

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. Candidates can apply for both the posts of **Planning Officer and Area Investigator**, if eligible, by submitting separate application for each post alongwith separate processing fee as indicated in the NOTE under heading "APPLICATION FEE".
2. Before applying online candidates must have a scanned copy of Signatures and passport size photograph without sunglasses [covering 75% portion of face] having size less than 50 KB each. Extension of Photo must be.jpg
3. The candidates have to apply 'ONLINE' only on website from **27.09.2021 (09.00 A.M) upto 22.10.2021 (11:59 P.M)**. Applications in any mode other than Online mode will not be entertained.
4. Applicants shall be allotted online Registration Number. Candidates are advised to note their registration number and password immediately after generating by the system and keep it with them confidentially and should not share with anybody. Town Planning Wing, Deptt. of Urban Planning U.T., Chandigarh shall not be liable for any breach done by anyone using the registration number and password shared with anybody by the candidates.
5. The Fee Challan will be generated after filling the online form. Get the printout of the Fee Challan. Thereafter, the candidates shall have to report to the designated banker (State Bank of India), 24 hours after the Registration, alongwith the downloaded Fee Challan for depositing the fee. Application Fee Rs. 1,000/- for General Category and Rs. 500/- for Reserved Category. **Last Date for submission of fee is 26.10.2021 by 4.00 p.m.** Fee paid in any other bank/through any other mode will not be considered. Fee once paid is not refundable.
6. In case any candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be processed further.
7. If by mistake any candidate fills in wrong data, he/she can correct the data till closing date i.e. **22.10.2021 up to 11.59 P.M.** by entering his/her registration number and password. Thereafter, no editing can be done because the data will be locked and no change will be allowable/acceptable.
8. For any clarification regarding the online filling of the form, the candidate can call at help-line numbers 0172-2740163, on all working days from 9.00 am to 5.00pm. Candidates may send their queries only through e-mail **duprectt2021@gmail.com**
9. Candidates shall be responsible for any mistake made by them in the online application form.
10. **Conditions which may render you ineligible**
 - Insufficient fee;
 - **Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;**
 - Wrong/incomplete information given in the Application Form;
 - Candidates debarred by any government department/board/commission;
 - Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
11. 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.

- 12.** 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.
- 13.** The venue, date and time of Written Test, will be uploaded on the web-site. Candidates are advised to visit the site on regular basis for updates. No separate/ individual intimation through post etc. will be sent.