

**SOCIAL WELFARE DEPARTMENT
CHANDIGARH ADMINISTRATION
(ICDS CELL)
RECRUITMENT NOTICE FOR THE POST OF SUPERVISOR**

Department of Social Welfare , Chandigarh Administration invites online applications from eligible candidates to fill up 06 posts of Supervisors (on regular basis) in the scale of Rs 10300-34800+3600 GP as under:-

Supervisors

S. No	Post	GEN	OBC	SC	Total
1.	Supervisor (Female)	4	01	01	06

Probation Period:

During the Probation period of 03 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 SUPERVISOR

Educational Qualification i.e. Graduation Degree in any subject viz. Home Science/Nutrition/ Child Development Psychology/Social work/Sociology or equivalent* from a recognized University.

*At the time of scrutiny/documents verification, candidate will bring Equivalence certificate from Association of Indian Universities (AIU) establishing equivalence of her degree with the required/essential qualification. Failure to bring the Equivalence certificate will lead to rejection of candidature.

AGE

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

- (i) 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.
- (ii) 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.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. Applications can be submitted only "ONLINE" from 11.03.2019 to 31.03.2019 on the website i.e. www.swdchd.in
2. Application fee (non-refundable) amounting to Rs 800/- (Rs 400/-in case of SC) will be accepted through challan up to 03.04.2019 (Persons with disability are exempted for payment of fee as per instructions issued by Govt of India.)
3. Detailed instructions for submission of online applications and deposit of fee are available on the website i.e. www.swdchd.in
4. The Director Social Welfare, Chandigarh reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason.

**Director Social Welfare,
Chandigarh Administration**

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- (iii) No candidate will be accorded age relaxation and benefit of reservation unless she attaches the requisite certificate issued by competent authority at the time of document verification

MODE OF SELECTION

- a) Merit list for selection will be prepared on the basis of total marks obtained in Objective Type Test. Objective type test of 100 marks will be conducted and Qualifying marks for test will be 40% for all candidates. No interview will be conducted.

- b) Written test consisting of Multiple choice questions will be conducted as under:-

Total no. of question	: 100
Total marks	: 100
Time	: 02 hours

S.No	Details	No of MCQs
1.	Language Proficiency (English)	10 questions
2.	General Awareness	15 questions
3	Mental Aptitude/Reasoning Ability	15 questions
4	Arithmetic and Numerical Ability	15 questions
5	Information & Communication Technology(ICT)	15 questions
6	*Child & Maternal Health and Nutrition Care	30 questions

Note

- * Difficulty level of questions will be as per essential qualification.
- Minimum qualifying marks will be 40%.
- Negative marking will be applicable and deduction of 0.25 marks will be made for each wrong answer.
- The examination question paper will be in English.
- Application fee(Non-refundable amounting to Rs 800/- (Rs 400/- in case of SC) (Persons with disability are exempted for payment of fee as per instructions issued by Govt of India.)

SELECTION PROCEDURE

- After the conduct of written test, answer key will be uploaded on website as per schedule for submission of objections by the candidates.
- Marks obtained by the candidates in written test will be uploaded on the web site.
- Merit list prepared on the basis of marks in written test will be uploaded on the web site and on the basis of said merit, candidates will be called for scrutiny of original document and checking of eligibility conditions.
- In case two or more candidates are having same marks in written test than a candidate having higher marks in essential qualification will rank higher in the merit.
- In the first round, candidates called will be three times in number against the number of posts in each category.
- List of selected candidates will be released after checking of eligibility condition.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

- Applications can be submitted only 'ONLINE' from 11.03.2019 to 31.03.2019 on the website i.e. www.swdchd.in However, last date to deposit the fee is 03.04.2019.
- Application fee (non-refundable) amounting to Rs 800/- (Rs 400/-in case of SC) will be accepted through challan up to 03.04.2019. (Persons with disability are exempted for payment of fee as per instructions issued by Govt of India) Detailed instructions for submission of online applications and deposits of fee are available on the website i.e. www.swdchd.in
- 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) alongwith original and photo copy of all documents. Print out of online application is NOT to be submitted either personally or through post.
- Candidates are advised not to disclose password to anybody.
- For assistance in submission of online application, candidate can contact on the mail id info@swdchd.in

6. All the notices and updates will be uploaded on the website i.e. www.swdchd.in as such. Candidates are advised to visit the site on a regular basis. No separate individual intimation through post will be sent.
7. Before applying for the post of Supervisor, candidate must ensure that 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.

SCHEDULE

ACTIVITY	DATE AND TIME
Online Filling and submission of applications	11.03.2019 to 31.03.2019
Last date for deposit of Application Fee	03.04.2019

Note

1. All the candidates who will submit complete online application (alongwith photograph and scanned signatures) on or before the closing date alongwith requisite fee will be issued admit cards to appear in Written Test without checking eligibility conditions. Eligibility of the candidates will be checked after declaration of result of Written Test as per details mentioned under selection procedure. Simply appearing in the written test does not give any right to the candidate for appointment.
2. Examination centres for written test will be in Chandigarh only and will be notified at the time of downloading of Admit Card-cum-Roll No. slip. The candidate will report at the examination centre one hour before the scheduled time along with Admit Card-cum-Roll No. slip, latest photograph and ID Proof.
3. No request for change of examination centre will be entertained.
4. Selection will be made purely on the basis of merit in written test subject to fulfillment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfill eligibility conditions for the post applied for.

GENERAL INSTRUCTION

1. The number of vacancies advertised may vary as per requirement.
2. The candidates applying for the posts of Supervisor should ensure that they fulfill the eligibility conditions as per details mentioned in the advertisement. The candidature will be provisional at all the stages of recruitment process i.e. Acceptance of online applications, issue of admit cards and scrutiny of original documents. Eligibility status will be uploaded on the website in respect of those candidates who are called for scrutiny of original documents.
3. Mere issuance of Admit Card or appearing in the written test or scrutiny of original documents does not imply that candidate is eligible for the post of Supervisor. In case any information is found wrong at any stage even after joining, the candidature will be cancelled without any notice.
4. Certificate for claiming benefit of reserved category should be obtained from competent authority not less than Deputy Commissioner/Additional Deputy commissioner/SDM in the prescribed format.
5. The candidates are advised to ensure that photograph affixed by them on the application form is latest. It is also to be ensured that signatures have been affixed at appropriate place.
6. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale. For equivalent qualification, Equivalent certificate issued on or before the closing date is to be submitted at the time of scrutiny of original documents.
7. The decision of Director Social Welfare, Chandigarh about the mode of selection to the post and eligibility conditions of applicant shall be final and binding. No correspondence will be entertained in this regard.

**Director Social Welfare,
Chandigarh Administration.**