POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH, CHANDIGARH-160012

Recruitment Cell

Phone No.0172-2755579, Fax No.2744401, Website: www.pgimer.edu.in

RECRUITMENT NOTICE FOR AIIMS, BATHINDA

Advertisement No: PGI/RC/008/2019/2907   Dated: 08.07.2019

CLOSING DATE FOR GENERATION OF CHALLAN/ONLINE APPLICATIONS IS UPTO **28th JULY 2019 TILL 11.59 P.M.** AFTER WHICH THE LINK WILL BE DISABLED. Please visit website: www.pgimer.edu.in

DATE FOR DETERMINING ELIGIBILITY OF ALL CANDIDATES IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND EXPERIENCE, IF ANY etc., SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS i.e. **31st JULY 2019**.

All India Institute of Medical Sciences (AIIMS), Bathinda, Punjab, an autonomous Institute of National Importance is one of the new AIIMS being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swastya Suraksha Yojna (PMSSY) with the aim of correcting regional imbalance in the quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education of training. The Ministry of Health and Family Welfare vide its letter No.Z-28016/45/2017-PMSSY-III dated 4th February 2019 has declared PGIMER, Chandigarh as the mentor Institute for operationalization of various activities at AIIMS, Bathinda (Punjab).

Postgraduate Institute of Medical Education & Research (PGIMER), Chandigarh invites online applications from the citizens of India for recruitment of various Group 'A', 'B' and 'C' posts on regular basis **for All India Institute of Medical Sciences (AIIMS), Bathinda (Punjab)**, as per details given below:-

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC	EWS
	Group 'A'							
1.	Accounts Officer	AO(A/C)/106	1	1	-	-	-	-
2.	Tutor/Clinical Instructor	CL/004	17	9	2	1	4	1
	Group 'B'							
3.	Assistant Administrative Officer	AAO/080	1	1	-	-	-	-
4.	Medical Social Worker	MSW/092	1	1	-	-	-	-
5.	Assistant (NS)	ASSTT/135	1	1	-	-	-	-
6.	Personal Assistant	PA/136	1	1	-	-	-	-
7.	Store Keeper	SK/049	2	2	-	-	-	-

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC	EWS
8.	Technical Assistant / Technician	TA/109	1	1	-	-	-	-
	Group 'C'							
9.	Lab Technician	JTL/017	8	5	1	-	2	-
10.	Upper Division Clerk	UDC/137	2	2	-	-	-	-
11.	Cashier	CASH/138	2	2	-	-	-	-
12.	Stenographer	STENO/041	1	1	-	-	-	-
13.	Lower Division Clerk	LDC/040	1	1	-	-	-	-
	TOTAL		**39**	**28**	**3**	**1**	**6**	**1**

NOTE:-
1. **AIIMS, Bathinda, Punjab is a newly established AIIMS by the Ministry of Health & Family Welfare, Govt. of India and the recruitment to various posts is being done for the first time.**

2. **These posts are meant for AIIMS, Bathinda and the candidates selected for these posts will be posted at Bathinda by the competent authority as per decision of Ministry of Health and Family Welfare.**

3. **The persons who will be appointed against the above posts as mentioned in the above advertisement may be asked initially to report at Baba Farid University of Health Sciences, Faridkot and later on they will be shifted to AIIMS, Bathinda, Punjab.**

4. **The above vacancies are provisional and subject to variation. The competent authority reserves the right to vary the vacancies including reserved vacancies at any stage. The competent authority also reserves the right to withdraw any post at any stage without assigning any reason.**

A. ELIGIBILITY CRITERIA:-

(1) ESSENTIAL EDUCATIONAL QUALIFICATION(S)/EXPERIENCE AND AGE LIMIT FOR THE POSTS ARE AS UNDER:

Sr. No.	Name of the Post(s)	Pay Scale (As per 7 CPC)	Age Limit	Qualification/ Experience
1.	Accounts Officer	Level-10	21-35 years	**Essential:** Graduate in Commerce with at least 55% in aggregate. **Experience:** 3 years' experience in Supervisory capacity in Govt. organization. **Desirable:** Chartered Accountant/Cost Accountant or MBA (Finance).

