PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement and information is available on the website **phedharyana.gov.in**

2. Applications will be accepted online (only) **from 22.06.2021 to 16.07.2021** on the website **phedharyana.gov.in**

3. 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 the India before the Ist 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, Malowi, Zaire, Ethopia and Vietnam with the intension to 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)

4. No application shall be entertained by hand or by post in the Municipal Corporation, Chandigarh.

5. 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 / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However your primary source of information / intimations will remain the above mentioned website.

6. 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.

7. Please keep following details ready with you before 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.

8. Fill out the form available on the website **phedharyana.gov.in** by clicking at the link

"Recruitment of Block Resource Coordinator (BRC).

9.   Click on button "Online Form" and fill all Registration Details and click "NEXT". This will take you to "Educational Qualification" Page.

10.   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.

11.   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.

12.   Fill relevant Educational Qualifications, one by one, and Click "Next" after filling all qualification details. This will take you to "Other Information" Page.

13.   Fill in all the details one by one and Click "Next".

14.   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.

15.   Read Preview of Application carefully. If you want to change anything – click on "Edit Form", this will take you back to "Modify Registration" Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification, Physical standards etc., then and only then check the "**I Agree**" box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. Submission of Application does not endorse your eligibility.

16.   Submit the Application form by clicking on the "**Submit**" button.

17.   Now you are ready to print Bank Challan.

18.   Click on the link **"BANK CHALLAN"** and take a print out of the challan form.

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

20.   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 certificate is not valid, their candidature will be rejected. Such candidate will not be

considered under General category as they have not paid fees applicable for candidates of General category.

- **SC/BCA/BCB category - Rs. 250/-**
- **General/All Others - Rs. 500/-**

21. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India, as the department has only nominated State Bank of India 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 Department Copy and Candidate Copy of challan. B**ank copy will be kept by the bank where you will deposit the fee.

22. 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.

23. 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 counseling 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

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

a) Date of Enrollment

b) Date of Release/Discharge

c) Reason of Release/ Discharge

24. Any correction in the particulars can be made by the candidate himself/herself on the website. 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 acceptance of Declaration and SUBMISSION of Application form. Other corrections can be made up to Closing Date of submission of

Applications. No correction can be made by the candidate after the closing date.

25. **Conditions which may render you ineligible**

   a. Insufficient fee;

   b. Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;

   c. Wrong/incomplete information given in the Application Form;

   d. Candidates debarred by any government department/board/commission;

   e. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

26. 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 will, 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 candidate.

27. For any clarification regarding the online filling of the form, the candidate can send email at wssohry20@gmail.com for any clarification regarding the online filling of the form.

28. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above**.**

29. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination.

30. Question Paper along with the Answer Key will be posted on the website, within one 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.

31. After qualifying the skill test/ written examination, candidates equal to 03 times the number of vacancies to be filled up, may be called for physical verification of

documents. In case, the candidates equal to the number of vacancies do not attend physical verification of documents then the next candidate on merit would be invited for the same.

32.   The selected candidates shall be paid fixed monthly emoluments during the probation period as per D.C rates or basic pay whichever is higher.

Note: 1) Number of posts/ category mentioned above is tentative and may vary at the time of appointment.
2) The Director, WSSO, Haryana reserves its right to change any condition/criteria or cancel the recruitment process without assigning any reason.