

**TOWN PLANNING WING
DEPARTMENT OF URBAN PLANNING
CHANDIGARH ADMINISTRATION,
5th Floor, UT Secretariat Building, Sec-9, Chandigarh.**

RECRUITMENT NOTICE

ON-LINE applications are invited on or before **15.01.2024** by 11:59 P.M. from eligible candidates for filling up **One (01) post of Junior Draftsman (Unreserved)** in the pay matrix Level-04 (with initial start of Rs.25,500/-) as per 7th CPC as per Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023 in the Town Planning Wing, Deptt. of Urban Planning, Chandigarh Administration, under the provisions laid down in the Recruitment Rules i.e. Department of Urban Planning, Town Planning Wing (Technical Group-C) Service Rules, 2001, on regular basis as per detail given below:-

Sr. No.	Name of the Post	Category	Total no. of the Post
1.	Junior Draftsman	Unreserved	01 (One)

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. 25.12.2023**. Eligible applicants may submit online applications. The last date for submission of the application form will be **15.01.2024** and for deposit of fee, the last date will be **18.01.2024**. The application other than online mode shall not be accepted.

NOTE :-

1. Number of post mentioned above is tentative and may vary.
2. 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.
3. The candidate must ensure that he/she fulfills all the education qualification, experience, age relaxation etc. before the last date of submission of application..
4. The candidates are required to get their CGPA converted into percentage of marks from their respective Universities / Institutes.

**Chief Architect
Dept. of Urban Planning
Chandigarh Administration**

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Sr. No.	Name of the Post	Category	Total no. of the Post
1.	Junior Draftsman	Unreserved	01 (One)

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.

ABBREVIATIONS

Category: UR - Unreserved

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. 25.12.2023**. Eligible applicants may submit online applications and deposit the requisite fee starting from **25.12.2023**. The last date for submission of the application form will be **15.01.2024** and for deposit of fee, the last date will be **18.01.2024**. The application other than online mode shall not be accepted.

Note:-

- i)** Number of post 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.

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 in Level-04 (7th CPC) as per Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023
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) Matriculation of a recognised University or its equivalent or 10+2 pass.
- (ii) 3 years diploma in Architectural Assistantship.

OR

I.T.I certificate/Diploma in Civil Draftsman or its equivalent from any Institution recognised by the Central Government/State Government with one year experience under qualified Architect/Town Planners after attaining qualifications.

- (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.

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) :-

Rs. 1000/-

AGE/ AGE RELAXATION

- (i) Unreserved candidates should not be below 18 years and above 27 years of age as on 01.01.2023.
- (ii) Relaxation upto 40 years only (General 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 be applicable to the employee of Boards/Corporations etc.
- (iii) 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.

(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 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, 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.
 - i) Personal demographic details including Date of Birth and Nationality.
 - ii) Mobile Number.
 - iii) Personal Email ID.
 - iv) 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 10th, 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 only “Rupay” Debit Card and NEFT/RTGS(e-challan) options are available.**
- 18) Application fees (non-refundable) amounting to as shown below will be payable. The last date for depositing the fee will be as per schedule mentioned above.

Application Fee:- Rs. 1000/- for all categories.

- 19) It is important to note that, if NEFT/RTGS (e-challan) option is chosen, the requisite application/examination fee can be deposited in ANY Bank. 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: -
 - (i) Relevant Degree/Diploma Certificate.
 - (ii) Reserve Category Certificate issued by the Competent Authority (if applicable).
 - (iii) Original counterfoil of the Fee Payment Challan.
 - (iv) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 - (v) Certificate as proof of age relaxation, if claimed.
 - (vi) 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
- 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 POST

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.

Sr. No.	Components	Marks
1.	Town Planning Studies on the subject which has practical impact on the job such as Planning aspects, Zoning Plans- objectives & types, Urban Controls, Architectural Drawings, Planning Process, Introduction to Urban Land Uses and their management etc.	40 marks
2.	Communication Skills	10 marks
3.	Mental Ability.	20 Marks
4.	Proficiency of application of software relating to the Town Planning Design and Drawing Preparation. (CAD based commands for drawing purpose commands in 2D and 3D as well)	30 Marks

SELECTION PROCEDURE:

1. The question paper & the answer Key of written test will be uploaded on the website on the 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.
2. No candidate will be considered to have qualified in the written test unless or until he/she has obtained at least qualifying 50% marks i.e. 50 out of 100.
3. Result Gazette/Merit List will be uploaded on the website as soon as it is prepared.
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 the notified vacancy of Junior Draftsman is filled up.
5. In case two or more candidates secure equal marks, 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 candidate will report at the Examination Centre one hour before the scheduled time alongwith **Admit Card-cum-Roll No. Slip affixing thereupon 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. 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 the eligibility conditions to the post applied for before the last date of submission of applications. No Interview will be conducted.

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 is already working in the Chandigarh Administration as per rules.
