

## **PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION**

- (1) Only one Registration/application form per candidate even applying for more than one vacancy is to be filled. Application will be accepted online (only) from **03.10.2022 to 31.10.2022** on the website [www.chbonline.in](http://www.chbonline.in).
- (2) No application shall be entertained to any post in service unless he is:
  - (a) a citizen of India, or
  - (b) a subject of Nepal, or
  - (c) a subject of Bhutan, or
  - (d) 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
  - (e) 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, Ethiopia 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 in the Chandigarh Housing Board, Chandigarh.
- (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 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.
  - (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.
- (7) Fill out the form available on the website [www.chbonline.in](http://www.chbonline.in) by clicking at the line **“Recruitment in CHANDIGARH HOUSING BOARD, CHANDIGARH”**.
- (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 “Post Selection” Page. Select the Post(s) and Category and click “ADD”. Repeat until you have selected all posts for which you wish to apply and click “Next Step”. This will take you to “Educational Qualification” Page.
- (11) Fill information regarding 10<sup>th</sup> , 10+2, Diploma / 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 click the “**Declaration Confirmed & Accepted**” box. Any wrong information may put you in legal complications.
- (14) 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. **Please note that Visa/Mastercard Debit Card option is NOT 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 **04.11.2022**. 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. 400/- per post, in case of Scheduled Caste category**
  - (b) **Rs. 800/- per post, in case of all other categories.**
  - (c) **Physically disabled persons are exempted from application fee.**
- (19) It is important to note that, if e-challan option is chosen, the requisite application/examination fee can only be deposited in any of **Canara Bank** branches, as the department has only nominated that Bank for Collection of Fees. 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, Download/ Keep a copy of receipt.**
- (20) 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.
- (21) 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 verification of documents along with 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.
- (22) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
- (a) Date of Enrolment.
  - (b) Date of Release/Discharge.
  - (c) Reason of Release/Discharge.
- (23) Any correction in the particulars can be made by the candidate himself/herself on the website up to Closing Date of submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, Name of Candidate and Date of Birth will be available up to deposit of fee. No correction can be made by the candidate after the closing date.
- (24) For any clarification regarding the online filling of the form, the candidate can email at [chbrectt2022@gmail.com](mailto:chbrectt2022@gmail.com)

Chairman,  
Chandigarh Housing Board,  
Chandigarh.