

**CHIEF ARCHITECT  
DEPARTMENT OF URBAN PLANNING (ARCHITECTURE WING)  
CHANDIGARH ADMINISTRATION,  
3<sup>RD</sup> Floor, Old UT Secretariat Building, Sec-9, Chandigarh.**

Website: <https://urbanplanning.chd.gov.in>

**RECRUITMENT NOTICE**

ON-LINE applications are invited on or before **23.02.2024** from eligible candidates for filling up three (03) posts of Junior Draftsman (01 unreserved, 01 EWS & 01 SC) in the pay matrix Level 4 with initial start of Rs. 25500/- as per (7<sup>th</sup> CPC) as per Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023 in the Deptt. of Urban Planning (Architecture Wing), Chandigarh Administration under the provisions laid down in the Chandigarh Administration, Group "C" (Non-Ministerial) Recruitment Rules, 2015, on regular basis as per detail given below :-

Sr. No.	Name of the Post	General	EWS	SC	Total No. of the Post
1.	Junior Draftsman	01	01	01	03

They will consume the point/quota of the category to which they belong.

For details regarding qualifications, age, experience, nationality of the applicant, category wise vacancies, selection criteria including details of written examination, application fee and how to apply online etc. as well as for other terms and conditions, candidates are advised to visit the department website <https://urbanplanning.chd.gov.in> on which the link shall be available w.e.f **03.02.2024**. Eligible applicants may submit online applications and deposit the requisite fee starting from **03.02.2024**. The last date for submission of the application form will be **23.02.2024** and for deposit of fee, the last date will be **26.02.2024**. The application other than online mode shall not be accepted.

**Note:-**

- i) Number of posts mentioned above is tentative and may vary.
- ii) The Chandigarh Administration (Deptt. of Urban Planning, Chandigarh Administration) reserves the right to change any condition / criteria or cancel the recruitment process without assigning any reason.
- iii) The candidate must ensure that he/she fulfills all the education qualification, experience, age relaxation etc. before the last date of submission of application.
- iv) The candidates are required to get their CGPA converted into percentage of marks from their respective Universities / Institutes.

Chief Architect,  
Department of Urban Planning,  
Chandigarh Administration.

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**RECRUITMENT NOTICE**

**START DATE FOR SUBMISSION OF ON-LINE APPLICATIONS 03.02.2024  
LAST DATE FOR SUBMISSION OF ON-LINE APPLICATIONS 23.02.2024  
LAST DATE FOR DEPOSIT OF APPLICATION FEE 26.02.2024**

ON-LINE applications are invited from eligible candidates for filling up three (03) posts of Junior Draftsman (01 unreserved, 01 EWS & 01 SC) in the pay scale of Level 4 with initial start of Rs. 25500/- as per ( 7<sup>th</sup> CPC) in the Deptt. of Urban Planning (Architecture Wing), Chandigarh Administration under the provisions laid down in the Chandigarh Administration, Department of Urban Planning (Architecture Wing) Group "C" (Non-Ministerial) Recruitment Rules, 2015, on regular basis as per detail given below:-

(i) **(Post Code – CC#01) Junior Draftsman – 3 Posts**

Sr. No.	Name of the Post	General	EWS	SC	Total No. of the Post
1.	Junior Draftsman	01	01	01	03

\* They will consume the point/quota of the category to which they belong.

**ABBREVIATIONS**

Category: UR – Unreserved, SC – Scheduled Castes, EWS – Economically Weaker Section

Application other than online mode shall not be accepted.

No application shall be entertained to any post in service unless he/she is:

- a) a citizen of India or
- b) a subject of Nepal, or
- c) a subject of Bhutan or
- d) a Tibetan refugee, 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, Malawi, Zaire, Ethiopia 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.

**Note:-**

- i) Number of posts mentioned above is tentative and may vary.
- ii) The Chandigarh Administration (Deptt. of Urban Planning, Chandigarh Administration) reserves the right to change any condition / criteria or cancel the recruitment process without assigning any reason.
- iii) The candidate must ensure that he/she fulfills all the education qualification, experience, age relaxation etc. before the last date of submission of application.
- iv) The candidates are required to get their CGPA converted into percentage of marks from their respective Universities / Institutes.
- v) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

**PAY & PERIOD OF PROBATION: -**

The period of probation shall be **two** years as per rules/instruction of Govt. of India.

