

**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 **22.10.2021 by 11:59 P.M** from eligible candidates for filling up Two (02) posts of Planning Officer in the pay scale of Rs.10300-34800+5000/- Grade Pay (subject to further revision) & One (01) post of Area Investigator in the pay scale of Rs.10300-34800+3600/-Grade Pay (subject to further revision) in the Town Planning Wing, Deptt. of Urban Planning, Chandigarh Administration under the provisions laid down in the Recruitment Rules, 2001, on regular basis as per detail given below:-

(i) (Post Code - CC#01) Planning Officer- 02 Posts

(UR - 01, SC - 01) (Pay Scale - Rs. 10300-34800 + 5000/- Grade Pay) Initial Pay Rs.18450/- (subject to further revision see Pay & Period of Probation).

(ii) (Post Code - CC#02) Area Investigator- 01 Post

(UR - 01) (Pay Scale - Rs.10300-34800 + 3600/- Grade Pay) Initial Pay Rs.14430/- (subject to further revision see Pay & Period of Probation)

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

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, SC - Scheduled Castes

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. **27.09.2021**. Eligible applicants may submit online applications and deposit the requisite fee starting from **29.9.2021**. The last date for submission of the application form will be **22.10.2021** and for deposit of fee, the last date will be **26.10.2021**. The application other than online mode shall not be accepted.

Note:-

- i) Number of posts mentioned above is tentative and may vary.
- ii) The Chief Architect, Deptt. of Urban Planning, Chandigarh reserves the right to change any condition / criteria or cancel the recruitment process without assigning any reason.
- iii) The requisite education qualification and experience should be completed on or before the closing date for submission of application form.
- 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 three years as per the Punjab Government's Notification No. G.S.R.56/Const./Art.309/Amd.(18)/2016 dated 05.09.2016 as adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2016/31807 dated 30.11.2016.

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

NOTE (2): During the period of probation of 3 years and extended period of probation, if any, the selected candidates will draw emoluments as per Government of Punjab No. 7/204/2012-4FP1/60 dated 15.01.2015 and letter No.7/204/2012-4FP1/66 dated 15.1.2015 duly adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)- 2015/14387 dated 10.7.2015 as mentioned below:-

1. 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 and subject to further revision as per latest Govt. of Punjab, Finance Department (Finance Personnel-1 Branch) letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 duly adopted by the Chandigarh Administration, Finance Department vide letter NO. 7000/1/2-F&PO(7)/2020/12240 dated 17.09.2020.
2. After completion of period of probation successfully, the employee will be entitled Pay & Allowances as per instruction issued by Chandigarh Administration from time to time for new appointments.
3. Period of probation and extended period of probation, if any, will not be countable towards period of service in the timescale.
4. An employee 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.
5. 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.

EDUCATIONAL AND OTHER QUALIFICATIONS:-

PLANNING OFFICER

- (i) Bachelor of Technology(Planning) or Bachelor of Planning or equivalent Degree in Town Planning;
Or
- (i) Bachelor Architecture or any other equivalent Degree in Architecture recognized by the Institute of Architects (India).
Or
- (ii) Degree in Civil Engineering or AMIE(Civil) or any other equivalent Degree in Civil Engineering recognized by the Institute of Engineers (India) for its membership.

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.

AREA INVESTIGATOR

(i) Master of Arts Degree in Statistics or Economics or Sociology or Geography.

Or

(ii) A second class Graduate with Statistics, Economics, Geography or Sociology as one of the compulsory subjects with five years experience in collections compilation and analysis of statistics data in Government/Semi Government/Autonomous bodies.

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.

APPLICATION FEE (NON-REFUNDABLE):

General Category : Rs. 1000/-
SC Category : Rs.500/-

AGE/ AGE RELAXATION

1. FOR POST CODE CC# 01 &CC#02

- (i) Unreserved candidates should not be below 18 years and above 37 years of age as on 01.01.2021.
- (ii) Candidates belonging to Scheduled Caste category should not be below 18 years and above 42 years of age as on 01.01.2021.
- (iii) Relaxation upto 40 years only for employees of the Chandigarh Administration, however, this relaxation shall not be applicable to the employee of Boards/Corporations etc.

