obtained from competent authority not less than Deputy

Commissioner/Additional Deputy Commissioner/SDM/ District Sainik Welfare Board/Chief Medical Officer as the case may be.

4. Where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman, who has neither been recruited against a reserved vacancy as per rules. Further, wife or the dependent child of the ex-serviceman shall be recruited against the reserved vacancy subject to the conditions that :-
 - (i) He or she possess the prescribed qualification and is within the prescribed age limits;
 - (ii) He or she is not already in service.
 - (iii) He or she will be eligible to avail the benefit only once in life.

Eligible dependents of ex-serviceman will be required to submit Lineal Dependent Certificate on prescribed format issued by the concerned Zila Sainik Welfare Officer at the time of document verification.

5. In case two or more candidates are having same total score then a candidate older in age will rank higher in order of merit.

Besides above, the appointment will be made as per instructions issued by the Punjab Government vide letter No.7/204/2012-4FP1/66 dated 15.1.2015 duly adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)-2015/14387 dated 10.7.2015, instructions dated 21.12.2015 regarding pay during probation period duly adopted by the Department of Personnel, Chandigarh Administration vide letter No.28/70-IH(7)-2016/1175 dated 18.1.2016 and Punjab Govt. letter dated 7.9.2016 duly adopted by the Department of Personnel, Chandigarh Administration vide letter No.28/70-IH(7)-2016/31807 dated 30.11.2016 regarding enhancement of probation period as mentioned below :-

1. There will be a probation for a period of 3 years in direct recruitments.
2. The newly recruited employees will be paid DC Rates of the post only during three years probation period including extended probation period, if so.
3. After completion of probation period successfully, the employee will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
4. Period of probation, and extension in probation period, if any, will not be counted towards period of service in the time scale.
5. An employee already working under Chandigarh Administration having lien on any post will be entitled to salary of lien post during probation period on new post.