

DISTRICT CONSUMER DISPUTES REDRESSAL COMMISSION, U.T. CHANDIGARH

DETAILED RECRUITMENT NOTICE

Advt. No. _481

Dated: 06.02.2026

START DATE FOR SUBMISSION OF ON-LINE APPLICATIONS	10.02.2026
LAST DATE FOR SUBMISSION OF ON-LINE APPLICATIONS	02.03.2026
LAST DATE FOR DEPOSIT OF APPLICATION FEE	04.03.2026

A. IMPORTANT INSTRUCTIONS/INFORMATIONS

(1) The detailed advertisement and information is available on the website scdrc.chdadminrectt.in

(2) The Candidates, who fulfill the eligibility criteria, may apply online without any supporting document. Candidates must ensure their eligibility for the post before submitting applications and participating in the exam. None of the application form will be scrutinized prior to the examination. Admit cards will be issued to all the applicants without scrutiny of their application forms. Documents with regard to educational qualification, age proof and category certificate and other testimonials are NOT to be submitted at the time of applying online. These documents along with originals will be called for verification from the short-listed candidates at next stage.

NOTE: No candidate will be accorded age relaxation and benefit of reservation unless he/she attaches the requisite certificate issued by the competent authority at the time of verification of documents. After qualifying the written test, only eligible candidates on merit equal to three (03) times of number of vacancies in each category shall be called for verification of documents before finalization of selection of the candidates.

(3) If at any stage, it is found that he/she is not eligible as per Recruitment Rules, his/her candidature will be rejected irrespective of performance in the written examination/type test.

(4) Conditions which may render the candidate ineligible:

- a. Insufficient online fee;
- b. Wrong/incomplete information given in the Application Form;
- c. Candidates debarred by any government department /board/commission/corporation;
- d. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualification etc.

(5) Government/Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.

(6) Reservation of posts will be as per policy of the Government and the Chandigarh Administration.

(7) No TA/DA will be given either for appearing in the written test/typing test or for document verification etc. at any stage of the recruitment process.

(8) 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 generally be sent through post. 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 candidates.

(9) The selected candidates shall be paid monthly emoluments during the probation period as per the applicable instructions of Chandigarh Administration, U.T., Chandigarh issued from time to time.

(10) The State Consumer Disputes Redressal Commission, U.T. Chandigarh reserves its right to

change any condition/criteria or cancel the entire recruitment process without assigning any reason.

B. EDUCATIONAL AND OTHER QUALIFICATION

Sr. No.	Name of the post	No. of post to be filled up on vacancy	Pay Level of 7 th /CPC	Reservation as per Roaster Point	Qualification	Age as on 01.01.2026
1.	Steno- Typist (English)	1	3	OBC	Bachelor's Degree or its equivalent with proficiency In operation of Computer (Word processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same	Between 18 years to 28 years
2.	Clerk	3	2	OBC	Bachelor's Degree or its equivalent with proficiency in operation of Computer (Word processing and Spread Sheets) and a speed of 30 words per minute in English typewriting	Between 18 years to 28 years
3.	Clerk	2	2	SC	Bachelor's Degree or its equivalent with proficiency in operation of Computer (Word processing and Spread Sheets) and a speed of 30 words per minute in English typewriting	Between 18 years to 30 years

In Addition to educational qualification for all above posts, candidates must have a Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC) – 80 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 and are required to produce the same at the time of their appointment.

Note:

- (a) Number of posts mentioned above is tentative and may vary.
- (b) The CGPA will be converted into percentage of marks by multiplying the CGPA with 9.5.
- (c) The requisite education qualification should be completed on or before the closing date for submission of application form.

C. DETAIL OF WRITTEN TEST

(1) Written test will be held at Chandigarh only and its date will be decided in due course. It will be an objective type test of two (02) hours duration consisting of 100 objective type questions with multiple choice answers.

(2) The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of written examination. 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.**

(3) **Written Test will be common** for both the posts for which the scheme is as under:-

Sr.No.	Component	Marks	Medium
1	Language Proficiency (English)	20	English
2	General Awareness	20	English
3	Mental Aptitude / Reasoning	20	English
4	Arithmetic (10 th Standard)	20	English
5	Computer Proficiency	20	English

The medium of question paper will be English only. Each question will be of 01 mark, there **will be negative marking** and for every wrong answer, $\frac{1}{4}$ mark will be deducted.

(4) The Minimum aggregate qualifying marks will be 40.

(5) Question Paper along with the Answer Key will be uploaded on the 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 Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be used for preparation of final result.

(6) 15 times the number of posts in each category will be shortlisted for Computer Type Test/Stenography Test. This test will be qualifying in nature and will be conducted within one month from the date of written test.

(7) In case of equal marks, tie – breakers may be as under:-

1st Tie-Breaker - Older in age to get higher rank

2nd Tie-Breaker – If same Date of Birth then Higher marks obtained in Graduation will be considered.

3rd Tie-Breaker – If 1st & 2nd are same then Higher marks obtained in Arithmetic component of this Written Test will precede in rank

D. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION

(1) No application shall be entertained by hand or by post in the Office of the State Consumer Disputes Redressal Commission, Chandigarh.

(2) 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 intimation for written Exam etc. will be sent through this.

(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 you will not be able to submit your 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) Mobile Number.
- c) Personal Email ID.
- d) Reservation Category Details, if any.
- e) Soft copies of scanned Photograph and Signatures.

(5) Fill out the form available on the website scdrc.chdadmrectt.in by clicking at the line **"Recruitment in The State Consumer Disputes Redressal Commission, U.T. Chandigarh"**

(6) Carefully select the Categories you wish to apply for and 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 candidates.

(7) 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.

Click Continue to Complete Application Form.

(8) Fill education qualification, demographic details and upload the scanned copies of photograph, signature and click **continue**.

(9) 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. Any wrong information may put you in legal complications.

(10) Submit the Application form by clicking on the button **Submit Form**.

(11) Now you are ready to pay fee.

(12) **WAIT FOR 24 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

(13) Click on the link "Pay Fee" and follow instructions to pay fee in the mode of your preference.

(14) Application fees (non-refundable) amounting to as shown below will be payable online through the link given above 24 hours after online filling of application. 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.

- a. Rs. 500/- in case of Scheduled Caste.**
- b. Rs. 800/- in case of Other Backward Classes.**
- c. No Application fee and Examination fee will be charged in respect of persons with benchmarks Disabilities.**

(15) It is important to note that the requisite application/examination fee can only be deposited by clicking on the link provided in candidate dashboard. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **Afterdepositing online fee, you should take out a print of the receipt.**

(16) The candidate can check his/her fee confirmation by logging in by entering his/her registration number and password on the website 48 hours after depositing the fee.

(17) 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 along with the original copies of following will be required at the time document verification:-

- a. Relevant Degree/Diploma Certificate and Certificate of ICT Skill Course.**
- b. Reserve Category Certificate issued by the Competent Authority.**
- 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.**

(18) Any correction in the particulars can be made by the candidate himself/herself on the website up to Final Submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. No correction can be made by the candidate after the submission of application.

(19) For any clarification regarding the online filling of the form, the candidate can email at scdrcrectt@gmail.com.

Secretary
State Consumer Disputes Redressal Commission,
U.T. Chandigarh