

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. Before applying online candidates must have a scanned copy of Signatures and passport size photograph without sunglasses [covering 75% portion of face] having size less than 50 KB each. Extension of Photo must be .jpg
2. The candidates have to apply only 'ONLINE' on web-site from 30.09.2019 (09.00 A.M) upto 21.10.2019 (11:59 P.M) and generate his/her registration number. Once his/her registration number is generated, he/she should get the print of the form. This registration number will be used as identification slip at the time of Written Test and Typing/Stenography Test. Candidates need not send hardcopy of the application/ documents by post or otherwise, because the applications sent by post/in person will not be entertained.
3. Applicants shall be allotted online Registration Number printed on the acknowledgement slip containing the detail (Registration number and Password). Candidates are advised to note their registration number and password immediately after generating by the system and keep it with them confidentially and should not share with anybody. Department of Personnel, U.T., Chandigarh shall not be liable for any breach done by anyone using the registration number and password shared with anybody by the candidates.
4. Thereafter, the candidates shall have to report to the designated banker (State Bank of India), 24 hours after the Registration, alongwith the downloaded Fee Challan for depositing the fee. Application Fee Rs. 1,000/- for General Category/OBC/Dependents of Ex-Servicemen/EWS and Rs. 500/- for Reserved Category i.e. SC/PWD/Ex-Servicemen. Last Date for submission of fee is 25.10.2019 by 4.00 p.m.
5. In case any candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be processed further.
6. Candidates can apply for both the posts of Steno Typist and Clerk, if eligible, by submitting separate application for each post alongwith separate processing fee as indicated in the NOTE under heading "APPLICATION FEE".
7. If by mistake any candidate fills in wrong data, he/she can correct the data till closing date i.e. 21.10.2019 up to 11.59 P.M. by entering his/her registration number and password. Thereafter, no editing can be done because the data will be locked and no change will be allowable/ acceptable.
8. The Registration slip will be generated after filling the online form. Get the printout (2 copies) of the Registration Slip-cum-Fee Challan.
9. For any clarification regarding the online filling of the form, the candidate can call at help-line numbers 0172-2740200, 0172-2740591, on all working days from 9.00 am to 5.00 pm. Candidates may send their queries only through e-mail at the **e-mail ID chdirectt2019@gmail.com**
10. Candidates shall be responsible for any mistake made by them in the online application form, Department of Personnel, U.T., Chandigarh as well as University Institute of Applied Management Sciences (Examination Unit), Chandigarh shall not be responsible or liable in any way.
11. The venue, date and time of Written Test, Typing Test on Computer & Stenography Test will be available on the web-site chdirectt2019.in Candidates are advised to visit the site on regular basis for updates. No separate/ individual intimation through post etc. will be sent.