

**10. Application Fee:**

- 10.1 UR/OBC/Dependents of Ex-Serviceman/EWS : Rs. 1000/-
- 10.2 SC/PWD/Ex-Serviceman : Rs. 500/-
- 10.3 Fee can be paid online through UPI, Internet Banking or by using RuPay Debit Card and Credit Card.
- 10.4 Candidates must ensure that their fee has been deposited. If the fee is not received, **status of the Application Form in the Dashboard will remain "Pay Fee" and the candidate will not be able to take printout of online Application Form.** Further, status of fee payment is automatically verified, if the candidate can download the Application Form. *Being unable to download the Application Form means that the Application Fee is not received.* Such applications which remain incomplete due to non-receipt of fee/insufficient fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Recruitment Notice shall be entertained.
- 10.5 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against other candidate or in other category.

**11. Window for Application Form Correction:**

- 11.1 If by mistake any candidate fills in wrong data, he/she can correct the data upto the submission of online Application Form, by entering his/her registration number and password as per their requirement. Thereafter, no editing can be done because the data will be locked and no change will be allowable/acceptable.
- 11.2 Before submission of the online application form, candidates must check that they have filled correct details in each field of the online application form. No change/ correction/ modification will be allowed under any circumstances after the submission of online application form. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and will be summarily rejected.

**12. Scheme of Examination:**

**12.1 The OMR Based Examination will be conducted in two tiers as indicated below:**

CLERKS and STENO-TYPISTS (ENGLISH) (for both)  
Written Test (ENGLISH) of all eligible candidates : **200 marks**  
(Two papers of 100 marks each of 2 hours duration)

**Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.**

**12.1.1 FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON**  
English (Upto 12th level) : 40 marks  
General Knowledge : 40 marks  
Computer Proficiency : 20 marks

**12.1.2 SECOND PAPER - EVENING SESSION: 02.00 P.M TO 04.00 P.M**  
Mathematics (upto 10th level) : 40 marks  
Statistics (upto 10th level) : 30 marks  
Aptitude (Reasoning Verbal & Non-verbal) : 30 marks

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## 12.2 TYPING TEST (ON COMPUTER) AND PROFICIENCY TEST

### 12.2.1 FOR THE POSTS OF CLERKS ONLY

Typing Test in English on Computer for 10 : Only Qualifying Test  
minutes @ 35 words per minute (No marks/Weightage)

### 12.2.2 FOR THE POSTS OF STENO-TYPISTS ONLY

Stenography Test in English : Only Qualifying Test  
(No marks/Weightage)

Dictation : 10 Minutes @ 80 w.p.m.  
Transcription: 50 minutes (on Computer) in English

**12.3 In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.**

## 12.4 Exemption from Typing Test (on Computer) for the post of Clerks:

**12.4.1** Candidates eligible for scribe as per Para 7.1 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test (on Computer) for such candidates will be 15 minutes.

**12.4.2** Passage Dictators will be allowed to those VH candidates for the Typing Test (on Computer) who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time i.e., 15 minutes.

**12.4.3** Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test (on Computer) because of a physical disability may, with the prior approval of this Department, be exempted from the requirement of appearing and qualifying at such Typing Test (on Computer), provided such a candidate submits a Certificate in the prescribed format (**Annexure-IX**) to this Department from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him/her to be permanently unfit for the Typing Test (on Computer) because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-VI to Annexure-VIII** of the Recruitment Notice, as applicable, at the time of Typing Test (on Computer). Otherwise their claim for seeking exemption from Typing Test (on Computer) will not be entertained by this Department.

## 13 Admission to the Examination:

13.1 All candidates who registered themselves in response to this Advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted as per the terms and conditions of this Advertisement will be assigned Roll numbers and issued Admit Card for appearing in the OMR Based Written Examination. Subsequently, qualified candidates will be issued Admit Cards for the next stage of the Examination i.e., Typing Test (on Computer) / Proficiency Test.

13.2 The Department will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Written Examination & Typing Test (on Computer) / Proficiency Test and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, category etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their

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Educational Qualifications, Age Relaxation and Caste/Category, etc. shall be sought by this Department at the time of Document Verification. Candidates may also note that they would be required to submit their original documents of Educational Qualifications/Caste/Category etc. as and when sought by this Department. After scrutiny of the certificates/ documents of Educational Qualifications /caste/ category, etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.

