

TOWN PLANNING WING  
DEPARTMENT OF URBAN PLANNING  
CHANDIGARH ADMINISTRATION,  
5<sup>th</sup> Floor, UT Secretariat Building, Sec-9, Chandigarh.

**PROCEDURE FOR SUBMISSION OF ONLINE- APPLICATIONS :**

- 1) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled. Duplicate Applications will be summarily rejected. Application will be accepted online (only) as per schedule mentioned above on the website <https://urbanplanning.chd.gov.in>
- 2) No application shall be entertained to any post in service unless he is:
  1. a citizen of India, or
  2. a subject of Nepal, or
  3. a subject of Bhutan, or
  4. a Tibetan refugees, who has come over to India before the 1<sup>st</sup> January 1962 with the intention of permanently settling in India or
  5. a person of Indian 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, Ethopia and Vietnam with the intention of 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).
- 3) No application shall be entertained by hand or by post.
- 4) 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.
- 5) Please scan your Photograph (without goggles and face covering 75% of photo) 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.
- 6) Please keep following details ready with you before clicking on the "Online Application Form" button for starting your online application.
  - i) Personal demographic details including Date of Birth and Nationality.
  - ii) Mobile Number.
  - iii) Personal Email ID.
  - iv) Reservation Category Details, if any.

Soft Copies of scanned Photograph and Signatures.
- 7) Fill out the form available on the above mentioned website by clicking at the link "**Application for the post of Junior Draftsman**"
- 8) Click on button "Online Form" and fill all Registration 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. Click "Next".

- 9) 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.
- 10) Click on “Complete Your Form” to complete the form. This will take you to “Educational Qualification” Page.
- 11) Fill information regarding 10<sup>th</sup> , 10+2, Diploma/ITI, Degree and Post Graduation (if done). Click “Next Step” after filling all qualification details. This will take you to “Other Information” Page.
- 12) Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click “Next”. This will take you to “Verify and Confirm” page.
- 13) Go through **Declaration** para carefully, if you fulfil all conditions and criteria of the Employment Notice, then and only then dlick the “**Declaration Confirmed & Accepted**” box. Any wrong information may put you in legal complications.
- 14) Preview the Application Form, check all particulars carefully. Lick on “Edit” button to make changes, if any. Submit the Application form by clicking on the button “**Submit Form**”.
- 15) Now you are ready to Pay Fee.
- 16) **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
- 17) Click on the Payment link to pay Fee in the mode most suitable to you. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on “I Agree” and then on “Initiate Payment”. **Please note that Net Banking, Credit / Debit Card, QR Code, UPI options are available.**
- 18) Application fees (non-refundable) amounting to as shown below will be payable separately for each post. The last date for depositing the fee will be as per schedule mentioned above. 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.
  1. **Rs. 1000/- per post for all categories.**
- 19) It is important to note that, if NEFT/RTGS (e-challan) option is chosen, the requisite application/examination fee can be deposited in ANY Bank. Fee paid in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**
- 20) The candidates can check his/her fee transaction status by either clicking on payment link, logging in and then clicking on “Past Payments” (top left corner) OR logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.
- 21) Take **TWO** printouts of the Application Form by logging in with your login id and password and keep it safe with you. **DO NOT SEND IT TO US.** This Application Form will have to be submitted during verification of documents along with the original copies of following: -
  - (i) Relevant Degree/Diploma Certificate.
  - (ii) Reserve Category Certificate issued by the Competent Authority (if applicable).
  - (iii) Original counterfoil of the Fee Payment Challan.
  - (iv) Proof of Date of Birth Certificate of Matriculation/Higher

Secondary.

(v) Certificate as proof of age relaxation, if claimed.

Proof of being Departmental Candidate, if applicable.

- 22) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
1. Date of Enrolment.
  2. Date of Release/Discharge.
  3. Reason of Release/Discharge.
- 23) Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications by clicking on "Edit" button. No correction can be made by the candidate after the submission of form.
- 24) For any clarification regarding the online filling of the form, the candidate can email at [duprectt2021@gmail.com](mailto:duprectt2021@gmail.com)
- 25) All the notices and updates will be uploaded on the website; as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post or any other means will be sent.
- 26) Before applying candidate must ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications. Detailed instructions to fill-up online application are available on the website.