

**OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES, UT, CHANDIGARH**

**GOVT. PRESS BUILDING, HALL NO.1, 1ST FLOOR, SECTOR -18-A, CHANDIGARH - 160018.**

**RECRUITMENT NOTICE FOR THE POST OF INSPECTOR GRADE-II(AUDIT) AND INSPECTOR GRADE-II (GENERAL)**

Online applications are hereby invited from eligible candidates to fill up permanent/temporary 04 posts of Inspector Grade-II (Audit) and 05 posts of Inspector Grade-II (General) in the scale of Rs. 5910-20200+2800 Grade Pay as under:-

<b>Sr. No</b>	<b>Name of the post</b>	<b>General</b>	<b>General+Ex-Serviceman</b>	<b>OBC</b>	<b>SC</b>
1.	Inspector Grade-II (Audit)	01	01	01	01
2.	Inspector Grade -II (General)	03	-----	01	01

**PROBATION PERIOD:**

During Probation period of 3 years, "Fixed Monthly Emoluments" equivalent to minimum of the pay band of the post will be paid and grade pay, increment or any other allowances except travelling allowance will not be paid.

**ESSENTIAL QUALIFICATIONS FOR THE POST OF INSPECTOR GRADE-II(AUDIT) AND INSPECTOR GRADE-II (GENERAL)**

Graduate from a recognized University or have an equivalent qualification. Preference will be given to a candidate holding a Diploma in Cooperation.

**AGE**

The age limit for the posts is 18-37 years. Age is to be calculated as on 01.01.2019

- Age relaxation to the SC, OBC candidate will be given against reserved post and other categories as per the rules/instructions issued by Govt. of India/Chandigarh Administration in this regard.
- As per instructions issued by Chandigarh Administration vide letter No. 27/4/94-IH (7)-2015/16074 dated 03.08.2015, a candidate would be eligible for the benefit of reservation of Other Backward Class (OBC) whose caste is notified in the State List of Other Backward Classes (OBCs) of Union Territory, Chandigarh.
- No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by competent authority at the time of document verification.

**MODE OF SELECTION**

- Merit list for selection will be prepared on the basis of Objective Type Test and as per selection criteria. Objective Type Test of 60 marks will be conducted and qualifying marks for test will be 40% for all candidates. No interview will be conducted.
- Written test consisting of Multiple Choice Questions will be conducted as under:-

Total no. of question	:60
Total marks	:60
Time	:1 Hour

<b>Sr. No</b>	<b>Details</b>	<b>No. of MCQs</b>
1.	Language Proficiency (English)	12 questions
2.	General Awareness	12 questions
3.	Mental Aptitude/Reasoning Ability	12 questions
4.	Computer Proficiency	12 questions
5.	Auditing	12 questions

**Note:**

- Duration will be 60 minutes.
- Minimum qualifying marks will be 40%
- Written test will be held for both categories of posts in Chandigarh only.
- Each question will be of 1 mark. Negative marking will be applicable and 0.25 mark will be deducted for each wrong answer.

5. The examination question paper in English medium only.
6. Application fee Non-refundable amounting to Rs. 500/- in case of SC and Rs. 1000/-for all others.
7. The department reserves the right to reject/cancel any application without assigning any reason. The department also reserves the right to decrease or increase the number of vacancies. The incomplete applications shall be rejected straightway without any notice.
8. Government servants may apply through proper channel.
9. No T.A./D.A. is permissible for appearing in the test.

## **SELECTION PROCEDURE**

### **CRITERIA FOR THE POST OF INSPECTOR GRADE-II (AUDIT) & INSPECTOR GRADE-II(GENERAL)**

<b>Total Marks 100</b>			
<b>S. No.</b>	<b>Essential qualifications as prescribed in Recruitment Rules and other qualifications.</b>	<b>No. of Marks to be obtained</b>	<b>Maximum marks</b>
1.	Written Test	40%	60%
2.	Matriculation	% of marks	10
3.	Secondary Education	% of marks	10
4.	<b>Essential qualifications:-</b> Graduate from a recognized University or should have an equivalent qualification. Preference will be given to a candidate holding a higher Diploma in Cooperation.	% of marks	10
5.	Diploma Holder in Cooperation:	% of marks	10
	<b>Total Marks</b>	---	<b>40</b>
	<b>Grand Total</b>	----	<b>100</b>

1. Question Paper along with Answer key will be posted on the website on the same 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.
2. The category wise result will be put on the website within 15 days of exam.
3. In case two or more candidates having same marks in written test, than a candidate having higher marks in essential qualification will be ranked higher in the merit.
4. Preference will be given to the candidate having diploma in Cooperation.
5. List of selected candidates will be released after checking of eligibility conditions.

