

Chandigarh Administration
Department of Animal Husbandry & Fisheries
O/O JOINT DIRECTOR, GOVT. VETERINARY HOSPITAL (BEHIND KIRAN
CINEMA), SECTOR-22 C, CHANDIGARH-160022
website: <http://www.chdanimalhusbandry.gov.in>

PUBLIC NOTICE

On-line applications from the eligible candidates are invited for filling up the posts of Veterinary Inspector(s), Group 'C' in The Department of Animal Husbandry & Fisheries, Chandigarh Administration on regular basis in pay matrix level-5 with initial start of Rs.29200, as per 7^h CPC. The category wise detail of vacancies is as under:

Name of post	UR	OBC	SC	ESM	Total
Veterinary Inspector	6	2	1	GEN - 1 OBC - 1	11

The Selection will be made on the basis of merit in written test to be conducted shortly. There will be no marks/Weightage for interview. Full details about qualifications, age, Pay, terms and conditions of recruitment, scheme of examination, on line application form and instructions for filling up of form etc. are available on the website of the Chandigarh Administration www.chdanimalhusbandry.gov.in at Recruitment Portal. The candidates may apply "ONLY ONLINE" from 25.04.2023. The last date for submission of fee is 19.05.2023.

Director Animal Husbandry & Fisheries,
Chandigarh Administration

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PUBLIC NOTICE

S. No.	Activity	Last Date
1.	Start date for ONLINE submission of application form	25/04/2023
2.	Last date for ONLINE submission of application form	15/05/2023
3.	Last date for submission of fee	19/05/2023
4.	Date of Written Test	TBD

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The detailed eligibility conditions as well as other terms and conditions may kindly be seen at www.chdanimalhusbandry.gov.in

ESSENTIAL QUALIFICATION:

- i) Matric or 10+2 with Physics and Chemistry.
- ii) Two years Veterinary diploma course or equivalent from any university/Institution recognised/approved by council, as specified in Annexure 'A'.
- iii) Certificate of ICT skill course i.e. course of Computer Concepts (CCC) – 80 hours from a Govt. recognized institution or a reputed institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Courses (DOEACC) Govt. of India OR from NIELIT and its authorized institution at the time of their appointment.

AGE AS ON 01.01.2023 :

- (a) 18 to 37 years for Unreserved/EWS category.
- (b) 18 to 40 years for OBC category (the candidates whose OBC caste is notified in the state list of OBCs of UT Chandigarh are considered eligible for the said post as per Department of Personnel, Chandigarh Admn. letter No.27/4/94-IH(7)-2015/16074 dated 03.08.2015).
- (c) 18 to 42 years for SC categories.
- (d) Candidate 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.
- (e) In case of Ex-serviceman, a candidate shall be allowed to deduct the period of his service in the armed forces from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the direct appointment by more than three years, he shall be deemed to satisfy the condition regarding the age limit.
- (f) 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 wife or one dependent child of an Ex-Serviceman, who has never been

recruited against a reserved vacancy as per rules, subject to the conditions 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.

Note: No candidate will be accorded age relaxation and benefit of reservation unless he provides the requisite original certificate issued by competent authority at the time of documents verification.

FEE : A non-refundable fee of Rs.1000/- for Un-reserved, OBC & ESM, 500 for SC as the case may be.

MODE OF SELECTION:

Written test will be conducted as under :

1. Objective type written test of multiple choice questions (MCQ) of 100 marks will be conducted. The level of questions will be of Two year Veterinary Diploma standard and there will be negative marking. 0.25 marks of a question will be deducted for every wrong answer. No candidate would be considered to have qualified the written test unless or until he/she obtains 40% qualifying marks. No interview will be conducted. The bifurcation of subjects and marks is as under:

Language Proficiency (English) questions	10 Marks
General Awareness questions	5 Marks
Mental Aptitude questions	5 Marks
Computer Proficiency questions	10 Marks
Job Related questions	70 Marks
TOTAL	100 Marks

2. Time duration for the written test will be 2 hours.
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 centers half an hour before the scheduled time alongwith admit card-cum-Roll No. slip and latest photograph duly attested.
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. On-line applications will be called for filling up these posts. Applications received through other mode will not be entertained.