**NOTE (1):** Number of vacancies are subject to variation.

**\*\*NOTE (2):** The period of probation of 2 years and may be extended in accordance of rules/instruction issued by Chandigarh Administration from time to time.

1. The newly recruited employees will be paid in the pay scale of Level 4 with initial start of Rs. 25500/- as per ( 7<sup>th</sup> CPC) and other allowances admissible as per instruction/rules of Chandigarh Administration issued from time to time.
2. The employee will be covered under New Defined Contributory Pension Scheme including the period of probation and he/she will be entitled to matching share by the Government/Chandigarh Administration.

**ESSENTIAL EDUCATIONAL AND OTHER QUALIFICATIONS:-**

**Junior Draftsman**

- (i) Should possess three years diploma in Architectural Assistantship awarded by the State Board of Technical Education or from a recognized University or Institution.

Or

ITI Certificate/Diploma in Civil Draftsmanship or its equivalent from any institution recognized by the Central Govt./State Government with one year experience under a qualified Architect after attaining the said qualification.

- (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.

The candidates 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.

**Desirable:**

Adequate knowledge and experience of AutoCAD/computer Aided Design.

**Note:** The candidate must ensure that he/she fulfills all the education qualification, experience, etc. as mentioned above before the last date of submission of application.

**APPLICATION FEE (NON-REFUNDABLE):**

General Category/EWS	:	1000/-
SC Category	:	500/-
Persons with Disability	:	Exempt

**AGE / AGE RELAXATION : As on 01.01.2024**

**(a) FOR POST CODE CC# 01**

- (i) Unreserved candidates should not be below 18 years and above 25 years of age.
- (ii) Candidates belonging to Scheduled Caste category should not be below 18years and above 30 years of age.
- (iii) Relaxation upto 40 years only (General Candidates) and 45 years (SC Candidates) for **Regular Employees** of the Chandigarh Administration, who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. However, this relaxation shall not applicable to the employee of Boards/Corporations etc.
- (iv) For the persons working on direct contract basis against sanctioned posts in the various departments of Chandigarh Administration will be given age relaxation equal to the period rounded to nearby month they worked under Chandigarh Administration, provided the such Contractual employees shall attach experience certificate in the following format:

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 \_\_\_\_\_ (name of office/Department). He/she was drawing salary as per the rates fixed by the Department of Personnel, Chandigarh Administration from time to time.

**NOTE (1):** However, the afore-said relaxation shall not be applicable to the persons,

who have worked/have been working in any of the Board/Corporation etc. of the Chandigarh Administration.

**NOTE (2):**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.

**PROCEDURE FOR SUBMISSION OF ONLINE- APPLICATIONS :**

1. Only one Registration/application form per candidate even applying for more than one vacancy is to be filled. Duplicate Applications will be summarily rejected. Application will be accepted online (only) as per schedule mentioned above on the website <https://urbanplanning.chd.gov.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 1<sup>st</sup> 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, Malawi, 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.
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 your email ID regularly during the recruitment process as intimations for written Exam etc. will be sent through this.
5. Please scan your Photograph (without goggles and face covering 75% of photo) 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.

