

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement, instructions for submission of online applications and deposits of fee are available on the website **www.rcschd.in**
1. Applications can be submitted only "ONLINE" from 16.12.2019 to 05.01.2020.
2. Application fee (non-refundable) amounting to Rs. 500/- in case of SC and Rs. 1000/- for all other categories per vacancy will be accepted at any branch of State Bank of India through challan up to 09.01.2020 (upto 4:00 P.M). The Registrar, Cooperative Societies, UT, Chandigarh reserve the right to change any conditions/criteria or cancel the recruitment process without assigning any reason.
3. Application without requisite fees or incomplete in any respect will be rejected without intimation.
4. After submission of online application, registration form will be generated. Candidate has to take out two print-outs of the registration form and the same has to be brought on the date of verification of documents (If name exists in merit list) along with original and photocopy of all documents. Print out of online application is NOT to be submitted either personally or through post.
5. Candidates are advised not to disclose their password, login details to anybody.
6. For any assistance / clarification regarding the online filing of the form, the candidate can contact office of The Registrar, Cooperative Societies, U.T., Chandigarh on, Phone No. 0172700328 from 9:00A.M. to 5:00P.M. only on working days or email at rcschd2019@gmail.com
7. All the notices and updates will be uploaded on the above mentioned website, as such Candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent.
8. Before applying for the post of Inspector Gr-II(Audit) and Inspector Gr-II(General), candidate must ensure that he/she fulfils all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications.
9. Only one Registration/application form per candidate even applying for both vacancies is to be filled.
10. Registration form will be available at the website in English.
11. The Reservation of posts will be as per policy of the Govt. and Chandigarh Administration and the details of posts under various categories mentioned are provisional.
12. Government/Semi Government employees are required to bring 'No Objection Certificate' from their employer at the time of verification of certificate/documents.
13. Exam would be common for both the posts. But merit list would be separate based on category wise for each vacancy. For example, there would be a single exam for Inspector Gr.II (Audit) and Inspector Gr.II (General).
14. Written test will be held tentatively in the last week January, 2020.
15. No application shall be entertained to any post in service unless he is:
 - a) A citizen of India or
 - b) Subject of Nepal, or
 - c) a subject of Bhutan or
 - d) a Tibetan refugees, who come over India before the 1st January, 1962 with the intention of permanently settling in India or
 - e) a person of India 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, Ethiopia and Vietnam with the intention to settle permanently 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.
16. 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.
17. 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 50 kb each, otherwise you will not be able to submit your online application. Scan Detailed Mark Sheets for Matric, Senior Secondary, Graduation and Diploma in Cooperation individually and save them individually in pdf format.

18. Please keep following details ready with you before clicking on the "Online Application Form" button for starting your online application.
- Personal demographic details including Date of Birth and Nationality
 - Mobile Number
 - Personal Email ID
 - Reservation Category Details
 - Soft Copies of scanned Photograph and Signatures.
19. Carefully select the posts (with 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 candidature.
20. Upload the scanned copies of photograph, signatures, Mark sheets of Matriculation, Senior Secondary, Graduation and Diploma in Cooperation and clicks continue.
21. Click Continue to Complete Application Form.
23. Go through declaration para carefully. If you fulfil all conditions and criteria of the Employment Notice, then and only then check the "Declaration Confirmed & Accepted" box.
24. Submit the Application form by clicking on the button Submit Form.
25. 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. You will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
26. Now you are ready to print Bank Challan.
27. Click on the link "BANK CHALLAN" and take a print out of the challan form.
28. **WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 48 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
29. Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filing 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 certificates are not valid, their candidatures will be rejected. Such candidate will not be considered even under General category as they have not paid fees applicable for candidates of General category.
- Rs.500/- in case of SC category**
- Rs.1000/- in case of other category**
30. It is important to note that the requisite fee can only be deposited in any of State Bank of India branches, as the department has only nominated State Bank for collection of fee. 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 will get Candidate's Copy. Bank copy will be kept by the bank where you will deposit the fee.**
31. The candidates 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.
32. 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 affixed on it will have to be submitted during counselling alongwith the original copies of following:
- Relevant Degree/Diploma Certificate.
 - Reserve Category Certificate issued by the Competent Authority (if applicable)
 - Original counterfoil of the Fee Payment Challan
 - Proof of date of Birth Certificate of Matriculation/higher Secondary
 - Certificate as proof of age relaxation, if claimed
 - Proof of being Departmental Candidate, if applicable.
- If you are an Ex-serviceman, additional certificates/documents mentioning the following will also be required:-
- Date of Enrolment
 - Date of release/Discharge
 - Reason of Release/Discharge
33. Any correction in the particulars can be made by the candidate himself/herself on the website up to Closing Date of submission a application. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, name of the Candidate and Date of Birth will be available only up to deposit of fee. No correction can be made by the candidate after the closing date.
34. **Conditions which may render you ineligible**
- Insufficient fee;
 - Examination fee deposited in a bank other than designated Bank;
 - Wrong/incomplete information given in the Application Form;
 - Candidates debarred by any government department/board/commission;
 - Non-fulfilment of any of the eligibility conditions, including those of age and educational qualifications.
35. 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 or other means. 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 by the candidates.

36. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be sent to you through email.
37. The applicants are required to bring Admit Card with duly pasted recent passport size photograph at the time of written examination.