

# **GURU GOBIND SINGH COLLEGE FOR WOMEN SECTOR – 26, CHANDIGARH**

## **Steps followed by candidates to apply for the post of Clerk**

1. Visit the College website – [www.ggscw.ac.in](http://www.ggscw.ac.in)
2. Press on the link “Career@”.
3. Read the Advertisement carefully.
4. Download the Application Form.
5. Fill the Application Form.
6. Attach Additional Information annexure if required.
7. Attach the certified copy of all certificates and other relevant documents.
8. Attach Demand Draft amounting to Rs. 500/- in favour of Principal, Guru Gobind Singh College for Women, payable at Chandigarh.
9. Send Application Form (in original), Demand Draft, certified copy of all certificates and relevant documents to Principal, Guru Gobind Singh College for Women, Sector-26, Chandigarh 160019 through Registered Post or in Person within 30 days of the publication of the Advertisement.
10. Keep scanned copy of all documents for record.
11. Feel free to contact on email ID [establishment@ggscw.ac.in](mailto:establishment@ggscw.ac.in) for any query.