

Estt. Branch (Diary)
Diary No. 8453
Date. 22-5-19
Signature

No. 28/69-IH(12)/Pers. & Trg.-2019/ 8006  
 Chandigarh Administration  
 Department of Personnel & Training

Suptd. Estt.  
 DGP office

Chandigarh, dated the 20/5/19

To

All the Administrative Secretaries/  
 HoDs/ Boards/ Corporations  
 Chandigarh Administration.

Subject: Mandatory basic ICT Skills training for the officers/ officials of  
 Chandigarh Administration – clarifications regarding.

\*\*\*\*

Sir/Madam

I am directed to refer to this Administration's letter No. 28/69-IH(12)-2018/16687 dated 08.08.2018 on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified :-

- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and promotions/increments for all posts in the Chandigarh Administration :-

Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts (ACC) – 20 hours OR Basic Computer Concepts (BCC) – 36 hours	D
2.	Course on Computer Course (CCC) – 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the recruitment rules of different service cadres for making the provisions of mandatory ICT skills at entry level as well as in-service officers/officials for promotions and increments with the approval of competent authority.
- iii) The candidates who have Certificate/ Diploma/ Bachelor's OR Master's Degree in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills course.
- iv) The candidates at entry level will submit the certificates of ICT Skills Course from a Govt recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DCEACC) of Govt of India OR from NIELIT and its authorized institutions at the time of their appointment.

Handwritten signature

E-I/II  
 RE-3  
 25/5

3

- v) The officers/ officials (Group-A,B,C&D) shall undergo for ICT skills courses for promotion/ increments as per instructions issued by this Department vide letter No.28/69-IH(12)-2018/16687 dated 08.08.2018.
- vi) The employees who have crossed the age of 55 years and Drivers, Malies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training.
- vii) The faculties of Computer Science & Engineering as well as employees who already have certificates/ diplomas in Computer Skills are also exempted from undergoing the said ICT skills training.

Yours faithfully,

*Harrish*

Special Secretary Personnel & Training  
for Secretary Personnel & Training  
Chandigarh Administration

Scanned with CamScanner

No. 28/69-IH(12)-2018/16687  
CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL & TRAINING

Chandigarh, dated the 08-08-2018

Rec No. 6800/R/SSP/HQ  
Dated. 13-8-18

To

All the Administrative Secretaries /  
Heads of Departments / Offices / Boards / Corporations,  
Chandigarh Administration

Estt. No.	14069
Date	09/08/18

Subject:- Mandatory basic ICT skills for the officers / officials of  
Chandigarh Administration-regarding

Sir/Madam,

In supersession of all previous orders / letters of this Department on  
the subject noted above I am to inform you that the Chandigarh Administration  
has now decided to impart ICT Skills training to its officers / officials as under,  
instead of NIELIT:-

- i) Training to Group 'A' officers will be given by SPIC, IT Park Chandigarh.
- ii) ICT Skills Training to Group B, C and D employees will be given by the following Institutions:-
  1. The Chandigarh College of Engineering & Technology (Degree Wing), Sector- 26, Chandigarh
  2. The Chandigarh College of Engineering & Technology, (Diploma Wing), Sector- 26, Chandigarh
  3. The Government Polytechnic for Women, Sector-10, Chandigarh
  4. The Government ITI for Women, Sector-11, Chandigarh.
  5. The Government ITI, Sector- 28, Chandigarh.

2. The Directorate of Technical Education, Chandigarh Administration has been nominated as "Nodal Agency" for imparting the ICT Skills Training

3. You are, therefore, requested to send the details of the officers / officials [Group A, B, C & D], who have not attained the age of 55 years, to the Director, Technical Education Chandigarh Administration immediately.

4. This has the approval of Adviser to the Administrator, Union Territory, Chandigarh.

Special Secretary Personnel & Training  
for Adviser to the Administrator,  
Chandigarh Administration Sectt.

Endst. No. 28/69-IH(12)-2018/16688

Dated 08-08-2018

A copy is forwarded to the Director, Technical Education  
Chandigarh Administration for information and immediate necessary action

Special Secretary Personnel & Training  
for Adviser to the Administrator  
Chandigarh Administration Sectt.

Scanned with CamScanner