Note:

1. A newly appointed candidate shall be granted pay scales in pay matrix level-5 with initial start of Rs.29200, as per 7^h CPC. Further, during probation period, selected candidate shall be paid fixed emoluments, which will be minimum of pay band of the post or DC rate whichever is higher, during the probation period of 03 years and during the extended period of deputation, if any and no pay, annual increment and other allowances, except travelling allowance will be payable to him/her. On successful completion of probation period, will be paid minimum of the pay in matrix

and other allowances from the date of completion of probation period.

2. All the responsibility of calling on-line applications for the candidates, rejection/acceptance of forms, conducting of written examination, uploading of answer keys after the examination as well as preparing of final list/merit list, vests with the approved authority appointed by the Chandigarh Administration for conducting written examination.
3. The vacancies notified are subject to change without assigning any reason and the Department reserves all the right to cancel this recruitment/recruitment process without assigning any reason.

SELECTION PROCEDURE

1. After the conduct of written test, the answer key shall be uploaded on website as per schedule for calling objections, if any, from the candidates. Thereafter objection will be referred to expert committee and key will be finalized for preparation of result, which will also be uploaded on the website.
2. Merit list prepared on the basis of marks in written 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.
3. List of selected candidates will be released after checking/verifications of eligibility conditions/verifications of all documents.
4. The provisional appointment letter will be issued to the selected candidates after obtaining filled in and duly attested form and self-declaration form. In case character and antecedents of the candidates found incorrect 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 consequence thereof".
5. The joining of the candidates on their provisional appointment will be accepted on submission of medical fitness certificate on first entry into government service.
6. The provisional waiting list for the above post will be framed/approved which will be valid for **one year** as per instructions issued by Govt. of India regarding operation of reserve panels vide O.M. No. 41019/18/97-Estt(B) dated 13.06.2000 adopted by Department of Personnel, Chandigarh Admn. vide Endst. No. 659-GOI-IH(7)-2000/15308 dated 01.08.2000.

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.
- (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, Sri Lanka, 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 Animal Husbandry, Chandigarh.
- (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.
 - (a) Personal demographic details including Date of Birth and Nationality.
 - (b) Mobile Number.
 - (c) Personal Email ID.
 - (d) Reservation Category Details, if any.
 - (e) Soft Copies of scanned Photograph and Signatures.
- (7) Fill out the form available on the website by clicking at the line **"Recruitment of Veterinary Inspector(s)"**.
- (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, Diploma / 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 fulfil 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) amounting to as mentioned above will be payable separately for each post. 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. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.
- (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) (Status "Successful" means Fee confirmed, Refresh if Status is "Pending" or "Not Completed", Initiate transaction again if Status is "Failed") 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. 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.** This application printout with photograph affixed on it will have to be submitted during verification of documents along with the original copies of following: -
- (a) Relevant Degree/Diploma Certificate.
 - (b) Reserve Category Certificate issued by the Competent Authority (if applicable).
 - (c) Original counterfoil of the Fee Payment Challan.
 - (d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 - (e) Certificate as proof of age relaxation, if claimed.
 - (f) Proof of being Departmental Candidate, if applicable.
- (22) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
- (a) Date of Enrolment.
 - (b) Date of Release/Discharge.
 - (c) Reason of Release/Discharge.
- (23) Any correction in the particulars can be made by the candidate himself/herself on the website up to submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, Name of Candidate and Date of Birth will be available up to deposit of fee. No correction can be made by the candidate after the closing date.
- (24) For any clarification regarding the online filling of the form, the candidate can email at dahchd2023@gmail.com

GENERAL INSTRUCTIONS:

- 1.** The number of vacancies are tentative which may vary as per requirement.
- 2.** The posts are temporary but likely to be continued.
- 3.** The candidates on merit under each category will be given appointment.
- 4.** Candidates belonging to reserved category must ensure that they have valid copy of certificate certified by the competent authority in their name.
- 5.** The documents for claiming benefit of reserved category should be obtained from the Competent authority not less than the rank of Deputy Commissioner/ Additional Deputy Commissioner/ SDM/ District Sainik Welfare Board/Chief Medical Officer as the case may be.
- 6.** The candidates are advised to ensure that photograph affixed by them on the application form is latest.
- 7.** 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.
- 8.** 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 be the same then the candidate having higher percentage in Educational Qualification shall rank higher in the order of merit list at the time of final selection.
- 9.** Canvassing in favour of the candidate will render him ineligible.
- 10.** The candidates shall be responsible for any mistake made by them in the Online application form and the department as well as Panjab University shall not be responsible or liable in any way.
- 11.** 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.
- 12.** The jurisdiction Court if any shall be Chandigarh only.