

PROCEDURE FOR SUBMISSION OF ONLINE- APPLICATIONS :

- (1) The detailed advertisement and information is available on the Department website *www.Chandigarh.gov.in*
- (2) Applications will be accepted online (only) from **05.07.2023** to **25.07.2023** on the above mentioned website.
- (3) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled.
- (4) No application shall be entertained to any post in service unless he is:
 - (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugees, who has come over to India before the 1st January 1962 with the intention of permanently settling in India or
 - (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to any category (b), (c) & (d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/appointing authority).
- (5) No application shall be entertained by hand or by post in the Department.
- (6) Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as intimations for written Exam etc. will be sent through this.
- (7) Please scan your Photograph and Signatures (On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed **100 kb** each; otherwise you will not be able to submit your online application.
- (8) Please keep following details ready with you before clicking on the “Online Application Form” button for starting your online application.
 - (a) Personal demographic details including Date of Birth and Nationality.
 - (b) Mobile Number.
 - (c) Personal Email ID.
 - (d) Reservation Category Details, if any.

(e) Soft Copies of scanned Photograph and Signatures.

- (9) Fill out the form available on the website by clicking at the link "Recruitment in Office of State Disaster Management Authority (SDMA), Deputy Commissioner Office, Chandigarh Administration, Sector-17, U.T., Chandigarh".
- (10) Click on button "Online Form" and Carefully select ALL the posts (with Categories) you wish to apply for and fill all Registration details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidates. Click "Next".
- (11) This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
- (12) Click on "Complete Your Form" to complete the form. This will take you to "Educational Qualification" Page.
- (13) Fill information regarding 10th, 10+2, Diploma / Degree and Post Graduation (if done). Click "Next Step" after filling all qualification details. This will take you to "Other Information" Page.
- (14) Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.
- (15) Go through **Declaration** para carefully, if you fulfil all conditions and criteria of the Employment Notice, then and only then click the "**Declaration Confirmed & Accepted**" box. Any wrong information may put you in legal complications.
- (16) Preview the Application Form, check all particulars carefully. Click on "Edit" button to make changes, if any. Submit the Application form by clicking on the button "**Submit Form**".
- (17) Now you are ready to Pay Fee.
- (18) **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
- (19) Click on the Payment link to pay Fee in the mode most suitable to you. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on "I Agree" and then on "Initiate Payment".
- (20) Application fees (non-refundable) amounting to as mentioned below will be payable separately for each post. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.

Rs. 500/-in case of SC category

Rs. 1000/- in case of other category

- (21) Fee paid in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**
- (22) The candidates can check his/her fee transaction status by either clicking on payment link, logging in and then clicking on “Past Payments” (top Right corner) (Status “Successful” means Fee confirmed, Refresh if Status is “Pending” or “Not Completed”, Initiate transaction again if Status is “Failed”) OR logging in by entering his/her registration number and password on the website minimum 24 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.
- (23) Take **TWO** printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during verification of documents along with the original copies of following: -
- (a) Relevant Degree/Diploma Certificate.
 - (b) Reserve Category Certificate issued by the Competent Authority (if applicable).
 - (c) Original counterfoil of the Fee Payment Challan.
 - (d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 - (e) Certificate as proof of age relaxation, if claimed.
 - (f) Proof of being Departmental Candidate, if applicable.
- (24) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
- (a) Date of Enrolment.
 - (b) Date of Release/Discharge.
 - (c) Reason of Release/Discharge.
- (25) Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications.
- (26) **For any clarification regarding the online filling of the form, the candidate can email at sdmachd@gmail.com**