

CHANDIGARH ADMINISTRATION

CHANDIGARH TRANSPORT UNDERTAKING
701, INDUSTRIAL AREA, PHASE-I,
CHANDIGARH

RECRUITMENT FOR THE POSTS OF BUS CONDUCTOR (GROUP-C)

Online applications are invited from the Male Indian nationals for the posts of Bus Conductor on a regular basis in Chandigarh Transport Undertaking (CTU) U.T. Chandigarh: -

Advertisement No.01/2023

Item(s)	Timeline
Opening date for submission of online application	16/03/2023
Closing date for submission of online application	10/04/2023
Last date for submission of fees	15/04/2023

CTU Website: www.chdctu.gov.in

IMPORTANT

1. Candidates to ensure their eligibility for the examination:

The Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to the examination. Their admission to the examination shall be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate shall not imply that his/her candidature has been finally cleared by CTU. The CTU takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for the Main Written Examination Test.

Note: The decision of the CTU with regards to the eligibility or otherwise of a candidate, for admission to the Examination, shall be final.

2. Last date for receipt of applications:

The online application can be submitted up to 10/04/2023. The eligible candidates shall be issued an e-Admit Card well before the commencement of the Examination. The e-Admit Card will be made available on the website www.chdctu.gov.in for downloading by the candidates using their Registration No. and Password. No Admit Card will be sent by Post.

3. Category wise bifurcation of the vacancies (Table-A):

Male Candidates only		Ex-servicemen / DSEM (13%)	Total
General	54	07	61
Scheduled Caste	20	03	23
Other Backward Class	31	04	35
EWS		12	12
Total			131

Note: The number of posts may increase to 320. In case the posts are increased by 189, then the bifurcation of the total No. of posts will be as under:

Category wise bifurcation of the deemed abolished vacant posts (Table-B):

Male Candidates only		Ex-servicemen / DSEM (13%)	Total
General	126	18	144
Scheduled Caste	50	07	57
Other Backward Class	75	11	86
EWS	33		33
Total			320

Note:

- i) The vacancies to be fallen vacant during the intervening period of recruitment process will also be included in the advertised vacancies and will be filled up through this recruitment process itself.
- ii) The number of vacancies may increase depending upon revival of posts as mentioned at Table-B.
- iii) In case no eligible ex-serviceman is available for recruitment against an ESM vacancy, such a vacancy shall be filled in by recruitment of one Lineal Deceased (LD) of an ex-serviceman in respective category. The Lineal Descendent certificate should be issued by Zila Sainik Welfare Office and Lineal Descendent Certificate issued by any other authority will not be considered & it will be rejected immediately. Lineal Descendent means sons/daughter married/unmarried/ legally divorced of the re-employed/unemployed ex-servicemen/DSM.

4 Pay Scales: The Pay Scales shall be as and when finalized by Chandigarh Administration as per the rules.

5. Centre of Examination:

The Written Examination will be held at Chandigarh depending on the number of applications received. However, in case applications exceed the examination centre's capacity, then it can also be held in Panchkula.

6. Selection Criteria: -

- (a) All eligible candidates shall be called for a written test (objective type multiple choices).
- (b) **Syllabus for Written test:** There will be **one Paper having two parts of two hours duration** carrying 100 Multiple Choice Questions as under:-
Part-I
 - (i) Numerical Ability -- 15 Questions
 - (ii) English (only up to 10th standard,
(No translation in Hindi and Punjabi) -- 10 Questions
 - (iii) General Knowledge & General Behaviour -- 15 Questions
 - (iv) Elementary Computer Knowledge -- 10 Questions

Part-II

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|-------|----------------------------|-----------------|
| (i) | Knowledge of Traffic rules | -- 20 Questions |
| (ii) | First Aid | -- 10 Questions |
| (iii) | General behaviour & Safety | -- 20 Questions |

There will be no negative marking. However, the qualifying marks shall be 25% for SC candidates and 30% for other categories. The question paper for each test shall be in Hindi, English & Punjabi languages.

- (c) **Final Selection:** The final selection shall be made on the basis of marks /merit obtained after combining the marks of both written tests. In case two or more candidates secure equal marks/merit at the last point, the candidates elder in age shall be considered for selection. **THERE SHALL BE NO PERSONAL INTERVIEW.** Waiting lists shall also be prepared in each category.

Note: Candidates are not permitted to bring and use a calculator in the Examination Hall for Written Examination.

7. **Eligibility Criteria:** Must be Indian Nationals Only.

8. **Age Limit:**

The candidate should not be less than 18 years of age and maximum 37 years for General Category as on 01.01.2023.

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
1.	Scheduled Caste	05 years
2.	Other Backward Classes	03 years
3.	Ex-Service Men/DSM	As per Rules*

*Candidates belonging to Ex-Servicemen/DSM category shall be allowed to deduct the period of his service in the Armed Force of the Union from his actual date and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned service rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

9. **Evidence of Age:** The Matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.