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.** Candidates can apply for both the posts of **Planning Officer and Area Investigator**, if eligible, by submitting separate application for each post alongwith separate processing fee as indicated in the NOTE under heading "APPLICATION FEE".
- 2.** Before applying online candidates must have a scanned copy of Signatures and passport size photograph without sunglasses [covering 75% portion of face] having size less than 50 KB each. Extension of Photo must be.jpg
- 3.** The candidates have to apply 'ONLINE' only on website from **27.09.2021 (09.00 A.M) upto 22.10.2021 (11:59 P.M)**. Applications in any mode other than Online mode will not be entertained.
- 4.** Applicants shall be allotted online Registration Number. Candidates are advised to note their registration number and password immediately after generating by the system and keep it with them confidentially and should not share with anybody. Town Planning Wing, Deptt. of Urban Planning U.T., Chandigarh shall not be liable for any breach done by anyone using the registration number and password shared with anybody by the candidates.
- 5.** The Fee Challan will be generated after filling the online form. Get the printout of the Fee Challan. Thereafter, the candidates shall have to report

to the designated banker (State Bank of India), 24 hours after the Registration, alongwith the downloaded Fee Challan for depositing the fee. Application Fee Rs. 1,000/- for General Category and Rs. 500/- for Reserved Category. **Last Date for submission of fee is 26.10.2021 by 4.00 p.m.** Fee paid in any other bank/through any other mode will not be considered. Fee once paid is not refundable.

6. In case any candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be processed further.
7. If by mistake any candidate fills in wrong data, he/she can correct the data till closing date i.e. **22.10.2021 up to 11.59 P.M.** by entering his/her registration number and password. Thereafter, no editing can be done because the data will be locked and no change will be allowable/acceptable.
8. For any clarification regarding the online filling of the form, the candidate can call at help-line numbers 0172-2740163, on all working days from 9.00 am to 5.00pm. Candidates may send their queries only through e-mail **duprectt2021@gmail.com**
9. Candidates shall be responsible for any mistake made by them in the online application form.
10. **Conditions which may render you ineligible**
 - Insufficient fee;
 - **Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;**
 - Wrong/incomplete information given in the Application Form;
 - Candidates debarred by any government department/board/commission;
 - Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
11. 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 will, 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 candidate.
12. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above.
13. The venue, date and time of Written Test, will be uploaded on the web-site. Candidates are advised to visit the site on regular basis for updates. No separate/ individual intimation through post etc. will be sent.

CRITERIA FOR FILLING UP THE POSTS

PLANNING OFFICER

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 no negative marking. The medium of examination will be English.

Sr. No.	Components	Marks
1.	Urban and Regional Planning, Master Plan, Sustainable Urban Development, Transportation Planning, Architecture Design, Building Construction, Building Course, Building Services, Building Materials & Building Bye laws.	50 marks
2.	Analytics of software relating to two dimensional as well as three dimensional CAD/GIS software relating to the Design and Drawing Preparation.	30 marks
3.	Reasoning Ability and Knowledge of English	10 Marks
4.	Current Affairs and General Knowledge	10 Marks

AREA INVESTIGATOR

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 no negative marking. The medium of examination will be English.

Sr. No.	Components	Marks
1.	Basic Knowledge of Statistics, Research Methods & Analysis & Regional development and planning, Industrialization and Urbanization in India.	50 marks
2.	Reasoning Ability and Knowledge of English	30 Marks
3.	Current Affairs and General Knowledge	20 Marks

SELECTION PROCEDURE:

1. The question paper & the answer Key of written test shall be uploaded on the website on the next day of 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 has obtained at least qualifying 40% marks i.e. 40 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 Planning Officer and Area Investigator 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 alongwith 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 fulfill the eligibility conditions to the post applied for. 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 may be.

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.