

## **PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS**

1. The detailed advertisement and information is available on the website [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) .
2. Applications will be accepted online (only) **from 11-9-2017 to 06-10-2017** on the website [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) .
3. No application shall be entertained to any post in service unless he is:
  - a) a citizen of India or
  - b) subject of Nepal, or
  - c) a subject of Bhutan or
  - d) a Tibetan refugees, who come over the India before the 1st January 1962 with the intention of permanently settling in India or
  - e) a person of India 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 intension to 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)

4. No application shall be entertained by hand or by post in the Municipal Corporation, Chandigarh.
5. 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.
6. 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.
7. 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

e) Soft Copies of scanned Photograph and Signatures.

8. Fill out the form available on the website [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) by clicking at the link “Recruitment in MUNICIPAL CORPORATION, CHANDIGARH”. And then clicking on 'Registration' tab.
9. Read IMPORTANT INFORMATION and click 'Continue'.
10. Fill in the 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 candidature. Click 'Register'.
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. Go to step 2, and click on 'click here to select posts'.
13. Carefully select ALL the posts (with Categories) by selecting appropriate post and respective categories and click 'Add Post' you wish to apply for. Repeat same process for more posts and finally click on 'Continue to next step'.
14. Upload the scanned copies of photograph, signatures, fill in Address, Educational Qualifications, Experience and enter all your earlier Registration Numbers separated by commas to take benefit of fee deposited earlier. Click 'Update Information'.
15. This will take you to Confirmation page. Go through all the information, including photo and signatures, and **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice, then and only then check 'I Agree' box and click on “**I Agree and Confirm**” box otherwise click on 'Cancel' box. Any wrong information may put you in legal troubles. Check all the information.
16. Now you are ready to print Bank Challan.
17. Click on the link “**BANK CHALLAN**” and take a print out of the challan form.

18. **WAIT FOR 24 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
19. Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filling of application. 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 fees applicable for candidates of General category.
- **Rs. 250/- in case of SC category**
  - **Rs. 500/- in case of other category**
  - **Physically disabled persons are exempted from application fee.**
20. It is important to note that the requisite fee can only be deposited in any of State Bank of India branches, as the department has only nominated State Bank of India for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, you will get Candidate's Copy. Bank copy will be kept by the bank where you will deposit the fee.**
21. The candidates can check his / her fee confirmation by logging in by entering his/ her registration number and password on the website 48 hours after depositing the fee.
22. 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 counseling 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

If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -

1. a) Date of Enrollment
2. b) Date of Release/Discharge
3. c) Reason of Release/ Discharge

23. Any correction in the particulars can be made by the candidate himself/herself on the website up to Closing Date of submission of Applications. For this purpose, the candidate has to log in by entering his/ her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to deposit of fee. No correction can be made by the candidate after the closing date.

24. **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-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

25. 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 be 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.

26. For any clarification regarding the online filling of the form, the candidate can call at Municipal Corporation, Chandigarh contact number 0172- 5085240 on all working days from 9:00 A.M. to 5:00 P.M..

27. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will **be sent to you through email.**

28. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.
29. 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.
30. After qualifying the written test, only eligible candidates on merit equal to 04 times of number of vacancies in each category shall be called for verification of documents physically and interview for the post of Sub Divisional Engineers and candidates equal to number of vacancies plus extra candidates on merit equal to 25% vacancies in each category will be called for verification of documents physically before finalization of selection of the candidates for the post of Jr. Engineers, Draftsman, Jr. Draftsman and Sanitary Inspectors.
31. The selected candidates shall be paid fixed monthly emoluments during the probation period as per D.C rates or basic pay whichever is higher.

**Note:** 1) Number of posts/ category mentioned above is tentative and may vary at the time of appointment.  
2) The Commissioner, Municipal Corporation, Chandigarh reserves its right to change any condition/criteria or cancel the recruitment process without assigning any reason.