- 13.3 Admit Card for all stages of examination will be available for download by logging in on the website. Candidates are therefore advised to regularly visit the website.
- 13.4** The Written Examination will be held in Chandigarh only. In case, number of applicants exceeds the seating capacity in Chandigarh then the Examination Centres will be set up in Mohali & Panchkula also. **Only Examination Centre Number will be mentioned on the Admit Card. The complete list of venues will be uploaded on the website ONE DAY before the Written Examination. The candidates are advised to visit the website regularly for the purpose in their own interest. If any candidate is unable to download the Admit Card even after the advisory to download admit cards uploaded on the website, he/she must immediately contact with proof of having submitted his/her application at e-mail given at the top of the Advertisement. Failure to do so will deprive him/her of any claim for consideration.**
- 13.5 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with their Name, Father's Name & Date of Birth, while addressing any communication. Communication from the candidate not furnishing these particulars shall not be entertained.
- 13.6 Facility to download Admit Card will be made available **one week** before the examination on the website. Candidate must bring printout of the Admit Card to the Examination Hall.
- 13.7 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs (same as were uploaded while applying online application form), **Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card**, such as:
- 13.7.1 Aadhaar Card/Printout of E-Aadhaar,
  - 13.7.2 Voter's ID Card,
  - 13.7.3 Driving License,
  - 13.7.4 PAN Card,
  - 13.7.5 Passport,
  - 13.7.6 ID Card issued by University/ College/ School,
  - 13.7.7 Employer ID Card (Government/ PSU),
  - 13.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.
  - 13.7.9 Any other photo bearing valid ID card issued by the Central/State Government.
- 13.8 If Photo Identity Card does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marksheet issued only by CBSE/ICSE/State Boards; Birth

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Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

- 13.9 PwBD/PwD candidates availing the facility of scribes as per Para 7.1 shall also be required to carry required his/her Medical Certificate/Undertaking alongwith Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed the facility of scribe.

**13.10 In order to eliminate impersonation, Bio-Metric Attendance with onsite thumb impression alongwith photograph of candidates will be captured at the first stage of recruitment process i.e. OMR Based Written Examination, which will be further verified/authenticated at subsequent stages of recruitment process i.e., Typing Test (on Computer) / Proficiency Test, Document Verification and Joining. In case of any incident of impersonation will be noticed at any stage of recruitment process, suitable penal action will be taken against the candidate for whom he/she shall be solely responsible. Besides, debarring/disqualifying him/her from the current selection process.**

- 13.11 Candidate will also be solely responsible for penal action, in case anyone else will appear on his/her Admit Card at any stage of recruitment process.

- 13.12 The provisions of Public Examinations (Prevention of Unfair Means) Act, 2024 and other laws in this regard will be applicable in true letter & spirit.

#### **14 Document Verification (DV):**

- 14.1 The candidate shall bring the printout of online Application Form.
- 14.2 Document Verification (DV) will be conducted by this Department after declaration of the final result.
- 14.3 The final result will be declared only once and no further nomination of candidates would be made.
- 14.4 The candidates are required to appear for Document Verification alongwith all the original educational qualification documents as well as original and photocopies of documents indicated in Para 13.7 as and when asked by this Department.
- 14.5 Candidates will have to submit copies of various documents as given below at the time of Document Verification:
- 14.5.1 Matriculation/ Senior Secondary
- 14.5.2 Bachelor Degree from Recognized University.
- 14.5.3 All other Educational Qualification Certificate.
- 14.5.4 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- 14.5.5 Caste/ Category Certificate, if belongs to reserved categories.
- 14.5.6 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- 14.5.7 For Ex-Servicemen (ESM):
- 14.5.7.1 Undertaking as per **Annexure-I**.
- 14.5.7.2 Serving Defence Personnel Certificate as per **Annexure- X**, if applicable.
- 14.5.7.3 Discharge Certificate, if discharged from the Armed Forces,
- 14.5.8 Relevant Certificate if seeking any age relaxation.
- 14.5.9 No Objection Certificate, in case already employed in

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Government/Government undertakings.

- 14.5.10 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 14.5.10.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- 14.5.10.2 In case of re-marriage of women: Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- 14.5.10.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- 14.5.10.4 In other circumstances for change of name for both male and female:  
Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or near by area) and Gazette Notification
- 14.5.11 Any other document specified in the communication for Document Verification.
- 14.6 It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.

**15 Mode of Selection:**

- 15.1 The question paper & the answer key of all question papers shall be uploaded on the website on completion of the examination for calling objections, if any, with valid proof from the candidate(s), who can submit their objections within 03 days from the uploading of answer-key which will be considered & disposed off accordingly.
- 15.2 No candidate will be considered to have qualified in the written test unless or until he/she obtained at least qualifying 40% marks in each paper i.e. 40 out of 100.
- 15.3 Marks obtained by all the candidates in written test will be uploaded on the website after declaration of Final Result.
- 15.4 Merit list shall be prepared on the basis of marks obtained in the written test and will be uploaded on the website and on the basis of merit. If the number of candidates who successfully qualified the Written Test exceeds the ratio of 1:20, then the eligible candidates only in the ratio of 1:20 will be called for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively equal to 20 times of number of vacancies. However, in case the successfully qualified candidates in the Written Test is less than ratio of 1:20 then all the eligible candidates, who successfully qualified the Written Test will be called for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively.
- 15.5 The list of shortlisted candidates for Typing Test (on Computer) and Stenography Test for the posts of Clerks & Steno-Typists respectively will be uploaded on the website. The public notice in this regard will also be released by this Department.
- 15.6 The result of Typing Test (on Computer) / Proficiency Test will be declared

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and uploaded on the website along with the Final Result.