10. **Educational Qualification:**

- 10+2 pass from any recognized board/University.
- Should hold a valid conductor's license issued from the Govt. recognized institute.

11. **Application Fees:**

The category wise application fee payable through Net Banking/Debit Card/UPI up to 11.55 p.m. of the closing date i.e. 15/04/2023 is as under:

Sr. No.	Categories of Candidates	Fees (Rs.)
1.	General/OBC/ESM/DSM(General)	Rs. 800/-
2.	Scheduled Caste/Ex-Service Man/DSM (Other categories)/EWS	Rs. 500/-

Note:- 1. Applications without fee shall be summarily rejected.
2. Fee once paid shall not be refunded under any circumstances nor can be held in reserve for any other examination or selection.

12. How to Apply:

Candidates are required to apply online using the website of the CTU i.e., www.chdctu.gov.in Detailed instructions for filling up online applications are available on the above-mentioned website. The applicants are advised to submit only single application. However, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the Highest Application Number is complete in all respects like applicant's details, photograph, signature, fee etc. The applicants who submit multiple applications should note that only the applications with Highest Application Number shall be entertained by the CTU and also that the fee paid against one Application Number shall not be adjusted against any other Application Number.

13. Serving Government Employees:

Serving Government Employees have to produce no objection certificate from their Head of Department at the time of verification/scrutiny of the documents.

14. Date of Written test:

The date of the written examination shall be made available on CTU websites i.e., www.chdctu.gov.in Candidates are directed to ensure to check website from time to time and CTU shall not be responsible for the same.

15. Correspondence with the CTU:

The CTU shall not entertain any correspondence with the candidates about their candidature except in the following cases: -

- a. If a candidate is not able to download his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination well before one working day the commencements of the examination, he/she should at once contact the CTU. Information in this regard can be obtained over Helpdesk EmailID ctuexams2023@gmail.com. In case no communication is received in the CTU office from the candidate regarding non-receipt of his/her e-Admit Card well before the examination, he/she himself/herself shall be solely responsible for non-receipt of his/her e-Admit Card. No candidate shall ordinarily be allowed to take the examination unless he/she holds an e-Admit Card for the examination. On downloading of e-Admit Card, the candidates should check it carefully for discrepancies/errors, if any, and should be brought to the notice of the CTU immediately.
- b. The decision of the CTU as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- c. Candidates must ensure that their Mobile Numbers & Email IDs given in their online application are valid and active.
- d. All communications to the CTU should invariably contain the following particulars: -
 1. Application Number
 2. Roll Number (if received)
 3. Name of candidate (in full and in block letters)
 4. Complete postal address as given in the applicationCommunication not containing the above particulars may not be attended to.
- e. Candidates should keep a record of their Application Number and password for future reference.

16. General Instructions:

- 1) The use of any mobile phone (even in the switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth device or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- 2) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination as arrangement for safe-keeping cannot be assured. CTU shall not be responsible for any loss in this regard.
- 3) Candidates are also advised not to bring any valuable/costly items to the venue of the examination as safe-keeping of the same cannot be assured. CTU shall not be responsible for any loss in this regard.
- 4) Candidates should ensure that the signature appended by them at all the places viz. the uploaded application form, attendance list, etc. should be identical. If any variation is found in the signature appended by a candidate, his candidature shall be liable for cancellation by the CTU.
- 5) No candidate shall be admitted to the examination unless he holds a certificate of Admission/ Admit Card issued by the CTU.
- 6) Due care should be taken by the candidates while filling up the online application form. Incomplete or defective application form shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.
- 7) The claim of reservation of SC will be accepted from all India Basis as per letter issued by the Department of Personnel, vide Memo No. 27/4/94-IH(7)-2003/23827 dated 23.12.2003 (Copy Enclosed).
- 8) In case of OBC category it shall be as per revised notification of Director Social Welfare, issued vide notification SW/OBC/2015/2451 dated 26.03.2015 and further Chandigarh administration, Department of Personnel, letter no. 27/4/94-IH(7)-2015/16074 dated 03.08.2015, by adopting castes from Chandigarh, U.T., state list (Copies Enclosed). Those who possess OBC certificate will have to produce the same at the time of scrutiny.
- 9) The change of any reserved category shall not be allowed at any stage after the completion of registration.
- 10) In case of EWS certificate should be issued by Tehsildar, U.T., Chandigarh, and should be issued after 01.04.2022 till the closing date of registration i.e. 10.04.2023.
- 11) Change of category shall not be permitted at any stage. However, if the applicant feels that he has filled in some detail wrongly, he can fill another form and fees should be deposited against the right form.
- 12) The documents pertaining to Bus Conductor License, 10th pass, Castes Certificate and ESM Discharge Book/Certificate etc. shall be verified at the time of Scrutiny of Documents. In case any document found

false/fake/incomplete, his candidature shall stand cancelled and the action shall be taken against him as per law applicable.

- 13) In case of any dispute the decision of the Director Transport, Union Territory, Chandigarh shall be the final and for any kind of legal complication, the jurisdiction shall be at Chandigarh.