Sr. No.	Name of the Post(s)	Pay Scale (As per 7 CPC)	Age Limit	Qualification/ Experience
2.	Tutor/Clinical Instructor	Level-10	Not exceeding 35 years	**Essential:** i) B.Sc. (Nursing) degree from a recognized University/ Institution, Or ii) Registered Nurse and Midwife with Sister Tutor's Diploma. iii) 3 years' experience in a Teaching Institution. **Desirable qualification & experience:** i) Master's Degree in Nursing from a recognized University/ Institution. ii) Registered Nurse/Midwife in State Nursing Council. iii) 3 years' experience in teaching institution after obtaining a Master's degree. iv) Ph.D / M.Phil / Independent published work in International/ National Journals of repute.
3.	Assistant Administrative Officer	Level- 7	21-30 years	**Essential:** Degree from recognized University or its equivalent. **Desirable:** 1. MBA/PG diploma in management from recognized Institutes. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers.
4.	Medical Social Worker	Level-7	18-35 years	**Essential:** i) MA (Social Work)/MSW with specialization in Medical Social Work from a recognized University/Institution. ii) 5 years' experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency preferably dealing with Medical/Public Health Service.

				Desirable: Ability to use computers – Hands on experience in office application, spread sheets and presentations.
5.	Assistant (NS)	Level-6	Between 21-30 years	1. Degree of recognized University or equivalent. 2. Proficiency in computers.
6.	Personal Assistant	Level-6	Between 18-30 years	**Essential:** i) Degree from a recognized University. ii) Skill Test Norms: Dictation-10 Minutes @ 100WPM. Transcription- 40 Minutes English or 55 Minutes Hindi on a computer. **Desirable:** Diploma/Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken).
7.	Store Keeper	Level-6	Between 18-35 years	**Essential:** i) Degree from a recognized University/Institution. ii) Post-graduate degree/Diploma in Material management from a recognized University / Institution; OR iii) Bachelor's Degree in Material management from a recognized University/Institution and 3 years experience in store handling (preferably medical stores).

Sr. No.	Name of the Post(s)	Pay Scale (As per 7 CPC)	Age Limit	Qualification/ Experience
8.	Technical Assistant/ Technician	Level-6	Between 25-35 years	**Essential:** a) B.Sc. in Medical Lab Technology or equivalent. b) 5 years experience in the concerned field. OR c) Diploma in Medical Lab Technology or equivalent. d) 8 years experience in the concerned field. OR e) For posts in Anesthesia / Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years experience in concerned field. f) 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field.
9.	Lab Technician	Level-5	Between 21-30 years	**Essential:** a) 10+2 with science. b) Diploma in Medical Lab Technology. **Desirable:** B.Sc. in Medical Lab Technology.
10.	Upper Division Clerk	Level-4	Between 21-30 years	1. Degree of recognized University or equivalent. 2. Proficiency in computers. 3. Skill test norms: Same as that of Lower Division Clerk.
11.	Cashier	Level-4	Between 21-30 years	Degree in Commerce of recognized University or equivalent and 1. At least 2 years' experience of handling accounts work of a Government Organization. and 2. Having proficiency in Computer application.

Sr. No.	Name of the Post(s)	Pay Scale (As per 7 CPC)	Age Limit	Qualification/ Experience
12.	Stenographer	Level-4	Between 18-27 years	**Essential:** (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms: Dictation-10 Minutes @ 80WPM. Transcription- 50 Minutes English or 65 Minutes Hindi on a computer. **Desirable:** Excellent command over Hindi and English (written and spoken).
13.	Lower Division Clerk	Level-2	Between 18-30 years	**Essential:** 1. 12th Class or equivalent qualification from a recognized Board or University. 2. Skill test norms on computer Typing speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi (Time allowed 10 minutes) (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word). **Desirable:** Basic Computer literacy.

Note: **(i) The period of experience wherever prescribed shall be counted after obtaining the prescribed educational qualification.**

(ii) For posts at Sr.No.4, relaxation upto 40 years of age shall be given to the AIIMS staff in accordance with the instructions or orders issued by the Central Government.

(2) AGE RELAXATION:

(i) Upper age limit shall be determined as on last date of receipt of applications.

(ii) Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.

(iii) No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.

