

OFFICE OF STATE DISASTER MANAGEMENT AUTHORITY (SDMA)
DEPUTY COMMISSIONER OFFICE, SECTOR-17
CHANDIGARH ADMINISTRATION
U.T., CHANDIGARH

RECRUITMENT NOTICE

Advt. No _____

Dated: _____

Recruitment for the Posts of Disaster Management Consultant and Data Entry Operator in the Office of State Disaster Management Authority (SDMA), Deputy Commissioner Office, Chandigarh Administration, Sector-17, U.T., Chandigarh.

Online applications are invited from eligible candidates for filling up the posts of Disaster Management Consultant and Data Entry Operator on temporary basis likely to be regularized in the office of State Disaster Management Authority (SDMA), Deputy Commissioner Office, Chandigarh Administration, Sector-17, U.T., Chandigarh.

For details regarding qualifications, age, experience, nationality of the applicant, category wise vacancies, selection criteria including details of written examination, application fee and how to apply online etc. as well as for other terms and conditions, candidates are advised to visit the department website www.Chandigarh.gov.in on which the link shall be available w.e.f. 05.07.2023. Eligible applicants may submit online applications and deposit the requisite fee. The last date for filling the application form will be 25.07.2023 and the last date for deposit of fee will be 28.07.2023. The fee for candidates for SC category will be Rs. 500/- per post and for all other categories, the fee is Rs. 1000/- per post. The Physically disabled candidates are exempted from payment of fee.

Note:

- i) Number of posts mentioned above is tentative and may vary.
- ii) The office of State Disaster Management Authority (SDMA), Chandigarh Administration, U.T., Chandigarh reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason.
- iii) The candidates are required to get their CGPA converted into percentage of marks from their respective Universities/Institutes.

State Disaster Management Authority (SDMA)
Deputy Commissioner Office,
Chandigarh Administration
U.T., Chandigarh

IMPORTANT INSTRUCTIONS/INFORMTION

- 1) Registration Form will be available at the website in English. Registration will begin in online format only w.e.f. 05.07.2023 to 25.07.2023. No other forms by any other medium shall be entertained. Last date for online registration will be 25.07.2023
- 2) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled.
- 3) The Reservation of posts will be as per policy of the Govt. and Chandigarh, Administration, and the details of posts under various categories mentioned are provisional.

- 4) **Fees:** Candidates belonging to Scheduled Caste category are required to deposit a fee of Rs. 500/- per vacancy per application form applied for. All others are required to deposit fee of Rs. 1000/- per vacancy per application form applied for, through Bank challan generated on submission of online application. Physically handicapped persons are exempted from application fees. The last date for depositing the fee will be **28.07.2023**
- 5) Applications without requisite fees or incomplete in any respect will be rejected without intimation.
- 6) Age as on 01.01.2023 – Not exceeding 65 years for Disaster Management Consultant and not exceeding 35 years for Data Entry Operator.
- 7) Educational Qualification -
- Disaster Management Consultant – Master's degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Data Entry Operator – Graduation in any discipline, Typing speed of 40wpm, Diploma Certificate Course (1 Year) in Computers, knowledge of MS Office suite (Word, Excel, Power Point etc.), Adobe Reader, internet, Email etc.
- 8) No TA/DA will be given for appearing in the test/interview.
- 9) Government Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.
- 10) Exam would be common for similar posts under different cadres. But merit list would be separate based on category wise for each vacancy. For example there could be a single exam for Disaster Management Consultant and Data Entry Operator.

DETAIL OF WRITTEN TEST

- i) There will be an objective type test of two (2) hours duration consisting of 100 objective type questions with multiple choice answers.
- ii) Written test will be held for all categories of posts in Chandigarh only.
- iii) Written Test will be held tentatively in the last week of September, 2023.
- iv) The scheme of the written test will be as under:-

Disaster Management Consultant

Sr. No.	Subject	Questions
1.	General English	15
2.	General Knowledge	10
3.	Mental ability/aptitude (Reasoning)	10
4.	Computer Proficiency	15
5.	Job related Disaster Management/skills as per qualification	50
	Total	100

Data Entry Operator

Sr. No.	Subject	Questions
1.	General English	20
2.	General Knowledge	20
3.	Mental ability/aptitude (Reasoning)	20
4.	Job related questions as per qualification	20
5.	Computer Test	20
	Total	100

- v) The medium of test will be English for Disaster Management Consultant.

- vi) For every wrong answer 1/4th marks will be deducted. There will be negative marking. Each question will be of 1 mark.
- vii) For posts mentioned above, written test will be conducted.
- viii) The question paper with the answer key will be placed on the website of department for inviting objections to answers, if any, on the same day after the termination of exam.
- ix) The objection to any answer can be filed by the candidates on the website itself on clicking the option of objection. The objections can be filed within three (3) days from the date of exam.
- x) The result/merit List, category wise, would be put on the website, within 15 days of exam.
- xi) In the case of two or more candidates obtaining equal marks, the candidate older in age shall be placed higher in the order of merit.

IMPORTANT TENTATIVE DATES

Availability of Link	05.07.2023
Starting of online filling of application forms	05.07.2023
Last date for filling of online application forms	25.07.2023
Last date for deposit of fees	28.07.2023

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**

GENERAL INSTRUCTIONS

1. Conditions which may render you ineligible

- a) Insufficient fee;
- b) Examination fee deposited in a bank other than designated Bank;
- c) Wrong/incomplete information given in the Application Form.
- d) Candidates debarred by any government department/board/commission.
- e) Non-fulfilment of any of the eligibility conditions, including those of age and educational qualifications.

2. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information generally is sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time, will be entirely by the candidates.

3. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website.
4. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.
5. Question Paper along with the Answer Key will be posted on the website, within one day after the examination, for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.
6. The candidates on merit equal to **03** times of number of vacancies of Disaster Management Consultant and **05** times of number of vacancies of Data Entry Operator shall be called for Interview.
7. In case, the candidates do not qualify the Interview test as per requirement then the next candidates on merit will be called for the Interview.
8. After qualifying the Interview, candidates equal to the number of vacancies to be filled up will be called for physical verification of documents. In case, any candidate fails to produce the requisite documents or remain absent for the said purpose, then the next candidate on merit will be called for physical verification of documents.
9. The selected candidates shall be paid fixed monthly emoluments of Rs. 1.00 Lacs for Disaster Management Consultant and Data Entry Operator of Rs. 22,000/- during the service period and as per instructions issued by the National Disaster Management Authority (NDMA) and State Disaster Management Authority (SDMA), Chandigarh Administration.

Note:-

1. Number of posts/ category mentioned above is tentative and may vary at the time of appointment.
2. The State Disaster Management Authority (SDMA), Chandigarh Administration, U.T., Chandigarh reserves its right to change any condition/criteria or cancel

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