

How to Apply

1. Candidates are required to apply online through Chandigarh Administration website www.chandigarh.nic.in at Public Notice
No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.
2. Firstly 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. Candidate should keep checking the inbox or even the spam box of this email id regularly during the recruitment process as Local Audit Department, Chandigarh Administration may send intimations for written Exam etc. through this mode.
3. 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 candidate will not be able to submit his/her online application.
4. Please keep following details ready with you before clicking on the “**Online Application Form**” button for starting your online application.
 - a. Personal demographic details including Date of Birth and Nationality
 - b. Detail of qualification i.e. name of exam, year of passing, marks obtained, total marks, %age marks etc.
 - c. Mobile Number
 - d. Personal Email ID
 - e. Reservation Category Details
 - f. Soft Copies of scanned Photograph and Signatures.
5. YOU ARE NOW READY TO APPLY ONLINE.
6. Go to the website www.chandigarh.nic.in and then click on Public Notice. After that click on the link '**Local Audit Department - Recruitment - 2019**'. Further click on 'Online Application Form'. Clicking on this, will open the Online Application Form.
7. Carefully fill in the 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.
8. Upload the scanned copies of photograph, signatures and click continue.
9. This will Display your login id and password. Please note these down and keep them safe with you as you will require these while logging into the recruitment portal. Candidate will be required to download the Admit Card from this portal later on by logging through the same login id and password.
10. Click Continue to Complete Application Form.
11. This will take candidate to the Declaration page.
12. Go through Declaration Para carefully. If you fulfill all conditions and criteria of the Employment Notice, then and only then check the “Declaration Confirmed & Accepted” box. You shall be liable for furnishing any incorrect information.
13. Now you are ready to submit the Application form by clicking on the button Submit Form.
14. Once candidate click the button Submit Form, you are ready to print Bank Challan.

15. Click on the link "BANK CHALLAN" and take a print out of the challan form.
 16. Wait for 24 hours before you deposit the fee as it will take Minimum 24 hours to transmit your data to the bank.
 17. Based on the category in which you intend to apply, the following Fees will have to be paid:
 - OBC & PwD candidates : ₹ 800/-
 18. It is important to note that the requisite fee can only be deposited in any of State Bank of India branches. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.
 19. After depositing the fee, you will get Candidate's Copy out of two leaflets. Bank copy will be kept by the bank where you will deposit the fee.
 20. Please take TWO printouts of the Online Application Form by logging in with your login id and password. 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 Local Audit Department. This application printout with photograph affixed on it will have to be submitted during screening along with self-attested photocopies (two sets) of the following:
 - a. Relevant Mark Sheets and Degree (Graduation/Post-graduation) Certificate.
 - b. ICT Skills Course i.e. CCC+ (126 hours – 200 hours) from a Govt. recognized institution 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.
 - c. Reserve Category Certificate issued by the Competent Authority (If Applicable)
 - d. Disability Certificate issued by competent authority (if applicable)
 - e. Original counterfoil of the Fee Payment Challan (Candidate's Copy)
 - f. Proof of Date of Birth- Certificate of Matriculation/Higher Secondary
 - g. Certificate as proof of age relaxation if claimed
 - h. 'No Objection Certificate' from the employer in case of candidates already in Government-service.
- Note: Candidates are required to bring above mentioned documents in original for verification at the time of interview.
21. **To download your Admit Card, you will visit the website www.chandigarh.nic.in** and then click on Public Notice. After that click on the link '**Local Audit Department - Recruitment - 2019**'. 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(s). Intimation about when to download the Admit Card(s) will be sent to candidate through email.
 22. Question Paper along with the Answer Key will be posted on the website, within one day after the examination, for calling objections, if any, from the candidates. Candidate can submit their objections, if any, by logging in with his/her login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks from the day of examination. This key will be used for preparation of final result.