

Phone No. 0172-2780140

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

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

**RECRUITMENT NOTICE**

Advt. No. \_\_\_\_\_

Dated: \_\_\_\_\_

**RECRUITMENT OF POST OF CLERK IN CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION, CHANDIGARH**

|  |                   |
|--|-------------------|
| <b>START DATE FOR SUBMISSION OF ON-LINE APPLICATIONS</b> | <b>03.03.2024</b> |
| <b>LAST DATE FOR SUBMISSION OF ON-LINE APPLICATIONS</b>  | <b>25.03.2024</b> |
| <b>LAST DATE FOR DEPOSIT OF APPLICATION FEE</b>          | <b>28.03.2024</b> |

Online applications (through the Department website [www.chdsw.gov.in](http://www.chdsw.gov.in)) are invited from eligible candidates for filling up the post of Clerks on regular basis by Direct Recruitment in the Chandigarh Child & Women Development Corporation, Chandigarh as per the detail given below:-

| <b>Sr. No.</b> | <b>Post &amp; Pay Scale</b>  | <b>Total Posts</b> | <b>General</b> | <b>OBC</b> | <b>SC</b> |
|----------------|--|--------------------|----------------|------------|-----------|
| 1.             | Clerk 5910-20200 + GP 1900<br>Pay Scale/Matric as per 7 <sup>th</sup><br>Central Pay Commission 19900<br>(Level-2) | 5                  | 3              | 1          | 1         |

**ABBREVIATIONS**

Category: UR – Unreserved, SC – Scheduled Castes, OBC - Other Backward Classes, TG- Transgender

For details regarding qualification, 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.chdsw.gov.in](http://www.chdsw.gov.in) on which the link shall be available w.e.f. starting date of online applications. Eligible applicants may submit online applications and deposit the requisite fee on the said link. The application other than online mode shall not be accepted.

**Note:**

- (a) Number of posts mentioned above is tentative and may vary.
- (b) The CGPA will be converted into percentage of marks by multiplying the CGPA with 9.5.
- (c) The requisite education qualification should be completed on or before the closing date for submission of application form.
- (d) The Managing Director Chandigarh Child & Women Development Corporation, Chandigarh reserves the right to change any condition/criteria or cancel the entire recruitment process without assigning any reason.

Managing Director  
Chandigarh Child & Women  
Development Corporation,  
Chandigarh.

**A- IMPORTANT INSTRUCTIONS / INFORMATIONS**

(1) The detailed advertisement and information is available on the website [www.chdsw.gov.in](http://www.chdsw.gov.in).

(2) The Candidates, who fulfill the eligibility criteria, may apply online without any supporting document. Candidates must ensure their eligibility for the post before submitting applications and participating in the exam. None of the application form will be scrutinized prior to the examination. Admit cards will be issued to all the applicants without scrutiny of their application forms. Documents with regard to educational qualification, age proof and category certificate and other testimonials are NOT to be submitted at the time of applying online. These documents along with originals will be called for verification from the short-listed candidates at next stage.

**NOTE:**

**No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by the competent authority at the time of verification of documents. After qualifying the written test, only eligible candidates on merit equal to three (03) times of number of vacancies in each category shall be called for verification of documents before finalization of selection of the candidates.**

(3) If at any stage, it is found that he/she is not eligible as per Recruitment Rules, his/her candidature will be rejected irrespective of performance in the written examination/type test.

(4) Conditions which may render the candidate 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/corporation;
- e. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualification etc.

(5) Government/Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.

(6) Reservation of posts will be as per policy of the Government and the Chandigarh Administration.

(7) No TA/DA will be given either for appearing in the written test/typing test or for document verification etc. at any stage of the recruitment process.

(8) 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. 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 of the candidates.

(9) The selected candidates shall be paid monthly emoluments during the probation period as per the applicable instructions of Chandigarh Administration, U.T., Chandigarh issued from time to time.

(10) The Managing Director, Chandigarh Child & Women Development Corporation, Chandigarh reserves its right to change any condition/criteria or cancel the entire recruitment process without assigning any reason.

## **B - EDUCATIONAL AND OTHER QUALIFICATION**

- (i) Bachelor's degree from a recognized university/institution.
- (ii) Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 35 w.p.m. in English typing on Computer.
- (iii) Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment.

**Note:** The requisite Educational Qualification should be completed on or before the closing date for submission of application form.

## **C- DETAIL OF WRITTEN TEST**

- (1) Written test will be held at Chandigarh only and its date will be decided in due course. It will be an objective type test of two (02) hours duration consisting of 100 objective type questions with multiple choice answers.
- (2) The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination. 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.**
- (3) The scheme of the written test will be as under:-

| <b>Subject</b>                              | <b>Marks</b> |
|---|--------------|
| (i) Language Proficiency (English)          | 20           |
| (ii) General Awareness                      | 20           |
| (iii) Mental Aptitude / Reasoning           | 20           |
| (iv) Arithmetic (10 <sup>th</sup> Standard) | 20           |
| (v) Computer Proficiency                    | 20           |
- (4) The medium of question paper will be English only.
- (5) Marking/checking procedure:-

- (i) Each question will be of 01 mark, there will be negative marking and for every wrong answer, 1/4<sup>th</sup> mark will be deducted.

Ø There are minimum aggregate qualifying marks:-

For General Category – 40 Marks

For other Category - 35 Marks

- (6) 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.
- (7) 15 times the number of posts in each category will be shortlisted for Computer Type Test. This test will be qualifying in nature and will be conducted within one month from the date of written test.
- (8) In case of equal marks, tie – breakers may be as under:-
  - 1<sup>st</sup> Tie-Breaker** Older in age to get higher rank
  - 2<sup>nd</sup> Tie-Breaker** Higher marks obtained in graduation

**3rd Tie-Breaker** Higher marks in Arithmetic gets higher rank

**D- AGE / AGE RELAXATION**

- (1) Unreserved candidates should not be below 18 years and above 37 years of age as on 31.1.2024 (Relaxable for departmental candidates and other Govt. Servants in accordance with the instructions issued by the Chandigarh Administration from time to time).
- (2) Candidates belonging to Scheduled Caste category should not be below 18 years and above 42 years of age as on 31.1.2024.
- (3) Candidates belonging to OBC category should not be below 18 years and above 40 years of age as on 31.1.2024.
- (4) Candidates belonging to Transgender category should not be below 18 years and above 37 years of age as on 31.1.2024.

**E- 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](http://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](mailto:ccwdc2022@gmail.com).

Managing Director,  
Chandigarh Child & Women  
Development Corporation,