

**GROUP HEADQUARTER, NCC ORGANIZATION, NCC COMPLEX,  
SECTOR 31-D, CHANDIGARH 160030**

**RECRUITMENT NOTICE**

**START DATE FOR SUBMISSION OF ON-LINE APPLICATIONS 29.05.2023  
LAST DATE FOR SUBMISSION OF ON-LINE APPLICATIONS 19.06.2023  
LAST DATE FOR DEPOSIT OF APPLICATION FEE 23.06.2023**

**Website: [www.chandigarh.gov.in](http://www.chandigarh.gov.in)**

**FILLING UP 01 POST OF LASCAR (GROUP C) IN THE NCC ORGANIZATION,  
UNION TERRITORY, CHANDIGARH.**

On-line applications from eligible candidates to fill up 01 post of LASCAR (Group-C) in the NCC Organization, Union Territory, Chandigarh on temporary basis but likely to be continued in terms of the notified Recruitment Rules dated 02.06.2016 in the pay scale/matrix of Rs. 5200-20200 + 1900 GP (Rs.19900.00 Level-2) as per the 7<sup>th</sup> Central Pay Commission notified by the Finance Department, Chandigarh Administration vide notification dated 29.03.2023. The category wise detail of vacancy is given as under:

**(A) LASCAR (GROUP - C) IN THE NCC ORGANIZATION, UT,  
CHANDIGARH. TOTAL POSTS – 1 (ONE)**

SR. NO	NAME OF POST	GENERAL	GEN. (EWS)	OBC	SC	ST	TOTAL	PWD	ESM *
1.	LASCAR (GROUP-C)	NIL	NIL	NIL	01	NIL	1	--	--

(\* ) The post under Ex-Serviceman will consume the reservation point.

**ESSENTIAL QUALIFICATION:**

Essential qualification for the post of LASCAR (Group-C) in the NCC Organization, U.T., Chandigarh:

**Educational & other Qualification for direct recruitment**

- (i) Bachelor's Degree from a recognized University/ Institution;
- (ii) To qualify selection criteria of General, Written Exam, Proficiency in use of Computer and trade/profession related physical efficiency Tests/Exams

Note:

1. Those candidates who have acquired Masters Degree from the recognized Institute/University and approved by the Joint Committee of AICTE/UGC/DEC are also eligible but such candidates will be considered at par with the basic qualification of Bachelor's Degree.
2. The candidates who have appeared in the final examination can also apply for post but such candidates will have to produce the certificate of eligibility criteria on the date of verification of documents, otherwise their candidature shall be rejected straightway without any notice.
3. Certificate of ICT Skills course i.e. Course on Computer Concept (CCC)- 80 hours from a Govt. recognized institute OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC)of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment is required.
4. The candidates who have Certificate/Diploma/Bachelor's OR Master's Degree in Computer Science from any recognized Institutions/University need not have ICT Skills Course Certificate.

### **AGE AS ON 01.01.2023.**

- (1) 18 to 30 years for Scheduled Caste category.
- (2) Candidates belonging to Ex-Servicemen category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.
- (3) Candidates belonging to SC category already in government service / semi government service / Corporation / Boards shall apply through proper channel and the relaxation in age for candidates already in government service shall be decided as per latest instructions of the Chandigarh Administration.

### **Note:**

1. As per Notification of the Govt. of Punjab bearing No.GSR.11/Const./Art.309,234 and 318/82 dated 02.02.1982 and adopted by the Chandigarh Administration vide Notification dated 9673-IH(7)-2000/4585 dated 10.03.2000, no Ex-Serviceman shall be eligible for recruitment to the reserved vacancy for Ex-Serviceman unless he possess the minimum Educational Qualification prescribed in the Rules.
2. No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by competent authority not less than Deputy Commissioner / Additional Deputy Commissioner / SDM / District Sainik Welfare Board / Chief Medical Officer as the case may be at the time of documents verification.
3. Where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled by recruitment of the following:-
  - (i) wife or one dependent child of an Ex-Serviceman, who has never been recruited against a reserved vacancy as per rules,
  - (ii) One Grand Child of the Gallantry Award Winner in case the benefit OR reservation has not been availed of by any of the children OR dependents such winner Or by the winner himself. Gallantry Award Winners includes the winner of Paramvir Chakra, the Mahavir Chakra, the Vir Chakra, the Sena OR Nao Sena OR Vayu Sena Medal and Mention-in-Dispatches.Subject to the condition that:
  - (a) He or She possesses the prescribed qualifications and is within the prescribed age limits;
  - (b) He or She is not already in service;
  - (c) He or She will be eligible to avail the benefit only once in life.
  - (d) Eligible dependents of Ex-Serviceman will be required to submit Legal Dependents Certificates on prescribed format issued by the concerned Zila Sainik Welfare Officer at the time of document verification.