(iv) Permissible relaxation of upper age limit as per Government orders as well as category S.No. for claiming age relaxation as on last date of receipt of application is as under:-

S. No.	Category	Age relaxation permissible beyond the Upper age limit	
1.	SC/ST	5 years	
2.	OBC	3 years	
3.	PH	10 years	
4.	PH + OBC	13 years	
5.	PH + SC/ST	15 years	
6.	**Central Govt. Civilian Employees**	**For Group A&B posts**	**For Group C posts**
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	10 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	8 (5+3) years	13 (10+3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years	15 (10+5) years
7.	Any other category	As per Govt. of India's instructions / Rules.	

(3). **FOR ECONOMICALLY WEAKER SECTION:**

(i) EWS (Economically Weaker Section) vacancies are tentative and subject to further direction/clarification of GOI and are subject to outcome of any litigation pending in the court of law. The Income and Asset Certificate (**Annexure-A**) as required has to be issued by any one of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. For detailed guidelines/eligibility regarding reservation for EWS in direct recruitment, candidate may refer to the O.M. No.36039/1/2019-Estt(Res) of Government of India, Ministry of Personnel, Public Grievances & Pensions dated 31.1.2019.

(ii) Candidates seeking reservation/relaxation benefits under SC/ST/OBC/EWS/PWD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the rules/notice. They should also be in possession of all the requisite certificates in the prescribed format as on date in support of their claim as stipulated in

the rules/notice for such benefits and these certificates should be dated earlier than the due date (closing date of receipt of application for this exam).

Note: Candidates should ensure that they fulfill the eligibility criteria for the posts mentioned above. Candidates are required to apply online through the Institute website www.pgimer.edu.in. For applying online, the candidates should have a valid e-mail ID which should be kept alive during the recruitment process. The e-mail ID is required for the initial registration only. The intimation regarding written exam, admit card, result of written exam, document verification and final selection result etc. will be given through notice on website only. Such information will not be given through e-mail. However, SMS will be sent on registered mobile number.

B. **BASIC DETAILS:**

(i) **The application/challan form will be available on PGI website from __09.07.2019 to __28.07.2019 (11.59 PM) and the last date of deposit of application fee in the bank and submission of online application/updation of challan receipt is __31.07.2019.**

(ii) Date of written Examination, result, eligibility or any other instructions pertaining to these posts **will be uploaded on website** as per the approved guidelines followed in the Institute.

(iii) The written examination for all the posts will be conducted in **English language** only.

(iv) Date for Downloading of admit card will also be uploaded on website.

(v) Helpline Desk: 0172-2755587 from 0900-1700 hours on all working days.

Abbreviations:- UR = Un-reserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes, EWS = Economically Weaker Section, PH = Physically Handicapped.

C. **SELECTION PROCEDURE:-**

1. After the closing of last date of applications, the eligibility of the candidates for written examination will be based on *i)* whether the candidate has deposited the requisite application fee in the bank or not?, *ii)* whether after depositing of fee in the bank it has been entered and updated in the application form or not? *iii)* after reconciliation with the bank statement.

NOTE: If all the above three conditions are affirmative then the candidate is provisionally eligible to appear in the written examination. If the candidate doesn't fulfill any of the three conditions, he/she is not eligible.

The eligibility of the candidates regarding educational qualification, age etc. will not be checked at this stage because no certificates/documents are being called from the candidates alongwith online application forms. **The eligible candidates will be allowed to sit in the written examination, which will be held in Chandigarh only. The Date of Examination, Centre of Examination, Roll Number and Instructions for candidates etc. will be intimated to the candidates in Admit Cards, which will be available on the website of the PGIMER i.e. www.pgimer.edu.in.**

2.   **FOR GROUP 'A' POSTS (Sr. No.1 & 2):-**

The written examination (in English language only) would be of 1½ hours (90 minutes) duration and will consist of 85 marks. There will be 85 multiple choice objective type questions. Each question will be of 1 mark. There will be negative marking to the extent of 0.25 marks per question for a wrong response. During these One and Half hours the candidates will be required to undergo biometrics test so as to check any impersonation in the examination.

On the basis of written examination, candidates, three times of the vacancies advertised will be short-listed. The candidates will be required to apply afresh on a given format which will be made available on the website of the Institute alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done and only those candidates who are found eligible after scrutiny will be called for interview. The interview will consist of 15 marks. The minimum qualifying marks (written & interview separately) will be 40% for General and 35% for SC/ST and OBC category.

