



CHANDIGARH ADMINISTRATION
HOME GUARDS DEPARTMENT, UNION TERRITORY, CHANDIGARH.

No. **816** /DCHG/E-1/F-198 dated Chandigarh the: **14/03/2024**

Subject: Regarding framing of Recruitment Rules in respect of all the Group A, B & C posts as per Central pattern.

Please refer to the subject cited above.

2. Enclosed please find herewith draft Recruitment Rules for various posts of Company Commander(HQs), Assistant to District Commandant, Platoon Commander (HQs), Havaldar Instructor, Quarter Master and Despatch Rider of Home Guards Department, UT Chandigarh for uploading the same on the website of Chandigarh Police for 30 days to invite comments from the stakeholders, as desired by the Senior Officers. All stakeholders are advised to go through the draft Recruitment Rules and submit their comments/suggestions, if any, within 30 days through email at ddohg-chd@nic.in.

B.S. Indu
14.3.2024
 (Company Commander(HQs),
 for Asst. Commandant General Home Guards,
 Union Territory, Chandigarh.

Encl- As above.

I/C Computer Section.
PHQ, Sec-9, Chandigarh.

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 for Asst. Commandant General Home Guards,
 Union Territory, Chandigarh.

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PHQ, Sec-9, Chandigarh.

SCHEDULE

Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Company Commander (HQs)	01 (2024) subject to variation depending on work load	General Central Civil Services Group 'B' (Non Ministerial)	Level-6 (35400-112400)	Selection	Not applicable	Not applicable Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&Trg.-2019/17927 dated 25.11.2019	Not applicable	one year	By promotion failing which by deputation/absorption.	By promotion: from amongst the Platoon Commander/Assistant to District Commandant who have an experience of working as such for minimum period of six years and senior most in their cadre. By deputation: From the official of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member.	Not Applicable

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Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Assistant to District Commandant	01 (2024) subject to variation depending on work load	General Central Civil Services Group 'B' (Non Ministerial)	Level-6 (35400-112400)	Selection	Not applicable	Not applicable Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&Trg.-2019/17927 dated 25.11.2019	Not applicable	one year	By promotion failing which by deputation/absorption	By promotion: From amongst the Quarter Master who has an experience of working as such for minimum period of 10 years. By deputation: From the official of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member..	Not applicable

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Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Platoon Commander (HQs)	01 (2024) subject to variation depending on work load	General Central Civil Services Group 'B' (Non Ministerial	Level-6 (35400-112400)	Selection	Not applicable	Not applicable Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&Trg.-2019/17927 dated 25.11.2019	Not applicable	one year	By promotion failing which by deputation/absorption	By promotion: from amongst the Havaldar Instructors who have an experience of working as such for minimum period of 10 years and senior most in their cadre. By deputation: From the official of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member..	Not Applicable

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Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/ absorption to be made	If a Departmental Confirmation Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Havaldar Instructor	02 (2024) subject to variation depending on work load	General Central Civil Services Group 'C' (Non Ministerial	level-4 (25500-81100)	Non Selection	Between 18 years and 27 years (Relaxable in accordance with the instructions issued by Gol, Central Govt, Chd Adm from time to time)	10+2 from a recognized Board/Institute Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&Trg.-2019/17927 dated 25.11.2019	Not applicable	two years	By deputation/absorption failing which by direct recruitment.	By deputation from amongst the constables of department of Home Affairs and Justice (Police Org) in Pay Level 3 of Pay Matrix of 7 th CPC with minimum 5 years experience & who are certified to be fit for appointment by the department or from the official of Central Government/State Government/Union Territory Administrations hold analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member.	Not Applicable

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Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/ absorption to be made	If a Departmental Promotion/Confirmation Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Quarter Master	01 (2024) subject to variation depending on work load	General Central Civil Services Group 'C' (Non Ministerial	level-4 (25500-81100)	Non Selection	Between 18 years and 27 years (Relaxable in accordance with the instructions issued by Gol/Chd. Admn from time to time)	10+2 from a recognized Board/Institute Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&T rg.- 2019/17927 dated 25.11.2019	Not applicable	One year in case of promotion and two years in case of direct recruitment	By promotion failing which by deputation/absorption failing which by direct Recruitment.	By promotion from Dispatch Rider with minimum 8 years qualifying service. By deputation: From the official of Central Government/State Government/Union Territory Administrations hold analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, DPC for promotion/DCC for confirmation in case of direct recruitments. <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member.	Not Applicable

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Name of post	No of posts	Classification of post	Pay Band and Grade Pay/Pay Scale	Selection post or Non-Selection post	Age limit for Direct Recruits	Educational and other qualifications prescribed for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of Recruitment by Promotion/Deputation/absorption grades from which promotion/deputation/ absorption to be made	If a Departmental Confirmation Committee exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Des-patch Rider	01 (2024) subject to variation depending on work load	General Central Civil Service (Group 'C') Non-Ministerial	level-2 (19900-63200)	Not Applicable	Between 18 years and 27 years (Relaxable in accordance with the instructions issued by Gol/Chd Adm from time to time)	10+2 from the recognized board/institution and possess motorcycle driving license with experience of at least three years from Centre/State/ UT. Note: ICT Course is mandatory as per Instructions issued by the Chandigarh administration letter no. 28-6-IH(12)/Pers.&Trg.-2019/17927 dated 25.11.2019	Not applicable	two years	By deputation/absorption/failing which by Direct Recruitment.	By deputation: From the official of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay.	Yes, <u>Composition of Committee</u> SP/HQs as Chairman, District Commandant Home Guards as member, DSP/W&CSU as member.	Not Applicable