CHANDIGARH HOUSING BOARD
8, JAN MARG, SECTOR 9-D, CHANDIGARH

RECRUITMENT NOTICE

Advt. No _____   **Dated: _____**

START DATE FOR SUBMISSION OF ON-LINE APPLICATIONS	**03.10.2022**
LAST DATE FOR SUBMISSION OF ON-LINE APPLICATIONS	**31.10.2022**
LAST DATE FOR DEPOSIT OF APPLICATION FEE	**04.11.2022**

RECRUITMENT OF VARIOUS POSTS IN CHANDIGARH HOUSING BOARD, CHANDIGARH

ON-LINE applications are invited on or before 31.10.2022 by 11:59 P.M. from eligible candidates for filing up the following posts in the Chandigarh Housing Board, Chandigarh under the Chandigarh Housing Board (Officers & Servants) Service Regulations, 2021 on regular basis as per the detail given below: -

Sr. No	Post & Pay scale	Total posts	General	SC	OBC	EWS	ESM	PWD
1.	**TECHNICAL POSTS**							
(a)	Sub Divisional Engineer (Building) Rs 15600-39100 + GP 5400	04	03		01			
(b)	Sub Divisional Engineer(Electrical) Rs 15600-39100 + GP 5400	01	01					
(c)	Sub Divisional Engineer (Public Health) Rs 15600-39100 + GP 5400	01	01					
(d)	Assistant Architect Rs 15600-39100 + GP 5400	01	01					
(e)	Junior Engineer (Building) Rs 10300-34800 + GP 4800	15	05	01	04	02	01 (GEN) & 01 (OBC)	01 (HH)
(f)	Junior Engineer (Public Health) Rs 10300-34800 + GP 4800	05	03		01	01		
(g)	Junior Engineer (Electrical) Rs 10300-34800 + GP 4800	07	04	01	01		01 (GEN)	
(h)	Junior Engineer (Horticulture) Rs 10300-34800 + GP 4800	01	01					
(i)	Junior Draftsman (Civil) Rs 10300 – 34800 + GP 3200	03	01	01	01			
2.	**NON-TECHNICAL POSTS**							
(a)	Law Officer Rs 10300 – 34800 + GP 4200	01	01					
(b)	Clerk Rs 10300 – 34800 + GP 3200	50	19	08	12	05	02 (GEN), 01 (SC) & 01 (OBC)	01 (OH) & 01 (HH)

ABBREVATIONS

Category: UR – Unreserved, SC – Scheduled Castes, OBC – Other Backward Classes, EWS – Economically Weaker Section, ESM – Ex-Serviceman, PWD – Persons with Benchmark Disabilities, HH – Hearing Handicap & OH – Ortho Handicap.

For details regarding qualification, age, experience, nationality of the applicant, category wise vacancies, selection criteria including details of written examination, fee and how to apply online etc. as well as for other terms and conditions, candidates are advised to visit the department website www.chbonline.in on which the link shall be available w.e.f. **03.10.2022**.

Eligible applicants may submit online applications and deposit the requisite fee, starting from **03.10.2022**. The last date of filling the application form will be **31.10.2022** and for deposit of fee, the last date will be **04.11.2022**.

The application/examination fee for candidates of Scheduled Caste Category is Rs 400/- per post and for all other categories the fee is Rs 800/- per post. The Physically Disabled candidates are exempted from payment of application/examination fee.

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.

Note:

(a) Number of posts mentioned above is tentative and may vary.

(b) The CGPA will be converted into percentage of marks by multiplying the CGPA with 9.5.

(c) The requisite education qualification should be completed on or before the closing date for submission of application form.

(d) The conditions of Service to the above advertised posts in the Chandigarh Housing Board will also be applicable as contained in existing rules titled 'the Union Territory of Chandigarh Employees (Condition of Service) Rules, 2022' issued by Govt. of India, Ministry of Home Affairs vide notification GSR 230(E) dated 29.03.2022, circulated by Chandigarh Administration, Dept. of Personnel vide endst No 28/17/94-IH(7)-2022/5169 dated 30.03.2022 and further adopted by the Chandigarh Housing Board, Chandigarh vide letter No HB(S)/ADO/2022/666 dated 26.04.2022.

(e) The Chandigarh Housing Board, Chandigarh reserves the right to change any condition/criteria or cancel the entire recruitment process without assigning any reason.

Chairman,
Chandigarh Housing Board,
Chandigarh.

A-IMPORTANT INSTRUCTIONS/INFORMATIONS

(1) The detailed advertisement and information is available on the website www.chbonline.in.

