

### **How to Apply:**

1. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstance. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
2. Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
3. You are required to apply online through Social Welfare Department, Chandigarh Administration (ICDS Cell) website [www.swdchd.in](http://www.swdchd.in) No other means/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) will be accepted.
4. First of all 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 the Department may send intimations for written test etc. through this.
5. Please scan your Photograph and Signatures 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 registration 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) Graduation percentage
  - f) Soft Copies of Scanned Photograph, Signatures.

### **YOU ARE NOW READY TO APPLY ONLINE.**

7. Go to the website [www.swdchd.in](http://www.swdchd.in) Click the TAB 'Register'. Clicking on this sub-link will open the Online Application form.
8. Carefully fill in these 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.
9. Upload the scanned copies of photograph and signatures.
10. Re-Check that all details are filled correctly.
11. Go through each and every point under the Declaration Para. If you fulfill all those conditions and criteria, then and only then click on 'I Agree' box. Any wrong information may cancel your candidature.
12. Now you are ready to submit the Application form by clicking on the button Submit Form.
13. Once you click the button Submit Form, you will get your login ID and password. Please note these down and keep them safe with you as you will

be requiring 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. Click on the link 'BANK CHALLAN' and take a print out of the challan form.
15. Based on the category in which you have applied, the following fees will have to be paid through the above generated challan form only;
  - a) SC : Rs.400/-
  - b) Persons with Disability : NIL
  - c) All other categories : Rs.800/-
16. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India as 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.
17. After depositing the fee, you will get two leaflets (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.
18. Please take TWO print outs of the Online Application Form. 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.**
19. This application print out with photograph affixed on it will have to be submitted during counseling alongwith the original copies of the following:-
  - a) Relevant Degree.
  - b) Reserved Category Certificate issued by the Competent Authority (if applicable)
  - c) Original counterfoil of the Fee Payment Challan (Department Copy)
  - d) Proof of Date of Birth (Certificate of Matriculation/Higher Secondary).
  - e) Certificate as proof of age relaxation, if claimed.
  - f) Proof of being Govt. Employee, if applicable.

If you are an ex-serviceman, additional certificate/documents mentioning the following:

- a) Date of Enrolment
  - b) Date of Release/Discharge
  - c) Reason of Release/Discharge
20. To download your Admit Card, you will visit the department website and click the same link, which will take you to the same recruitment portal where you had filled your online application form. You can click on LOGIN button, put in your login ID and password to download and print your Admit Card. Intimation about when to download the Admit Card will be sent to you through email.
  21. Question Paper alongwith the Answer Key will be posted on the department's 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 the display of answer key. The objections will be referred to experts and Key will be finalized.

This key will be used for preparation of final result.