

No. RR(90)-IH(9)/2020/ 7060
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 15/07/2020

To

All the Heads of Departments/Offices/Institutions
Chandigarh Administration

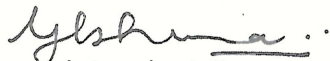
**Subject:- Regarding uploading of Recruitment Rules and Vacancy position
on website of Chandigarh Administration.**

Sir/Madam

I am directed to address you on the subject note above and to state that a software, namely 'Recruitment Rules and Vacancy Management System' has been inaugurated by Hon'ble Governor and U.T. Administrator. It has been decided by this Administration to start the online process for updating the data entry in respect of the vacancies of Clerical/Steno cadre by various departments of Chandigarh Administration. The software can help the department to take timely action to fill up the vacancies & update the Recruitment Rules to reflect the current needs of the administration. The software has the potential to streamline the functioning of the department.

2. It is, therefore, requested to appoint the Superintendents/
Administrative Officers/Section Officers of various Establishments as Nodal officer and send his/her mobile number and e-mail addresses to this department for creation of Login-IDs and passwords, within a week, positively.

Yours faithfully


Superintendent Personnel
for Secretary Personnel
Chandigarh Administration