

## **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 Chandigarh 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.

**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.*