

AGRICULTURAL CENSUS OFFICE, UT, CHANDIGARH
30 BAYS BUILDING, BAY No.17, SECTOR-17 B, CHANDIGARH.

RECRUITMENT NOTICE

FILLING UP 01 POST OF STATISTIAL ASSISTANT IN THE OFFICE OF AGRICULTURAL CENSUS, U.T., CHANDIGARH.

S. No.	Activity	LastDate
1.	Start date for ONLINE submission of application form	15-05-2023
2.	Last date for ONLINE submission of application form	05-06-2023
3.	Last date for submission of fee	09-06-2023
4.	Date of Written Test	T.B.D.

On-line applications are invited on or before **05-06-2023** by 11.59 P.M. from eligible candidates for filling up of one post (Un-Reserved) of Statistical Assistant Group-‘B’ (Non-Gazetted) (Temporary likely to be continued) in the pay matrix Level6 Cell-1(with initial start of Rs.35400/-) of 7th Central Pay Commission on fixed emoluments equal to the minimum of the pay-band during the probation period in terms of the letter issued by the Govt. of Punjab, Finance Department (Finance Personnel-1 Branch) vide No.7/204/2012-4F.P.1/66, dated 15.01.2015 and No.7/42/202-5FP1/741-746, dated 17.07.2020 adopted by Chandigarh Administration vide letter No. 28/70-IH(7)-2015/14387 dated 10.07.2015 and No.7000/1/2-F&PO/2020/12240, dated 17.09.2020 (subject to any revision or instructions issued by Chandigarh Administration on account of implementation of Central Service Rules in UT Chandigarh). The other conditions of service are as applicable to “the Union Territory of Chandigarh Employees”. The detail is given as under:

TOTAL POSTS– 1(One)

SR. NO.	NAME OF POST	GENERAL (UR)	GEN. (EWS)	OBC	SC	ST	TOTAL	PWD	ESM
1.	Statistical Assistant	01	–	–	–	–	01	–	–

ESSENTIAL QUALIFICATIONS:

Essential qualifications for the post of Statistical Assistant in the Agricultural Census Office, U.T., Chandigarh:

1. Degree in 2nd division from a recognized University with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the subject.
2. As per the Department of Personnel & Training, Chandigarh Administration letter No.28/ 69-IH(12/Pers. & Trg.-2019/8006, dated 20.05.2019
 - (i) 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.
 - (ii) Certificate of ICT Skills course i.e. Course on Computer Concept (CCC+)-126 hours-200 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.

Note: The candidates are required to get their CGPA converted into percentage of marks from their respective Universities/Institutes.

AGE AS ON 01.01.2023.

1. Age between **18 to 37 years** in terms of the Department of Personnel, Chandigarh Administration letter No.28/6/94-IH(7) /2016/ 30204, dt. 04.11.2016.
2. Relaxation in upper age limit allowed to various categories as per the policies/rules and the instructions of the Government of India applicable to Group-‘B’ (Non-Gazetted) posts is as follows:

1.	SC	5 Years
2.	OBC	3 Years
3.	PwBD	10 Years (15 years for SC and 13 years of OBC candidates)

4.	ESM	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.
5.	Departmental candidates and Government servants of other State/Centre	5 years. This concession is admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for efficient discharge of the duties of posts.

3. Consolidated orders on relaxation in upper age limit allowed to various categories issued by the GOI vide OM No.15012/2/2010-Estt.(D), dated 27.03.2012 and other related notifications/orders are available on the link <https://documents.doptcirculars.nic.in>.

CONDITIONS OF SERVICE.

The (Conditions of Service) Rules, 2022 applicable to the Union Territory of Chandigarh Employees in terms of Chandigarh Administration, Dept. of Personnel letter issued vide No.28/17/94-IH(7)-2022/5169, dt. 30.03.2022 (subject to the condition that any adoption or instruction issued by Chandigarh Administration from time to time would be applicable to the new recruit).

PERIOD OF PROBATION.

The period of probation is 03 years in terms of the instructions issued by Department of Personnel, Chandigarh Administration issued vide letter No.28/70-IH(7)/ 2016/ 31807,dt. 30.11.2016(subject to the condition that any adoption or instruction issued by Chandigarh Administration from time to time would be applicable to the new recruit).

PAY SCALE.

The pay matrix Level 6 Cell-1(with initial start ofRs.35400/-) of 7th Central Pay Commission on fixed emoluments equal to the minimum of the pay-band during the probation period and extended period of probation, if any, in terms of the letter issued by the Govt. of Punjab, Finance Department (Finance Personnel-1 Branch) vide No.7/204/2012-4F.P.1/66, dated 15.01.2015 and No.7/42/202-5FP1/741-746, dated 17.07.2020 adopted by Chandigarh Administration vide letter No. 28/70-IH(7)-2015/14387 dated 10.07.2015 and No.7000/1/2-F&PO/2020/12240, dated 17.09.2020 respectively (subject to any revision or instructions issued by Chandigarh Administration on account of implementation of Central Service Rules in UT Chandigarh).It shall not include any Grade Pay, Annual Increment or any other allowance, except the traveling allowance admissible to the post.

1. On completion of the probation period successfully, the pay and allowances would be applicable to the new recruit as per the conditions of service applicable to the Union Territory of Chandigarh Employees.