It is, therefore, desired that candidates should make sure themselves that they fulfill all the eligibility criteria before applying for the post. The final selection will be made on the basis of total marks obtained by the candidates in the written examination and in the interview. Shortlisted candidates are to appear for interview, which is mandatory. It is made clear that merely appearing for the written test does not make a candidate eligible for the post for which the candidate has applied.

3.   **FOR GROUP 'B' (non-gazetted) & GROUP 'C' Posts (Sr. No.3 to 13):-**

1.   The written examination in **English** language only would be of **105** minutes (five minutes for biometric capturing) duration and will consist of 100 questions (each question shall be of one mark). There will be a negative marking to the extent of 0.25 marks per question for a wrong response. On the basis of written examination, candidates, three times of the vacancies advertised will be shortlisted on merit for further selection procedure. **However, for the posts of Personal Assistant (Sr.No.6), Upper Division Clerk (Sr.No.10), Stenographer (Sr.No.12) and Lower Division Clerk (Sr.No.13), this will be five times of the vacancies advertised.** During the examination, the candidates will be required to undergo biometrics so as to ascertain any impersonation in the examination. The shortlisted candidates will be required to apply afresh on a given application format which will be made available on the website of the Institute (at the time of declaration of result of written examination) alongwith all the certificates/documents/testimonials etc. It is made clear that merely appearing and qualifying the written examination for a post does not make a candidate eligible or confer any right of his/her being selected for any post which he/she has applied for.

2.   Based on these documents submitted by the shortlisted candidates, the applications alongwith supported documents will be scrutinized as per Recruitment Rules of the post and the prescribed qualification, experience etc. A candidate who will be found eligible by the Scrutiny Committee, his/her result will be compiled provisionally and candidates in merit list including those in waiting list would be called to appear personally for document verification on a day and time to be intimated to

them. The candidates who will be found eligible after document verification, their final merit list will be prepared alongwith a waiting list thereof based on the marks obtained by the candidates in the written examination. The minimum qualifying marks will be 40% for General category and 35% for SC/ST/OBC category. As the Government of India has dispensed with the holding of interview for Group 'B' and 'C' (non-gazetted) posts, there will be no interview for these posts and the candidates will be selected on the basis of merit in the written examination only.

3. SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

4. A person with physical disability (OH/HH) who qualifies the examination under general standards can be appointed against the reserved vacancy provided the post is identified suitable for person with disability of relevant category.

5. Further, the candidates should also bring the testimonials and certificates *in original* on a prescribed date which would be verified and checked and the candidates, who are declared eligible and whose certificates will be in order, would be finally selected for these posts on merit basis

Syllabus for written examination:-

(i) The syllabus of written examination for the posts of **Accounts Officer (Sr.No.1), Tutor/Clinical Instructor (Sr.No.2), Assistant Administrative Officer (Sr.No.3), Medical Social Worker (Sr.No.4), Assistant (NS) (Sr.No.5), Personal Assistant (Sr.No.6), Store Keeper (Sr.No.7), Technical Assistant/Technician (Sr.No.8), Lab Technician (Sr.No.9), Upper Division Clerk (Sr.No.10), Cashier (Sr.No.11), Stenographer (Sr.No.12)** and **Lower Division Clerk (Sr.No.13)** will be of such nature as the candidate has studied during his/her professional course.

(ii) The syllabus of written examination for the posts of **Stenographer (Sr.No.12)** and **Lower Division Clerk (Sr.No.13)** would be as under:-

Sr. No.	Syllabus
1.	English (12th standard)
2.	Maths (Matric standard)
3.	General Knowledge
4.	Hindi (Matric standard)
5.	Reasoning

SKILL TEST:-

For the posts of Personal Assistant (Sr.No.6), Upper Division Clerk (Sr.No.10), Stenographer (Sr.No.12) and Lower Division Clerk (Sr.No.13), skill test will also be conducted for the candidate(s) shortlisted in the written examination:-

(a) **For Upper Division Clerk and Lower Division Clerk:**

The candidates found eligible by the Scrutiny Committee will be called for skill test i.e. type test at the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. The candidates who qualify the skill test of 10 minutes (Type test) would only be considered for selection. There will be no marks for skill test i.e. type test. To qualify, the passing of skill test is essential. Those who do not qualify the skill test will not be considered for selection and they will not have any claim whatsoever for selection irrespective of the marks in the written examination.