### **MODE OF SELECTION:**

Written test consist of Multiple choice questions will be conducted as under :

1. One objective Written test consisting of multiple choice questions (MCQ) will be conducted. Candidates will be selected on the basis of total marks obtained in the written exam/physical efficiency test. Qualifying marks will be **45%** for all candidates. No interview will be conducted and there will be negative marking of 0.25 marks for each wrong Answer.

2. The detail of written test will be conducted is as under :

<b><u>(A) NUMBER OF QUESTIONS</u></b>	100	
<b><u>(B) DURTION OF TEST :</u></b>	02 hours	
<b><u>(C) NEGATIVE MARKING :</u></b>	0.25 marks will be deducted for each wrong answer	
<b><u>DETAIL OF COMPONENT OF TESTS.</u></b>	TOTAL QUESTION	T C T A L  M A R K S
Multiple Choice Question Paper having (1) Language Proficiency in English. (2) General Knowledge/Current Affairs. (3) Mental Aptitude/Reasoning (4) Numerical Ability (10 <sup>th</sup> Level) (5) Computer Proficiency.	20 20 20 20 20	
<b><u>TOTAL MARKS</u></b>	100	1 0 0

3. The time duration for the MCQ shall be 120 minutes(2 Hours).
4. **The qualify candidates of written examination shall have to go for trade/profession related physical efficiency Tests which would be conducted by the Army Wing of the NCC Organization having 20 maximum marks which would be added to written exam before preparing merit list. The candidate who have passed both the written exam as well as physical efficiency test will be selected as per merit.**
5. On-line Applications will be called through website and syllabus for Written Test will be displayed on the web-site.

### **SELECTION PROCEDURE**

1. After the conduct of paper, the question paper and the answer key of the written test as well as physical shall be uploaded on website on the next day of the examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objection will be referred to expert committee and the decision of Expert Committee after deciding the objections raised by the candidates shall be final and the key will be finalized for preparation of result, which will also be uploaded on the website.
2. Marks obtained by the candidates in written test will be uploaded on the website.
3. Merit list prepared on the basis of marks in written test/physical test, will be uploaded on the website and on the basis of said merit; candidates will be called for documents verification. No interview will be conducted.
4. List of selected candidates will be released after checking/verifications of eligibility conditions/verifications of all documents. In case candidates failed to produce documents or forged documents to be confirmed by Institutes, their candidature deemed to be rejected forthwith.

5. The provisional appointment letter will be issued to the selected candidates after obtaining filled in and duly attested form and self-declaration form to be provided by the Department which would described that "in case character and antecedents found not correct/verified or any false information is given by the candidate in his/her self declaration, the provisional appointment letter will be cancelled forthwith and other criminal and legal action will be taken as as consequence thereof".
6. The joining of the candidates on their provisional appointment will be accepted on submission of medical fitness certificate on first entry into government service.