NATIONALITY.

A candidate shall be a citizen of India.

MODE OF SELECTION:

Written test consisting 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 test. Qualifying marks will be **35%** for all candidates. No interview will be conducted and there will be negative marking of 0.25marks for each wrong Answer.
2. Scheme of Examination:

Sr.No.	Subjects	Questions	Total Marks
1.	Language Proficiency English (Vocabulary & Grammar)	10	10
2.	General Knowledge	10	10
3.	Computer Basics	10	10
4.	Mental Ability, Reasoning & Arithmetic	20	20
5.	Statistics (Graduate Level)	50	50
	Total	100	100

3. The time duration for the MCQs shall be 120 minutes (2Hours).

4. On-line Applications will be called through website and any other information relating to Written Test will be displayed on the website.

SELECTION PROCEDURE.

1. After the conduct of paper, the question paper and the answer key of the written test shall be uploaded on website on the same 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 answer 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. After qualifying the written test, only five (05) eligible candidates on merit shall be shortlisted. Merit list will be uploaded on the website and the candidates will be called for documents verification. No interview will be conducted.
4. The candidate with higher scores in written test will be placed in higher rank of the merit list.
5. In case of any tie between two or more candidates regarding marks obtained in written test, the candidate with higher marks in educational qualification required for the post will be placed higher in the merit list. Further, if the marks in educational qualification required for the post are same, the candidate older in age will be rank higher in the merit list at the time of final selection.
6. The candidature of the candidate shall be provisional and at any stage, the non-fulfillment of any eligibility condition, wrong / incomplete information given in the application form, the candidates debarred by UPSC / other Public Service Commission / any Government Department, agencies, board or corporation or candidates failed to produce documents or forged documents to be confirmed by Institutes, their candidature deemed to be rejected forth with irrespective of the performance in the written examination.
7. The provisional appointment letter will be issued to the selected candidate and waiting list of other eligible candidates in the merit will be applicable for a period of one year from the date of joining. 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 canceled forthwith and other criminal and legal action will be taken as consequence thereof.
8. The joining of the candidate on the 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 is to be filled. Duplicate Applications will be summarily rejected. Application will be accepted online (only) as per schedule mentioned on the website 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 1st January 1962 with the intention of permanently settling in India or
 - (E) a person of Indian origin, who has migrated from Pakistan, Burma, SriLanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia 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 in the office of Agricultural Census.
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 EmailID.
 - 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 Statistical Assistant**”
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 10th, 10+2, Degree and Other Higher Qualification(if any). 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. Click 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) as shown below will be payable. The last date for depositing the fee will be as per schedule mentioned above.

Sr.No.	Name of the Category	Fee
1.	General/OBC/Dependent of Ex-Servicemen	Rs.1000/-
2.	SC/ST/EWS/ESM	Rs.500/-
3.	PwBD	Exempt

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 sometime 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) Reserve Category Certificate issued by the Competent Authority (proof for fee concession only).

- ii) Relevant Degree/Diploma Certificate.
 - iii) Original Fee Payment Receipt.
 - 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 acorectt@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.

GENERAL INSTRUCTIONS

1. **Candidates are advised to go through the eligibility conditions, general Information and other Instructions ('How to apply') carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstances.**
2. **Candidates are advised in their own interest to apply using Online Application Form and submission of fee 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/last date of submission of fee.**
3. Examination centres 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 at least 01 hours before the scheduled time along with admitcard-cum-Roll No. slip and latest photograph.
4. No request for change of examination centre will be entertained.
5. 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.
6. The candidate appointed will be given fixed emoluments, which will be minimum of the pay band of the post from the date of joining, during the probation period and during the extended period of probation, if any and no grade pay, annual increment and other allowances, except travelling allowance will be payable as per guidelines issued by Chandigarh Administration. The period of probation of as well as extended, if any, shall not be counted as the period spent on time scale of the post.
7. The payment of a application fee in respect of Persons with Benchmark Disabilities candidates will be exempted as per the letter issued by Department of Personnel, Chandigarh Administration vide letter No. 28/22-IH(7)-2021/10193dated23.07.2021.
8. The number of vacancy is tentative which may vary as per requirement.
9. Documents for claiming benefit of fee concession or exemption and age relaxation for any category should be obtained from competent authority not less than the rank of Deputy Commissioner / Additional Deputy Commissioner / SDM / District Sainik Welfare Board/ Chief Medical Officer.
10. The departmental candidates and other State/centre Government servants who apply through proper channel are required to bring "No Objection Certificate" from their employer at the time of verification of documents.
11. The candidates are advised to ensure that photograph affixed by them on the application form is latest.
12. 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.
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 jurisdiction Court if any shall be Chandigarh only.
16. Post is temporary but likely to be continued.
17. The Administration has the right to cancel or increase the post at any stage of time without any notice.
18. Any other question as to eligibility shall be determined in accordance with the rules & instructions issued by Chandigarh Administration from time to time.
19. No TA/DA will be admissible to the candidates at any stage.

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:

1. To be disqualified from examination for which he/she is a candidate;
2. For termination of service, if he/she has already joined the Chandigarh Administration as per rules;
3. To be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration.