CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION LIMITED
(A Chandigarh Administration Undertaking)

Regd. Office: - Town Hall Building, 3rd Floor, Sector 17-C, Chandigarh

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION

(1) No application shall be entertained by hand or by post in the Chandigarh Child & Women Development Corporation, Chandigarh.

(2) 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 intimation for written Exam etc. will be sent through this.

(3) 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.

(4) 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.

(5) Fill out the form available on the website www.chdsw.gov.in by clicking at the line **"Recruitment in CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION, CHANDIGARH"**

(6) Carefully select the Categories you wish to apply for and 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 candidates.

(7) 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.

Click **Continue to Complete Application Form.**

(8) Fill education qualification, demographic details and upload the scanned copies of photograph, signature and click **continue.**

(9) Go through **Declaration** para carefully, if you fulfill all conditions and criteria of the Employment Notice, then and only then check the **"Declaration Confirmed & Accepted"** box. Any wrong information may put you in legal complications.

(10) Submit the Application form by clicking on the button **Submit Form.**

(11) Now you are ready to pay fee.

(12) **WAIT FOR 24 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

(13) Click on the link "Pay Fee" and follow instructions to pay fee in the mode of your preference.

(14) Application fees (non-refundable) amounting to as shown below will be payable online through the link given above 24 hours 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 application fees applicable for candidates of General Category.

    a. Rs. 500/- in case of Scheduled Caste.

    b. Rs. 1000/- in case of all other category.

    c. No Application fee and Examination fee will be charged in respect of persons with benchmarks Disabilities.

(15) It is important to note that the requisite application/examination fee can only be deposited by clicking on the link provided in candidate dashboard. 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 should take out a print of the receipt.**

(16) The candidate 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.

(17) 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 alongwith 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.

(18) Any correction in the particulars can be made by the candidate himself/herself on the website up to Final Submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. No correction can be made by the candidate after the submission of application.

(19) For any clarification regarding the online filling of the form, the candidate can email at ccwdc2022@gmail.com.