

GENERAL INFORMATION

1. Incomplete applications, applications not supported with required documents in respect of Identity, Date of Birth and Qualification and/or experience will be summarily rejected and applications link will be disabled after the last date. No request in this regard shall be entertained.
2. Applications are accepted only through GMDA's Online Recruitment System (GORS). Application by hand shall not be accepted.
3. All Qualification, Experience and Age Limit will be recognized as on the last date of receipt of application form.
4. Modification/Addition to the application is not admissible after submission of form. Hence, candidates should be very careful while filling the application.
5. Separate applications need to be filled online for separate post. However, only one application against each post is acceptable from a particular candidate. If it is detected that any candidate has submitted more than one application against any post, candidature of such applicant is liable for rejection.
6. The rules and instructions of the State Government on reservation for special categories of persons shall apply to the appointment of temporary staff.
7. All educational qualifications should have been obtained from a University/Institute recognized by UGC/AICTE/Central Govt. /State Govt. only.
8. Persons employed in Government / Semi Government Organizations / Autonomous Bodies, PSUs, should submit their applications through proper channel and need to upload the NOC at the time of filling the form online.
9. Canvassing in any manner would entail disqualification of the candidate.
10. GMDA reserves its right to restrict the number of candidates for skill assessment test to a reasonable limit, on the basis of qualification and/or experience higher than those prescribed in this advertisement.
11. Names of the short-listed candidates for skill assessment test will be displayed on the GMDA's website. No individual Call Letter / Admit Card will be sent.
12. Number of vacancies is purely provisional which may be increased / decreased at the sole discretion of the GMDA.
13. GMDA reserves its right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
14. No TA will be paid for appearing in the skill assessment test.
15. The location of skill assessment test center will be notified on the website.
16. All further information regarding the recruitment will be provided through the GMDA's website only. The GMDA will not be responsible in any manner if a candidate fails to

visit/access the website in time. Candidates are requested to regularly visit the GMDA website i.e. www.gmda.gov.in for updated information regarding the recruitment.

17. The decision of the GMDA in all matters will be final. No correspondence / interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to the recruitment process will be subject to Courts/Tribunals having jurisdiction over Gurugram only.
18. Candidates selected for appointment will have to produce original documents in support of all the particulars mentioned in their application form regarding their date of birth, reservation category, educational qualification, experience and other claims.
19. Selected candidates will be appointed for a contractual tenure of 3 years which may be extendable, or curtailed as the circumstance so require.
20. Candidates may be posted and/or transferred to any department at any time during service career at the discretion of the GMDA.
21. Work Experience, wherever required shall be recognized only if the experience is in the areas of relevance for the post.
22. Decision of the GMDA shall be final in the matter of recognizing work experience.

How to apply

Before applying online a candidate is required to have a scanned (digital) image in JPG/JPEG format, of his recent Passport Size Photograph (less than 50KB) and Signature (less than 50KB), All Documents in a single PDF file Format (chronological order) less than 10MB, Valid E-Mail Id and Mobile Number of the three previous employer mentioned in the experience section of form are required as a reference. An online recommendation letter will be sent to them regarding the candidate.

Step-1: Fill the online Application Form available on the GMDA website and take print-out in A4 size for self-use (no need to send the document to the GMDA). Only online Application Form is acceptable.

Step-2: The candidate must register himself/herself for applying and then fill the complete form along with photo, signature and document uploading.

Candidate Selection Procedure

1. Final selection for all the posts will be based on Academic Qualification, Experience and Skill assessment test only. The weightage of Academic Qualification, Experience and skill assessment test are given below:-

Academic Qualification				
Sr. No.		Examination	Weightage	Total Weightage
01	A	Secondary School(X)	Percentage of Marks obtain multiplied by 10%	50%
02		Senior Secondary(XII)	Percentage of Marks obtain multiplied by 10%	
03		Graduation	Percentage of Marks obtain multiplied by 30%	
Experience				
01	B	Less than 2 years	0 Marks	10%
02		More than 2 years and up to 3 years	1 Marks	
03		More than 3 years and up to 4 years	2 Marks	
04		More than 4 years and up to 5 years	3 Marks	
05		More than 5 years and up to 6 years	4 Marks	
06		More than 6 years and up to 7 years	5 Marks	
07		More than 7 years and up to 8 years	6 Marks	
08		More than 8 years and up to 9 years	7 Marks	
09		More than 9 years and up to 10 years	8 Marks	
10		More than 10 years and up to 11 years	9 Marks	
11		More than 11 years	10 Marks	
Skill Assessment Test				
01	C	Skill assessment test conducted by designated agency		40%
Total Weightage (A+B+C)				100%

2. Medium of skill assessment test will be English only.
3. Skill assessment test can be conducted anywhere in Haryana. Test center details will be notified on GMDA website.

Tentative Dates

Last date of On-Line Application Form - 17-09-2018 (Monday).

Candidates are advised to follow our GMDA website www.gmda.gov.in regularly for updates.