## **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**
2. Applications can be submitted only "ONLINE" from 16.12.2019 to 05.01.2020.
3. 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.
4. Application without requisite fees or incomplete in any respect will be rejected without intimation.
5. 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.
6. Candidates are advised not to disclose their password, login details to anybody.
7. 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 [rscschd2019@gmail.com](mailto:rscschd2019@gmail.com)

8. All the notices are 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.
9. 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.
10. Only one Registration/application form per candidate even applying for both vacancies is to be filled.
11. Registration form will be available at the website in English.
12. 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.
13. Government/Semi Government employees are required to bring 'No Objection Certificate' from their employer at the time of verification of certificate/documents.
14. Exam would be common form 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).
15. Written test will be held tentatively in the last week January, 2020.
16. 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 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or
  - e) a person of India origin, who has migrated from Pakisatan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malowl, Zaire, Ethopia and Vietnam with the intention to settle 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.
17. 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.
18. 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 don't be able to submit your online application. Scan Detailed Mark Sheets for Matric, Senior Secondary, Garduation and Diploma in Cooperation individually and save them individually in pdf format.
19. 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
  - e) Soft Copies of scanned Photograph and Signatures.
20. 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.
21. Upload the scanned copies of photograph, signatures, Mark sheets of Matriculation, Senior Secondary, Graduation and Diploma in Cooperation and clicks continue.
22. 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:

- 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.

If you are an Ex-serviceman, additional certificates/documents mentioning the following will also be required:-

- i. Date of Enrolment
- ii. Date of release/Discharge
- iii. 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**

- 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;
- e. 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.

38. During the Probation period of 03 years, newly recruited employees will be paid "Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years period of probation and the extended period of probation, if any. No grade pay, increment or any other allowances except travelling allowance will be payable.

- Note:-**
1. Number of posts mentioned above is tentative and may vary at the time of appointment.
  2. The Registrar, Cooperative Societies, U.T., Chandigarh reserves its right to change any condition/criteria or cancel the recruitment process without assigning any reason.

Additional Registrar,  
For Registrar,  
Cooperative Societies, U.T.,  
Chandigarh.

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**PUBLIC NOTICE FOR THE POST OF INSPECTOR GRADE-II(AUDIT) AND INSPECTOR GRADE-II (GENERAL)**

Online applications are hereby invited from eligible candidates to fill up permanent/temporary 04 posts of Inspector Grade-II (Audit) and 05 posts of Inspector Grade-II (General) as under:-

<b>Sr. No</b>	<b>Name of the post &amp; Pay Scale</b>	<b>No. of Posts</b>	<b>Age</b>	<b>Qualifications</b>	<b>Application fee</b>
1.	Inspector Grade-II (Audit) in the pay scale of Rs.5910-20200+2800	04-Posts) Permanent/ Temporary 01-(General) 01-(GenI+Ex-service man) 01-(OBC ) 01-(SC)	The age limit for the posts is 18-37 years. Age is to be calculated as on 01.01.2019.  Age relaxation to the SC, OBC candidate will be given against reserved post and other categories as per the rules/instructions issued by Govt. of India/Chandigarh Administration in this regard.	Graduate from a recognized University or have an equivalent qualification. Preference will be given to a candidate holding a Diploma in Cooperation.	Rs. 1000/- for other categories and Rs. 500/- for SC category
2.	Inspector Grade -II (General) in the pay scale of Rs. 5910-20200+2800	05- Posts) Permanent/ Temporary 03-(General) 01-(OBC) 01-(SC )	The age limit for the posts is 18-37 years. Age is to be calculated as on 01.01.2019.  Age relaxation to the SC, OBC candidate will be given against reserved post and other categories as per the rules/instructions issued by Govt. of India/Chandigarh Administration in this regard.	Graduate from a recognized University or have an equivalent qualification. Preference will be given to a candidate holding a Diploma in Cooperation.	Rs. 1000/- for other categories and Rs. 500/- for SC category

The detailed advertisement, instructions, Last date for submission of online applications, and deposits of fee are available on the website i.e.[www.rcschd.in](http://www.rcschd.in).

**Note**

- (i) The number of vacancies and reservation of posts is liable to be altered without any notice.
- (ii) The tentative date of exam may change as per administrative feasibility. The decision of the authority in this regard shall be final & binding.
- (iii) No TA/DA will be paid for appearing in written test/screening.

Additional Registrar,  
For Registrar,  
Cooperative Societies,  
U.T., Chandigarh.