### **PROCEDURE FOR SUBMISSION OF ONLINE- APPLICATIONS :**

1. Only one Registration/application form per candidate even applying for more than one vacancy is to be filled. Duplicate Applications will be summarily rejected. Application will be accepted online (only) as per schedule mentioned above, on the website [www.chandigarh.gov.in](http://www.chandigarh.gov.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, Malowi, Zaire, Ethopia 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.
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.
  - (I) Personal demographic details including Date of Birth and Nationality.
  - (II) Mobile Number.
  - (III) Personal Email ID.
  - (IV) Reservation Category Details, if any.
  - (V) Soft Copies of scanned Photograph and Signatures.
7. Fill out the form available on the above mentioned website by clicking at the link "**Application for the post of LASCAR (Group-C)**"
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 "Educational Qualification" Page.
11. Fill information regarding 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 fulfill 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. Preview the Application Form, check all particulars carefully. Lick on "Edit" button to make changes, if any. 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. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on "I Agree" and then on "Initiate Payment". **Please note that only "Rupay" Debit Card and NEFT/RTGS(e-challan) options are available.**
18. Application fees. (non-refundable) amounting to as shown below will be payable for the post. The last date for depositing the fee will be as per schedule mentioned above. 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.
  1. **Rs. 500/- for SC AND EX-SERVICEMAN (SC)**
19. It is important to note that, if NEFT/RTGS (e-challan) option is chosen, the requisite application/examination fee can be deposited in ANY Bank. Fee paid 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 transaction status by either clicking on payment link, logging in and then clicking on "Past Payments" (top Right corner) OR logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.
21. Take **TWO** printouts of the Application Form by logging in with your login id and password and keep it safe with you. **DO NOT SEND IT TO US.** This Application Form will have to be submitted during verification of documents along with the original copies of following: -
  - i) Relevant Bachelor's Degree/Post Graduate Certificate.
  - ii) Reserve Category Certificate issued by the Competent Authority (if applicable).
  - iii) Original counterfoil of the Fee Payment Challan.
  - iv) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
  - v) Certificate as proof of age relaxation, if claimed.
  - vi) Proof of being Departmental Candidate, if applicable.

22. Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications by clicking on "Edit" button. No correction can be made by the candidate after the submission of form.
23. For any clarification regarding the online filling of the form, the candidate can email at chdirectt2019@gmail.com
24. All the notices and updates will be uploaded on the website; as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent.
25. Before applying the candidate must ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Eligibility regarding qualification will be checked with reference to closing date for submission of applications. Detailed instructions to fill-up online application are available on the website mentioned above.

### **GENERAL INSTRUCTIONS**

1. Examination centers for written test will be notified at the time of downloading of admit card-cum-Roll No. slip. The candidates will report at the examination centre atleast 01 hours before the scheduled time alongwith admit card-cum-Roll No. slip and latest photograph.
2. No request for change of examination center will be entertained.
3. 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.
4. The candidates appointed will be given emoluments as well as allowances as per 7<sup>th</sup> Central Pay Scale as notified by the Chandigarh Administration vide notification dated 29.03.2023. The probation period, pay and allowances, and other terms and conditions will be as per Central Civil Services Rules.
5. The provisional appointment letter will be issued to the selected candidate after obtaining filed and duly attested form and self-declaration form. In case character and antecedents of the candidates are incorrect or any false information is given by the candidates are found incorrect or any false information if given by the candidate in his/her self declaration/ the provisional appointment letter will be cancelled forthwith and other criminal and legal action will be taken as consequence thereof.
6. The candidates on merit will be given appointment and all other candidates who have also qualified the written test shall remain in the waiting list which will be applicable for a period of one year from the date of joining.
7. The number of vacancies are tentative which may vary as per requirement.
8. Wherever the evaluation of marks in educational qualification is in terms of grades (CGPA), the candidate must attach the conversion scale.
9. Documents for claiming benefit of reserved category should be obtained from competent authority not less than the rank of Deputy Commissioner/ Additional Deputy Commissioner/ SDM/ Chief Medical Officer.
10. The candidates are advised to ensure that photograph affixed by them on the application form is latest.
11. The decision of the department 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.
12. In case two or more candidates are having same total score then a candidate older in age will rank higher in order of merit. Further, if their Date of Birth may happen to the same then the candidate having higher percentage in Education Qualification shall rank higher in the order of merit list at the time of final selection.
13. The candidates shall be responsible for any mistake made by them in the Online application form and the department shall not be responsible or liable in any way.

14. The employees already working under Chandigarh Administration having lien on any post will be entitled to salary of lien post during the period of probation on new post.
15. The jurisdictions Court if any shall be Chandigarh only.
16. Posts are temporary but likely to be continued.
17. Government has the right to cancel, reduce or increase the posts at any stage of time without any notice.

### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- (i) Using unfair means or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature or
- (v) Carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - a) to be disqualified from examination for which he/she is a candidate;
  - b) to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration;
  - c) For termination of service, if he/she has already joined the Chandigarh Administration as per rules.

