

Criteria for Selection of Clerk

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)	--30 marks
Verbal & Non-verbal	

2. **Typing Test on Computer**
@ 35 words per minute

-- **Only Qualifying Test (No marks/ Weightage)**

Note : In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.

ESSENTIAL QUALIFICATION

Bachelor Degree from a recognized university/Institution and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 W.P.M. in English Typing on Computer.

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 i.e. 40 out of 100.
2. Merit list will be prepared on the basis of marks in written test and on the basis of said merit, the candidates will be called for Typing Test on Computer equal to 03 times of number of vacancies i.e. in the ratio of 1:3. If required number of candidates fail to qualify the said test 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, within a period of one month (4 months in exceptional circumstances), his/her candidature will be cancelled and 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 categories 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. In case two or more candidates are having same total score in the merit list then a candidate older in age will rank higher in order of merit.
5. The candidate who have certificates/Diplomas/Bachelor's OR Master's Degree in Computer Science from any recognized Institution/University shall be exempted from ICT Skills training course vide order no.28/69-IH/Pers.&Trg-2019/17927 dated 25.11.2019.

No. 28/69-IH(12)/Pers. & Trg.-2019/ 17927
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 25/11/2019

To

All the Administrative Secretaries/
HoDs/ Boards/ Corporations
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/ officials of
Chandigarh Administration – Clarifications regarding.

Sir/Madam

In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers.&Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers.&Trg.-2019/8006 dated 20.05.2019, I am directed to address you on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified:-


- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of the Chandigarh Administration:-

Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts(ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Concepts (CCC) - 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.
- iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.

- iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.
- v) The employees who have crossed the age of 55 years and Drivers, Mallies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.
- vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "L" employees shall be treated as valid for all intents and purposes.

Yours faithfully,


Special Secretary Personnel & Training
for Secretary Personnel & training
Chandigarh Administration

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