

## **A-IMPORTANT INSTRUCTIONS/INFORMATIONS**

- (1) The detailed advertisement and information is available on the website [www.chbonline.in](http://www.chbonline.in).
- (2) The conditions of Service to the following advertised posts in the Chandigarh Housing Board will also be applicable as contained in existing rules titled 'the Union Territory of Chandigarh Employees (Condition of Service) Rules, 2022' issued by Govt. of India, Ministry of Home Affairs vide notification GSR 230(E) dated 29.03.2022, circulated by Chandigarh Administration, Dept. of Personnel vide endst No 28/17/94-IH(7)-2022/5169 dated 30.03.2022 and further adopted by the Chandigarh Housing Board, Chandigarh vide letter No HB(S)/ADO/2022/666 dated 26.04.2022.
- (3) The Candidates, who fulfil 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 certificates and other testimonials are NOT to be submitted at the time of applying online. These documents along with originals may 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.

(a) **For Technical Posts (Serial Nos 1, (a) to (i) of recruitment notice)-**

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.

(b) **For Non-technical Posts (Serial Nos 2 (a) & (b) of recruitment notice)-**

i) **Ser No 2(a)** : 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.

ii) **Ser No 2(b)** : After qualifying the written test, only eligible candidates on merit equal to ten (10) times of number of vacancies, in each category, shall be called for next stage i.e. typing test etc. Thereafter, shortlisted candidates in the second stage, who qualify the Type Test, will be called for verification of documents physically before finalization of selection of the candidates.

- (4) 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.

- (5) 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 qualification etc.
- (6) Government/Semi Government employees are required to bring “No Objection Certificate” from their employer at the time of verification of certificate/documents.
- (7) The Reservation of posts will be as per policy of the Government and the Chandigarh Administration and the details of posts under various categories mentioned are provisional. These numbers may vary at the time of appointment
- (8) 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.
- (9) Written Examination may be common for more than one similar post. However, category wise separate merit list would be drawn for each post.
- (10) 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 of the candidates.
- (11) 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.
- (12) The Chairman, Chandigarh Housing Board, Chandigarh reserves its right to change any condition/criteria or cancel the entire recruitment process without assigning any reason.