(2) The conditions of Service to the following advertised posts in the Chandigarh Housing Board will also be applicable as contained in existing rules titled 'the Union Territory of Chandigarh Employees (Condition of Service) Rules, 2022' issued by Govt. of India, Ministry of Home Affairs vide notification GSR 230(E) dated 29.03.2022, circulated by Chandigarh Administration, Dept. of Personnel vide endst No 28/17/94-IH(7)-2022/5169 dated 30.03.2022 and further adopted by the Chandigarh Housing Board, Chandigarh vide letter No HB(S)/ADO/2022/666 dated 26.04.2022.

(3) The Candidates, who fulfil the eligibility criteria, may apply online without any supporting document. Candidates must ensure their eligibility for the post before submitting applications and participating in the exam. None of the application form will be scrutinized prior to the examination. Admit cards will be issued to all the applicants without scrutiny of their application forms. Documents with regard to educational qualification, age proof and category certificates and other testimonials are NOT to be submitted at the time of applying online. These documents along with originals may be called for verification from the short-listed candidates at next stage.

NOTE: No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by the competent authority at the time of verification of documents.

(a) **For Technical Posts** (**Serial Nos 1, (a) to (i) of recruitment notice)**-

After qualifying the written test, only eligible candidates on merit equal to three (03) times of number of vacancies in each category shall be called for verification of documents before finalization of selection of the candidates.

(b) **For Non-technical Posts (Serial Nos 2 (a) & (b) of recruitment notice)**-

i) **Ser No 2(a)** :   After qualifying the written test, only eligible candidates on merit equal to three (03) times of number of vacancies in each category shall be called for verification of documents before finalization of selection of the candidates.

ii) **Ser No 2(b)** :   After qualifying the written test, only eligible candidates on merit equal to ten (10) times of number of vacancies, in each category, shall be called for next stage i.e. typing test etc. Thereafter, shortlisted candidates in the second stage, who qualify the Type Test, will be called for verification of documents physically before finalization of selection of the candidates.

(4) If at any stage, it is found that he/she is not eligible as per Recruitment Rules, his/her candidature will be rejected irrespective of performance in the written examination/type test.

(5) Conditions which may render you ineligible :

(a) Insufficient fee;

(b) Examination fee deposited in a bank other than designated Bank.

(c) Wrong/incomplete information given in the Application Form;

(d) Candidates debarred by any government department/ board/ commission;

(e) Non-fulfilment of any of the eligibility conditions, including those of age and educational qualification etc.

(6) Government/Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.

(7) The Reservation of posts will be as per policy of the Government and the Chandigarh Administration and the details of posts under various categories mentioned are provisional. These numbers may vary at the time of appointment

(8) No TA/DA will be given either for appearing in the written test/typing test or for document verification etc at any stage of the recruitment process.

(9) Written Examination may be common for more than one similar post. However, category wise separate merit list would be drawn for each post.

(10) All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information generally be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time, will be entirely of the candidates.

(11) The selected candidates shall be paid monthly emoluments during the probation period as per the applicable instructions of Chandigarh Administration, U.T., Chandigarh issued from time to time.

(12) The Chairman, Chandigarh Housing Board, Chandigarh reserves its right to change any condition/criteria or cancel the entire recruitment process without assigning any reason.

B-EDUCATIONAL AND OTHER QUALIFICATIONS

1. TECHNICAL POSTS

(a) Sub Divisional Engineer (Building)

i)   Degree in Civil Engineering from a Recognized University or Institute, or degree of Associate Member of Institution of Engineers in Civil Engineering.

ii)   To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training.

iii)   ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(b) Sub Divisional Engineer (Electrical)

i)   Degree in Electrical Engineering from a Recognized University or Institute, or degree of Associate Member of Institution of Engineers in Civil Engineering.

ii)   To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training.

iii)   ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(c) Sub Divisional Engineer (Public Health)

i)   Degree in Public Health/ Sanitary/ Civil Engineering from a recognized University or equivalent.

ii)   To pass departmental examination after joining service as per PSE Class-II rules or completion of Induction Training.

iii)   ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(d) Assistant Architect

i)   Degree in Architecture from a recognized University Institute or equivalent.

ii)   Should be registered with the Council of Architecture.

iii)   5 years experience in Architecture and/ or Town planning.

iv) ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(e) Junior Engineer (Building)

i)   Diploma in Civil Engineering from a recognized University/Institution or equivalent.

ii) ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(f) Junior Engineer (Public Health)

i)   Diploma in Public Health/ Sanitary/ Civil Engineering from a recognized University/ Institution or equivalent.

ii) ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(g) Junior Engineer (Electrical)

i)   Diploma in Electrical Engineering from a recognized University/ Institution or equivalent.

ii) ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(h) Junior Engineer (Horticulture)

i)   Master Degree in Agriculture with Horticulture (Three years course after pre-university) as a special subject from a recognized University/ Institution or equivalent.

ii) ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(i) Junior Draftsman (Civil)

  i)   Matric pass from a recognized School/Board or equivalent.

  ii)   I.T.I. Draftsmanship Diploma of atleast two years duration.

  iii) Certificate of ICT Skills course 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.