Soft Copies of scanned Photograph and Signatures.
7. Fill out the form available on the above mentioned website by clicking at the link "**Application for the post of Junior Draftsman**"
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 "Educational Qualification" Page.
11. Fill information regarding 10<sup>th</sup> , 10+2, Diploma/ITI, 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 click the “**Declaration Confirmed & Accepted**” box. Any wrong information may put you in legal complications.
14. Preview the Application Form, check all particulars carefully. Click on “Edit” button to make changes, if any. 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. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on “I Agree” and then on “Initiate Payment”. **Please note that Net Banking, Credit / Debit Card, QR Code, UPI options are 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 as per schedule mentioned above. 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.
  - i) **Rs.500/- per post, in case of SC.**
  - ii) **RS.1000/- per post, in case of all other categories.**
  - i) **Persons with Disabilities are exempt from Fee.**
19. Fee paid 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 transaction status by either clicking on payment link, logging in and then clicking on “Past Payments” (top left corner) OR logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.
21. Take **TWO** printouts of the Application Form by logging in with your login id and password and keep it safe with you. **DO NOT SEND IT TO US.** This Application Form 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: -
  1. Date of Enrolment.
  2. Date of Release/Discharge.
  3. Reason of Release/Discharge.
23. Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications by clicking on “Edit” button. No correction can be made by the candidate after the submission of form.
24. For any clarification regarding the online filling of the form, the candidate can email at [duprectt2021@gmail.com](mailto:duprectt2021@gmail.com)
25. All the notices and updates will be uploaded on the website; as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post or any other means will be sent.
26. Before applying candidate must ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications. Detailed instructions to fill-up online application are available on the website.

## **CRITERIA FOR FILLING UP THE POSTS**

### **Junior Draftsman**

Written Test of all eligible candidates : 100 marks  
(One paper of 100 marks of 02 hours duration)

Each question will carry 1 mark. There will be negative marking (0.25 mark for each wrong answer) . The medium of examination will be English.

<b>Sr. No.</b>	<b>Components</b>	<b>Marks</b>
1.	Architectural Studies on the subject which has practical impact on the job such as Architectural Design, Building Construction, Building Bye-Laws, Building Course, Building Service and Building Materials and Interior and Lightening Design & Building Climatology etc.	40 Marks
2.	Communication Skills.	10 Marks
3.	Mental Ability.	20 Marks
4.	Proficiency of application of software relating to the Design and Drawing Preparation.	30 Marks

- (i) In case of any question having more than one possible answer, then weightage of wrong question will be given to all candidates as benefit of doubt.

**Note:** If the number of candidates exceed fifty thousand, then a preliminary test will be conducted and aspirants equal to 20 times of the vacancies will be shortlisted on the basis of merit for final test. The scheme of examination for the preliminary test will be same as above. The duration of the test will be two hours and there will be negative marking(0.25 mark for each wrong answer).

### **SELECTION PROCEDURE :**

1. The question paper & the answer Key of written test shall be uploaded on the website on same day after the examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objections will be referred to experts and key will be finalized for preparation of result, which will also be uploaded on the website.
2. No candidate will be considered to have qualified in the written test unless or until he/she obtained at least qualifying 50% marks in paper i.e. 50 out of 100.
3. Marks obtained by the candidates in written test will be uploaded on the website.
4. The candidates scoring higher merit will be considered against the posts in question. A waiting list 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 with prior approval of the competent authority), his/her candidature will be cancelled and the candidates in waiting list shall be offered appointment till all the notified vacancies of Junior Draftsman are filled up.
5. In case two or more candidates secure equal merit, then the candidate older in age will rank higher in the order of merit list at the time of final selection.
6. In case two or more candidates secure equal merit and their date of birth may happen to be the same then the candidate having higher percentage in educational qualification shall rank higher in the order of merit list at the time of final selection.
7. Final Merit list prepared on the basis of marks in written test will be uploaded on the website & on the basis of said merit, candidates will be called for scrutiny of original documents and checking up eligibility conditions.

### **GENERAL INSTRUCTIONS :**

1. Examination Centres 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 one hour before the scheduled time along with admit card-cum-Roll No. Slip and the same passport size photograph as uploaded in the ON-LINE Application form, so that proper frisking of the candidates could be made.

2. No request for change of examination centre will be entertained.
3. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale.
4. 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 fulfil the eligibility conditions to the post applied for before the last date of submission of application. No Interview will be conducted.
5. 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 maybe.
6. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as belonging to EWS:-
  - a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1<sup>st</sup> Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar and
  - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
7. The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.
8. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled.

#### **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 and 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) obtaining support for his/her candidature by unfair means, or
- (vi) 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.