

## **GENERAL INSTRUCTIONS**

1. 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 pre revised pay scale of **Rs.5200-20200/-(19900/- Level-2)** as per the 7<sup>th</sup> 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.
2. The provisional appointment letter will be issued to the selected candidate after obtaining duly filled-in & attested form along with self-declaration form. In case, any information with regard to his character, antecedents given by the candidates and information given in self-declaration form are found incorrect, the provisional appointment letter will be cancelled forthwith and other criminal and legal action will be taken as consequence thereof.
2. 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**.
3. 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.
5. The number of vacancies is tentative which may vary as per requirement.
6. Wherever the evaluation of marks in educational qualification is in terms of grades (CGPA), the candidate must attach the conversion scale.
7. 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.
8. The candidates are advised to ensure that photograph affixed by them on the application form is latest.
9. 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.
10. 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 be 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.
11. 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.
12. 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.
13. The jurisdictions Court if any shall be Chandigarh only.
14. Posts are temporary but likely to be continued.
15. Government has the right to cancel, reduce or increase the posts at any stage of time without any notice.