

Annexure 'CSQ'

No. 28/69-IH(12)/Pers. & Trg.-2019/17427  
Chandigarh Administration  
Department of Personnel & Training

424

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

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.