



CHANDIGARH ADMINISTRATION CLERK 2026

NOTIFICATION OUT

TOTAL VACANCY 257

DETAIL EXPLANATION

APPLY NOW



SCO 128-129, 4th floor Sector 34-A, Chandigarh Ph-93160-68310, 93164-88310

Events	Timeline
Opening Date for submission of online application	06.04.2026 at 11:00 AM
Closing Date for submission of online application	26.04.2026 at 11:59 PM
Last Date for depositing of Examination Fee	29.04.2026 at 11:59 PM
Schedule of Written Examination (OMR Based)	To be notified later
Result of Written Test (OMR Based)	To be notified later
Schedule of Typing Test (on Computer)/Proficiency Test (On Computer) (in English)	To be notified later
Result of Typing (on Computer)/Proficiency Test (On Computer) (in English)	To be notified later
Helpline E-mail ID	dper.rectt@gmail.com
Website	https://chandigarh.gov.in/information/public-notices

PAY SCALE

Clerk: Pay Level-2 (Rs. 19,900-63,200) in the Pay Matrix as per 7th CPC

Steno-Typist: Pay Level-3 (Rs. 21,700-69,100) in the Pay Matrix as per 7th CPC

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DETAILS OF THE VACANCIES:

Clerks -234*	Steno-Typist - 23*
UR - 115	UR-12
SC-36	SC-04
OBC-68	OBC-06
EWS - 15	EWS - 01
ESM* - 23	ESM*-02
PwBD*- 24	PwBD*-04
(VH-07, HH-07, OH-02, & Other-08)	(VH-02, HH-01 & Other-01)
* They will consume the point/quota of the category to which they actually belong	

Age Limit /Age Relaxation

- The candidates of all the categories should not be **below the age of 18 years and should not be above 27 years** of age as on closing date for submission of online application.
- Permissible relaxation in upper age limit (as on closing date for submission of online application} for different categories in accordance with extant Rules/Guidelines are under:

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Sr.No.	Category	Age-relaxation permissible beyond the upper age limit as on closing date for submission of online application
1.	SC	05 Years
2.	OBC	03 Years
3.	PwBD (Unreserved)	10 Years
4.	PwBD (SC)	15 Years
5.	PwBD (OBC)	13 Years
6.	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date for submission of online application.
7.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years

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8.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC)	08 years
9.	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age as on closing date for submission of online application.
10.	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC)	Up to 40 years of age as on closing date for submission of online application.
11.	Chandigarh Administration Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. This relaxation shall not applicable to the employee of Boards/Corporations etc., being Common Cadre posts of the Departments of Chandigarh Administration. Note: The employees who are working on Contract and Adhoc Basis as on closing date for submission of online application are not considered as Government Employees	Up to 40 years of age as on closing date for submission of online application.
12.	Chandigarh Administration Employees (SC): Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. This relaxation shall not applicable to the employee of Boards/Corporations etc., being common cadre posts of the Departments of Chandigarh Administration	Up to 45 years of age as on closing date for submission of online application.

Essential Educational Qualifications

For CLERK:

- (i) **Bachelor Degree** from a recognized University;
- (ii) Proficiency in Operation of Computer (**Word Processing and Spread Sheets**).
- (iii) Skill Test Norms: Typing Speed of **35 w.p.m.** in English on Computer.
- (iv) **ICT Training Course on Computer (CCC) of 80 hours** as per instructions issued by the Department of Personnel, Chandigarh Administration vide circular No. 28/69-IH(12)/Pers. &Trg./2025/1699 dated 10.12.2025 (Annexure-V) [To be furnished at the time of Document Verification].

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For STENO-TYPIST:

- (i) **Bachelor Degree** from a recognized University;
- (ii) Proficiency in Operation of Computer (**Word Processing and Spread Sheets**);
- (iii) Skill Test Norms:

Dictation: 10 Minutes @ 80 w.p.m.

Transcription: 50 minutes (on Computer) in English

- (iv) **ICT Training Course on Computer (CCC) of 80 hours** as per instructions issued by the Department of Personnel, Chandigarh Administration vide circular No. 28/69-IH(12)/Pers. & Trg./2025/1699 dated 10.12.2025 (Annexure-V) [To be furnished at the time of Document Verification].

APPLICATION FEES

UR/OBC/Dependents of Ex-Serviceman/EWS : Rs. 1000/-

SC/PWD/Ex-Serviceman : Rs. 500/-

Fee can be paid online through UPI, Internet Banking or by using RuPay Debit Card and Credit Card.

Scheme of Examination

The OMR Based Examination will be conducted in two tiers as indicated below:

- **CLERKS and STENO-TYPISTS (ENGLISH) (for both) Written Test (ENGLISH) of all eligible candidates (Two papers of 100 marks each of 2 hours duration) : 200 marks**
- Each question will carry **1 mark**. There will be **no negative marking**. The medium of examination will be English.

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FIRST PAPER - MORNING SESSION: 10.00 AM TO 12.00 NOON

English (Upto 12th level) : 40 marks

General Knowledge : 40 marks

Computer Proficiency : 20 marks

SECOND PAPER - EVENING SESSION: 02.00 P.M TO 04.00 P.M

Mathematics (upto 10th level) : 40 marks

Statistics (upto 10th level) : 30 marks

Aptitude (Reasoning Verbal & Non-verbal): 30 marks

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TYPING TEST (ON COMPUTER) AND PROFICIENCY TEST

FOR THE POSTS OF CLERKS ONLY

Typing Test in English on Computer for 10 minutes @ 35 words per minute

Only Qualifying Test (No marks/Weightage)

FOR THE POSTS OF STENO-TYPISTS ONLY

Stenography Test in English : Only Qualifying Test (No marks/Weightage)

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

*Thank
you*