- 15.7 Thereafter, **Final Merit List** (who qualified Typing Test (on Computer) / Proficiency Test after qualifying Written Test) of all the successful candidates will be declared/uploaded on the website.
- 15.8 The candidates scoring higher merit will be considered against the posts in question. A waiting list shall also be maintained. In case, the selected candidate fails to join the post due to any reason within a period of one month (and extended period in exceptional circumstances with prior approval of the competent authority as per prevailing instructions), his/her candidature will be cancelled and the candidates in waiting list shall be offered appointment till all the notified vacancies of Clerks and Steno-Typists are filled up.
- 15.9 In case, two or more candidates secure equal merit, then the candidate older in age will rank higher in the order of merit list at the time of final selection.
- 15.10 In case, two or more candidates secure equal merit and their date of birth may happen to be the same then the candidate having higher percentage in essential educational qualification i.e., Bachelor Degree shall rank higher in the order of merit list at the time of final selection.
- 15.11 As per Final Merit List candidates will be called for scrutiny of original documents in the Document Verification and checking up eligibility conditions.
- 15.12 Candidates selected shall be appointed under Common Cadre and shall be liable to transfer & serve in any Department of Chandigarh Administration.
- 15.13 SC, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the UR vacancies in the post as per their position in the overall merit or posts earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up from amongst the eligible SC, OBC, EWS, ESM and PwBD candidates.
- 15.14 In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 15.15 Success in the examination confers no right of appointment unless this Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment.
- 15.16 The candidates applying for the examination should ensure that they fulfil all the eligibility conditions/criteria for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to satisfying the prescribed eligibility conditions/criteria. If, on verification, at any stage before or after the examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled.

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**16. GENERAL INSTRUCTIONS:**

- 16.1 The venues of the Written Examination Centres will be uploaded on the website **one day prior to the schedule of Written Examination**. The candidates will report at the Examination Centre **one hour** before the scheduled time alongwith Admit Card as well as requisite documents and **same passport size photograph as uploaded in the ON-LINE Application form**, so that proper frisking & other formalities of the candidates could be made
- 16.2 No request for change of examination centre will be entertained.
- 16.3 Selection will be made purely on the basis of merit in Written Test and Typing Test (on Computer)/Proficiency Test will be qualifying in nature, subject to fulfilment of all other eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfil the eligibility conditions to the post applied for. **No Interview will be conducted.**
- 16.4 Documents for claiming benefit of reserved categories should be obtained from competent authority in the prescribed format as per extant of Government Orders as per prevailing rules/instructions issued by the Government from time to time.
- 16.5 Where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman, who has never been recruited against a reserved vacancy as per rules, subject to the conditions that :-
- 16.5.1 He or she possesses the prescribed qualification and is within the prescribed age limits;
- 16.5.2 He or she is not already in service;
- 16.5.3 He or she will be eligible to avail the benefit only once in life.
- Eligible dependents of ex-serviceman will be required to submit Lineal Dependent Certificate on the prescribed format issued by the concerned Zila Sainik Welfare Officer at the time of Document Verification.
- 16.6 A candidate would be eligible for the benefit of reservation of Other Backward Class (OBC) as per principle prescribed under para 6.5 of this Advertisement.
- 16.7 If a candidate is finally selected and does not receive any correspondence from this Department after the declaration of final result, he/she must communicate to this Department by mentioning his/her Application/Registration No; Roll No.; Name; Father's Name; Date of Birth; Mobile No.; & complete Address immediately.
- 16.8 The result will be declared only once. Thereafter this Department will offer appointment to the candidates as per prevailing instructions.
- 16.9 Candidates are requested to check the website regularly for the latest updates in respect of all stages of recruitment process including those related to date of examination, vacancy position, results, merit-list, Document Verification etc. in their own interest. No separate / individual intimation in this regard through posts will be sent.
- 16.10 For any clarification regarding the online filling of Application Form/Correction of Application Form, as prescribed in the timeline, the candidate can send

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their queries only through e-mail by mentioning the following details:-

Application/Registration No.:  
Post Applied For:  
Name:  
Father's Name:  
Date of Birth:

17. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS**

17.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

17.1.1 using unfair means or

17.1.2 impersonating or procuring impersonation by any person or

17.1.3 misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

17.1.4 resorting to any irregular or improper means in connection with his / her candidature or

17.1.5 obtaining support for his/her candidature by unfair means, or

17.1.6 carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

17.1.6.1 to be disqualified from examination for which he/she is a candidate

17.1.6.2 to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration

17.1.6.3 for termination of service, if he/she has already joined the Chandigarh Administration as per rules.

17.2 The Department may also report the matter to Police/ Investigating Agencies, as deemed fit and may also take appropriate action to get the matter examined by the authorities/forensic experts concerned.

**17.3 The provisions of Public Examinations (Prevention of Unfair Means) Act, 2024 will be applicable.**

18. **Final Decision:**

**The decision of this Department in all matters relating to eligibility, penalty for false information, mode of selection, conduct of examination(s), debarment for indulging in malpractices and offering appointment will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.**

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- 19. Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction at Chandigarh only.
- 20. Dis-qualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Chandigarh Administration may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

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04/04/26

**Additional Secretary Personnel,  
Chandigarh Administration**