

EDUCATION DEPARTMENT, CHANDIGARH ADMINISTRATION
4th Floor, Additional Deluxe Building, Sector-9-D, Chandigarh

RECRUITMENT NOTICE FOR THE POSTS OF TGT (Masters/Mistresses)

Procedure for submission of Online Application Form

1. Ensure that you have a valid personal email ID and Mobile number. 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 / spam box for this email ID and SMS regularly during the recruitment process as intimations may be sent on this email ID and Mobile Number. However, your primary source of information / intimations will remain the department website i.e <https://chdeducation.gov.in/>.
2. Please scan your passport size photograph and signature (on white page) and thumb impression individually and save them individually in JPG/PNG/JPEG/GIF format. The size of any of these individual images should not exceed 80 KB each, otherwise you will not be able to upload and submit your online application.
3. Please keep following details ready with you before starting your online application.
 - a) Personal demographic details including Date of Birth and Nationality.
 - b) Mobile Number
 - c) Personal Email ID
 - d) Soft copies of scanned photograph, signature, thumb impression and other required documents.
4. Please click on button [Registration for – TGT\(Masters/Mistresses\) »](#) and fill all registration details like Name, Date of Birth, Email ID, Contact No., verify your Email Id using OTP, verify your Mobile number using OTP sent , Aadhaar No and click on “**Register**”.

NOTE:

- i. The name of the candidate should be spelt correctly in the application, as it appears in the certificates / marks sheets. Any change/alteration found may lead to disqualification of his/her candidature.
 - ii. A candidate can only register once with his/her given email id, mobile number and POST and Aadhar number.
5. On successful registration, your Unique Application Number along with password will be sent on your email ID and mobile number. Your Application Number will be your login id. Please note down your application number and password and keep them secret as you will require these while logging into 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.
 6. Then click on “**Proceed to Online Application**” to complete your application form.
 7. You must carefully read all the instructions given before filling your online application form.
 8. Click “**Proceed Next to Address details**” where you have to fill in permanent address and correspondence address.
 9. Then click “**Proceed with Qualification Details**”.
 - a) Enter all your qualification details as per eligibility criteria mentioned in the advertisement. Rest of the qualifications are optional.
 10. Thereafter click “**Proceed to fill ICT Details**”. (If ICT Details available) This includes:
 11. Then click “**Proceed with Documents Upload**” for uploading photograph, signature and required documents. Details are given below.
 - a) For Passport Size Photograph, Signature and Thumb Impression image files, allowed image file formats are .jpg, .png, .gif, .JPG, .PNG, .GIF, .jpeg, .JPEG. Allowed Image File Size for each file is Maximum 80 KB.

12. Thereafter click “**Proceed to Review Application**”. The candidate must review the application form filled and make necessary changes (if any).

NOTE: You are requested to REVIEW your online application details filled by you, before you finally Submit your online application. Once Application is submitted you WON'T BE ALLOWED TO MAKE ANY CHANGES.

13. Click “**Proceed for Undertaking**”. You are requested to go through Candidate Undertaking details carefully and then only check the “**I Agree**” box. Please note that scrutiny w.r.t. all eligibility criteria will also be done at the time of verification of documents. Submission of application does not endorse your eligibility.

14. Submit the application form by clicking on the “**Submit**” button. Notification Email and SMS will be sent on your registered Email ID and Mobile Number. You must save your online application number.

15. You can now **proceed to Payment** of Fee (non-refundable), if applicable, as per the fee criteria mentioned in the advertisement.

16. In case of successful payment, candidate will be able to download Fee Payment Receipt and Online Application Form. Take printout of the downloaded documents. Keep it safe with you. DO NOT SEND IT TO US.

17. Conditions which may render you ineligible are:

- a) Insufficient fee
- b) Wrong / incomplete information given in the application form
- c) Candidates debarred by any govt. department/board/commission
- d) Non-fulfilment of any of the eligibility conditions including those of age and educational qualifications