2. NON-TECHNICAL POSTS

(a) Law Officer

i)   First class Degree in Law from a recognized University or Second class degree in Law with a practice at the Bar for minimum period of one year or experience of working on a legal post in a Govt. or reputed Pvt. Organization for a minimum period of two years.

ii)   ICT skill course – CCC+ 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. (Duration 126 hours to 200 hours).

(b) Clerk

i)   Bachelor's Degree from a recognized University/ Institution and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 words per minute in English Typing on Computer.

ii)   Certificate of ICT Skills course 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.

Note:

1.   The candidates, for any of the post, who have Certificate/Diploma/ Bachelor's OR Master's Degree in Computer Science from any recognized Institution/University need not have ICT Skills course certificate.

2.   The requisite education qualification should be completed on or before the closing date for submission of application form.

3.   The eligibility for Educational Qualification and Experience in respect of Ex-Servicemen is as under:-

(a) As per notification of the Government of Punjab bearing No. G.S.R. 11/Const./Arts.309, 234 and 318/82 dated 02.02.1982 and adopted by the Chandig.arh Administration vide notification No. 9673-IH(7)-2000/4585 dated 10.03.2000, no Ex-Serviceman shall be eligible for

recruitment to the reserved vacancy for Ex-Serviceman unless he possesses the minimum educational qualifications prescribed in the Rules.

(b) Provided that for appointment to the post against a reserved vacancy for Ex-Serviceman, and Ex-Serviceman, who is matriculate having obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has not less than fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which the essential qualifications prescribed for recruitment by direct appointment in the relevant services rules, if Graduation from a recognized University.

C- DETAIL OF WRITTEN TEST

(1) Written test will be held at Chandigarh only and its date will be decided in due course. It will be an objective type test of two (02) hours duration consisting of 100 objective type questions with multiple choice answers.

(2) The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination. Login with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card **will be uploaded on the above mentioned website**.

(3) The scheme of the written test will be as under: -

For all Technical Posts & Law Officer	Marks
(i) English Language	05
(ii) General Knowledge (National only)	05
(iii) Mathematic	05
(iv) Mental ability	05
(v) Computer Proficiency	05
(vi) Engineering / Technical /Architecture /Legal	75
Total marks	100
For the posts of Clerk	**Marks**
(i) English Language (up to 12th standard)	20
(ii) General Knowledge (National only)	20
(iii) Mathematic (up to 10th standard)	20
(iv) Mental ability	20
(v) Computer Proficiency	20
Total marks	100

(4) The medium of test will be English.

(5) Marking/checking procedure: -

(i) Each question will be of 01 mark, there will be negative marking and for every wrong answer, $1/4^{th}$ mark will be deducted.

(ii) No minimum qualifying marks either in aggregate or in each part of the exam.

(6) Question Paper along with the Answer Key will be posted on the website, within one day after the examination, for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.

(7) In case of equal marks, tie-Breakers may be as under: -

Post	Clerk	SDE/JE/JDM
1st Tie-breaker	Higher mark in Mathematics gets higher rank.	Higher mark in Engineering/ Technical/ Architecture/ Legal gets higher rank.
2nd Tie-breaker	Older in age to get higher rank.	Older in age to get higher rank.
3rd Tie-breaker	Draw of Lots.	Draw of Lots.

D- AGE/ AGE RELAXATION

(1) Unreserved/EWS candidates should not be below 18 years and above 37 years of age as on the last date for submission of application.

(2) Candidates belonging to Scheduled Caste category should not be below 18 years and above 42 years of age as on the last date for submission of application.

(3) Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on the last date for submission of application.

(4) Candidates belonging to Persons with Benchmark Disabilities [PwBD] category should not be below 18 years and above 47 years of age as the last date for submission of application.

(5) Candidate belonging to Ex-servicemen category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

(6) The upper age limit may be relaxed up to 45 years in the case of regular employees already employed in the Chandigarh Housing Board, Chandigarh Administration, State Governments and Government of India including other Union Territories.

