

**Mandatory ICT skills Requirement for the post of Clerk as per letter no 28/69-IH(12)/ Pers & Trg - 2019/7927 dt 25/11/2019 issued by Chandigarh Administration.**

No. 28/69-IH(12)/Pers. & Trg.-2019/ 17487  
Chandigarh Administration  
Department of Personnel & Training

Chandigarh, dated the 25/11/2019

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

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In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers.&Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers.&Trg.-2019/8006 dated 20.05.2019, I am directed to address you 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 for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of 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 Concepts (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 training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.

iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.

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iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.

v) The employees who have crossed the age of 55 years and Drivers, Mailies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.

vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.

vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "D" employees shall be treated as valid for all intents and purposes.

Yours faithfully,

*Hans*  
Special Secretary Personnel & Training  
for Secretary Personnel & training  
Chandigarh Administration