

From

The Chief Architect,
Department of Urban Planning,
Chandigarh Administration.

To

Ms. Ginisha D/o Sh. Satish Kumar,
H. No.239, VPO, Mitraon, Najafgarh,
Delhi-110043
Email: mail4ginni@gmail.com

Memo No.(R-7)/Arch-2024/
Dated Chandigarh, the

Subject: Document verification for the post of Junior Draftsman on regular basis in the Architecture Wing, Department of Urban Planning, Chandigarh Administration.

Reference on the subject noted above.

With reference to your candidature for the post of Junior Draftsman in the Department of Urban Planning (Architecture Wing), Chandigarh Administration and after declaration of result for the said post, you are found provisionally eligible for the post of Junior Draftsman.

You are hereby directed to appear in the Office of the Chief Architect, Department of Urban Planning(Architecture Wing), Chandigarh Administration, (3rd Floor, Room No. 324) Old U.T. Secretariat Building, Sector -9, Chandigarh on **15th July, 2024 at 10.00 AM** along with the following documents in original and one set of photocopies for Document verification :

- (i) Latest Two Passport Size Photograph duly attested.
- (ii) Matriculation/Secondary Certificate (issued by the State/Central Education Board and NOT by the Principal/Headmaster of the School/Institution where studied, showing your date of birth (in Christian Era).
- (iii) Educational Qualification Certificate, as per the requirement of the Post-category applied for. All individual mark sheets of all semesters/years, indicating clearly the subjects studied in every semester/year in proof of your possessing the prescribed educational qualification for the post issued from a recognized Board/Institution/University.
- (iv) ICT Certificate as mentioned in the Advertisement.
- (v) Date of Birth Certificate issued by Government.
- (vi) Caste Certificate, if any, as per the instructions mentioned in the advertisement.
- (vii) And Other relevant documents, if any.

Your candidature is **PROVISIONAL**. The fact that you have been called for document verification does not confer any right to be treated as "**eligible for appointment to the post**" you must therefore ensure that you fulfil all the condition of eligibility including the essential qualification as laid down in the advertisement/notice of the examination. If in any stage it is found that you do not fulfil any of the condition of the eligibility/suitability or the genuineness of document (candidature is not proven) and any information given by you or any claim made by you in your online application is found to be false, your candidature will be liable to be rejected and you may also be debarred. The final selection will be made after the document verification.

In case you failed to attend the document verification, it will be presumed that you are not interested in the post and your candidature is treated as **CANCELLED**. No further correspondence will be entertained in this regard.

It is pertinent to mention here that no liability will be borne by the office in case of postal delay for receiving call letter. No TA/DA will be paid by the office for the journey performed.

— sd —

For
Superintendent Grade-1,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

P T o

Endst. No. (R-7)/Arch-2024/ 5820

Dated: 1-7-24

✓ A copy of above is forwarded to the Chief-Coordinator (Exam. Wing), University Institute of Applied Mgt. Sciences, Aruna Ranjit Chandra Hall (Near Post Office), Sector-14, Panjab University, Chandigarh with reference to email dated 26.06.2024 for biometric matching of data of the candidate as per schedule mentioned above and uploading the document verification schedule on your concerned website.

Devinder Kaur

For Superintendent Grade-1,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

Endst. No. (R-7)/Arch-2024/

Dated:

A copy of above is forwarded to Sh. Deepak Jain, Architect-cum-Nodal Officer (Computer) with a request to upload the document verification schedule on the official website of this Department.

—sd—

For Superintendent Grade-1,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.