(7) For the persons working on direct contract basis against sanctioned posts in the Chandigarh Housing Board will be given age relaxation equal to the period rounded off to nearby month they worked under the Chandigarh Housing Board, provided the such Contractual employees shall attach experience certificate in the following format issued by the Secretary, Chandigarh Housing Board.

Mr./Ms._____, S/o, D/o, W/o _____ R/o _____ has worked/has been working as _____ from _____ to _____/since _____ on direct contract basis against sanctioned post in the Chandigarh Housing Board. He/she was drawing salary as per the rates fixed by the Chandigarh Housing Board from time to time.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION

(1) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled. Application will be accepted online (only) from **03.10.2022** to **31.10.2022** on the website www.chbonline.in.

(2) No application shall be entertained to any post in service unless he is:

    (a) a citizen of India, or

    (b) a subject of Nepal, or

    (c) a subject of Bhutan, or

    (d) a Tibetan refugees, who has come over to India before the 1st January 1962 with the intention of permanently settling in India or

    (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malowi, Zaire, Ethopia and Vietnam with the intention of permanently settling in India.

    Provided that a candidate belonging to any category (b), (c) & (d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/appointing authority).

(3) No application shall be entertained by hand or by post in the Chandigarh Housing Board, Chandigarh.

(4) Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as intimations for written Exam etc. will be sent through this.

(5) Please scan your Photograph and Signatures (On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed **100 kb** each; otherwise you will not be able to submit your online application.

(6) Please keep following details ready with you before clicking on the "Online Application Form" button for starting your online application.

    (a) Personal demographic details including Date of Birth and Nationality.

    (b) Mobile Number.

    (c) Personal Email ID.

    (d) Reservation Category Details, if any.

    (e) Soft Copies of scanned Photograph and Signatures.

(7) Fill out the form available on the website www.chbonline.in by clicking at the line **"Recruitment in CHANDIGARH HOUSING BOARD, CHANDIGARH".**

(8) Click on button "Online Form" and fill all Registration details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidates. Click "Next".

(9) This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to**

download the Admit Card from this portal later on by logging through same login id and password.

(10) Click on "Complete Your Form" to complete the form. This will take you to "Post Selection" Page. Select the Post(s) and Category and click "ADD". Repeat untill you have selected all posts for which you wish to apply and click " Next Step". This will take you to "Educational Qualification" Page.

(11) Fill information regarding 10th , 10+2, Diploma / Degree and Post Graduation (if done). Click "Next Step" after filling all qualification details. This will take you to "Other Information" Page.

(12) Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.

(13) Go through **Declaration** para carefully, if you fulfil all conditions and criteria of the Employment Notice, then and only then dlick the **"Declaration Confirmed & Accepted"** box. Any wrong information may put you in legal complications.

(14) Submit the Application form by clicking on the button **Submit Form**.

(15) Now you are ready to Pay Fee.

(16) **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

(17) Click on the Payment link to pay Fee in the mode most suitable to you. **Please note that Visa/Mastercard Debit Card option is NOT available.**

(18) Application fees (non-refundable) amounting to as shown below will be payable separately for each post. The last date for depositing the fee will be **04.11.2022.** Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.

   (a) Rs. 400/- per post, in case of Scheduled Caste category

   (b) Rs. 800/- per post, in case of all other categories.

   (c) Physically disabled persons are exempted from application fee.

(19) It is important to note that, if e-challan option is chosen, the requisite application/examination fee can only be deposited in any of Canara Bank branches, as the department has only nominated that Bank for Collection of Fees. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**

(20) The candidates can check his/her fee confirmation by logging in by entering his/her registration number and password on the website 48 hours after depositing the fee.

(21) Take **TWO** printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US**. This application printout with photograph affixed on it will have to be submitted during verification of documents along with the original copies of following: -

(a) Relevant Degree/Diploma Certificate.

(b) Reserve Category Certificate issued by the Competent Authority (if applicable).

(c) Original counterfoil of the Fee Payment Challan.

(d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.

(e) Certificate as proof of age relaxation, if claimed.

(f) Proof of being Departmental Candidate, if applicable.

(22) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -

(a) Date of Enrolment.

(b) Date of Release/Discharge.

(c) Reason of Release/Discharge.

(23) Any correction in the particulars can be made by the candidate himself/herself on the website up to Closing Date of submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, Name of Candidate and Date of Birth will be available up to deposit of fee. No correction can be made by the candidate after the closing date.

(24) For any clarification regarding the online filling of the form, the candidate can email at chbrectt2022@gmail.com

Chairman,
Chandigarh Housing Board,
Chandigarh.