

SUPERINTENDING ENGINEER, ELECTRICAL CIRCLE,
UT SECRETARIAT(DELUXE BUILDING),
5TH FLOOR, SECTOR 9-D, UNION TERRITORY,
CHANDIGARH ADMINISTRATION – 160009,

GENERAL INSTRUCTIONS

1. Examination centers for written test will be notified at the time of downloading of admit card-cum-Roll No. slip. The candidates will report at the examination centre atleast 01 hours before the scheduled time alongwith admit card-cum-Roll No. slip and latest photograph.
2. No request for change of examination center will be entertained.
3. 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 for the post applied.
4. The candidates appointed will be given fixed emoluments, which will be minimum of the pay band of the post or D.C. Rate whichever is higher from the date of joining, during the probation period of 03 years and during the extended period of probation, if any and no grade pay, annual increment and other allowances, except travelling allowance will be payable as per guidelines issued by the Department of Personnel/Finance Department, Chandigarh Administration. On successful completion of probation period they will be paid the minimum of the pay scale/matric of Rs.35400/- per month as per the 7th Central Pay Commission notified by the Engineering Department, Chandigarh Administration vide No.228 dated 11.05.2021 and other allowances from the date of completion of probation period. The period of probation of 03 years as well as extended, if any, shall not be counted as the period spent on time scale of the post.
5. The provisional appointment letter will be issued to the selected candidate after obtaining filed and duly attested form and self –declaration form. In case character and antecedents of the candidates are incorrect or any false information is given by the candidates are found incorrect or any false information if given by the candidate in his/her self declaration/ the provisional appointment letter will be cancelled forthwith and other criminal and legal action will be taken as consequence thereof.
6. The candidates on merit under each category will be given appointment and all other candidates who have also qualified the written test shall remain in the waiting list which will be applicable for a period of one year from the date of joining.
7. The payment of Examination fee and application fee in respect of Persons with Benchmark Disabilities candidates will be exempted as per the letter issued by Department of Personnel vide letter No. 28/22-IH(7)-2021/10193 dated 23.07.2021.
8. The number of vacancies are tentative which may vary as per requirement.
9. Wherever the evaluation of marks in educational qualification is in terms of grades (CGPA), the candidate must attach the conversion scale.
10. Documents for claiming benefit of reserved category should be obtained from competent authority not less than the rank of Deputy Commissioner/ Additional Deputy Commissioner/ SDM/ District Sainik Welfare Board/ Chief Medical Officer.
11. The candidates are advised to ensure that photograph affixed by them on the application form is latest.
12. The decision of the department about the mode of selection to the post and eligibility conditions of applicant shall be final and binding. No correspondence will be entertained in this regard.
13. In case two or more candidates are having same total score then a candidate older in age will rank higher in order of merit. Further, if their Date of Birth may happen to the same then the candidate having higher percentage in Education Qualification shall rank higher in the order of merit list at the time of final selection.

14. The candidates shall be responsible for any mistake made by them in the Online application form and the department shall not be responsible or liable in any way.
15. The employees 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.
16. The jurisdictions Court if any shall be Chandigarh only.
17. Posts are temporary but likely to be continued.
18. Government has the right to cancel, reduce or increase the posts at any stage of time without any notice.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- (i) Using unfair means or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature or
- (v) Carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - a) to be disqualified from examination for which he/she is a candidate;
 - b) to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration;
 - c) For termination of service, if he/she has already joined the Chandigarh Administration as per rules.