

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.chandigarhforest.gov.in
2. Candidates are required to apply online through above mentioned website. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.
3. Applications can be submitted only "ONLINE" from 29.09.2020 upto 20.10.2020.
4. Before applying for the post of Forester & Forest Guard, 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.
5. Only one Registration/application form per candidate even applying for both vacancies is to be filled.
6. Registration form will be available at the website in English.
7. Firstly ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email id, he/she would create his/her new email ID before applying online. Candidate should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as the Department may send intimations for written Exam etc. through this mode.
8. Please scan your photograph (75% of the photo should be face) and Signature (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.
9. 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.
10. YOU ARE NOW READY TO APPLY ONLINE.
11. Go to the website www.chandigarhforest.gov.in and then click on 'Public Notice-Recruitment- 2020. Further click on 'Online Form'. Clicking on this, will open the Online Application Form.
12. Carefully 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.
13. 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.
14. Candidates are advised not to disclose password to anybody.
15. Click Continue to Complete Application Form and fill qualification details, Address etc.
16. Upload the scanned copies of photograph, signatures and click continue.
17. This will take candidate to the Declaration page. Go through declaration para carefully. If you fulfil all conditions and criteria of the Employment Notice, then and only then check the "Declaration confirmed and Accepted" box. You shall be liable for furnishing any wrong / incorrect information.
18. Now you are ready to submit the Application form by clicking on the "Submit Form" button.
19. Now you are ready to print Bank Challan.
20. Click on the link "PRINT BANK SLIP" and take a print out of the challan form.

21. WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.

22. Application fees (non refundable) amounting to as shown below will be payable for each post through challan, generated after online filling 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. 200/- in case of SC/ST/Women category

Rs. 300/-in case of General Category/OBC

23. Application fee will be accepted at any branch of State Bank of India through Challan up to 23.10.2020 (upto 4:00 PM).

24. It is important to note that the requisite fee can only be deposited in any of State Bank of India branches. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.

25. After depositing the fee, you will get Candidate's Copy and Department's copy out of three leaflets. Bank Copy will be kept by the bank where you will deposit the fee.

26. 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.

27. Application without requisite fees or incomplete in any respect will be rejected without intimation.

28. Take TWO printouts of the registration 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 Forest Department. This application printout with photograph affixed on it will have to be submitted during screening alongwith the self attested photocopies (Two sets) of the following:-

(a) Relevant Mark Sheets and 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 applicable.

(f) 'No Objection Certification' from the employer in case of candidates already in Government Service.

Note: Candidates are required to bring above mentioned documents in original for verification at the time of Document Verification.

29. No application shall be entertained to any post 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 setting 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, Malowl, Zaire, Ethiopia and Vietnam with the Intention to settle permanently setting 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.

30. Any correction in the particulars can be made by the candidate himself/herself on the website to Closing Date of submission an application. For this purpose, the candidate has to login 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.
31. For any assistance/clarification regarding the online filing of the form, the candidate can email at fdchandigarh@gmail.com.