(b) **For Stenographer:**

(i) The candidates five times of the vacancies advertised will be called for skill test i.e. dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.

(ii) The skill test will be of maximum 100 marks. Total 800 words will be dictated at the speed of 80 wpm for 10 minutes. 5% mistakes will be allowed to qualify the shorthand test and a candidate who commits more than 5% mistakes i.e. more than 40 mistakes, will be declared as fail. 0.5 marks each will be deducted for committing a single mistake. To qualify for selection, the passing of skill test is essential. Those who could not qualify the skill test will not be considered for selection and they will not have any claim for selection irrespective of the marks in the written examination.

(c) **For Personal Assistant:**

(i) The candidates five times of the vacancies advertised will be called for skill test i.e. dictation at the speed of 100 w.p.m. in Stenography (English or Hindi) with transcription time of 40 minutes (English) or 55 minutes (Hindi) on computer.

(ii) The skill test will be of maximum 100 marks. Total 1000 words will be dictated at the speed of 100 wpm for 10 minutes. 5% mistakes will be allowed to qualify the shorthand test and a candidate who commits more than 5% mistakes i.e. more than 50 mistakes, will be declared as fail. 0.5 marks each will be deducted for committing a single mistake. To qualify for selection, the passing of skill test is essential. Those who could not qualify the skill test will not be considered for selection and they will not have any claim for selection irrespective of the marks in the written examination.

(d) **For Assistant (NS), Upper Division Clerk and Cashier** – requiring Proficiency in Computer, the evaluation and qualifying criteria for proficiency will be notified separately in due course of time.

Note: *For the posts, which has skill test/physical test/trade test/type test etc., the number of candidates to be shortlisted will be 1:5 for a particular post i.e. for one post five (5) candidates will be shortlisted on the basis of written examination.*

D. **RESOLUTION OF TIE CASES:-**

In cases, where more than one candidate scores equal aggregate marks, the tie will be resolved by the following method:-

(i) First by using number of wrong answers / negative marks in the objective type written examination wherein the candidate(s) with less wrong answers / negative marks will be placed higher.

(ii) If not resolved by (i) above, the aggregate percentage of marks obtained in 10+2 examination wherein a candidate with higher aggregate percentage (%) of marks will be placed higher in merit.

(iii) If not resolved by (i) & (ii) above, the aggregate percentage of marks obtained in Matric standard, the candidate having higher aggregate percentage of marks (%) will be placed higher in merit.

D. **HOW TO APPLY:-**

ONLINE MODE:

1. The candidates applying for the post should first confirm their eligibility as per recruitment rules as per advertisement on the website of the Institute i.e. www.pgimer.edu.in.

2. All eligible candidates should apply online www.pgimer.edu.in before the last date for registration of application form.

3. Before filling up Online Application, a candidate must have his/her photograph scanned in the .jpg format in such a manner that each file should not exceed 500 KB and must not be less than 3 KB in size for the photograph as it has to be uploaded at the time of filling of online form.

4. Candidates are required to have a valid personal e-mail ID/mobile number which should be kept active during the recruitment process. The candidates should ensure that the email ID is not shared or disclosed to any body. In case, a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. The e-mail ID is required for the initial registration. The intimation regarding written examination, admit card, result of written examination, document verification, final selection result etc. will be given through notice on website only. Such information will not be given through e-mail. However, SMS will be sent on registered mobile number.

5. The candidate should fill his/her application form available on the PGIMER website. He/She should fill all the fields of application form carefully. No field should be left blank. After filling application form, the candidate should take out a print of duly filled in application form and challan form (triplicate) and deposit the application fee after 24 hours in any State Bank of India branch as detailed in column 8.

6. The candidate should retain with him/her the printout of duly filled in and uploaded application form. The same is to be sent to the Institute/PGIMER alongwith his/her offline application, which is to be sent only in case he/she declared qualified in the written examination.

7. No request for change of any particular on the online application form shall be entertained after submission of application form. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form.

8. **Candidates can go to any Branch of State Bank of India with the fee Payment Challan duly filled in and pay the prescribed Application Fee in the "Power Jyoti" PUL current account of PGIMER. The account number of PGIMER for recruitment is 35700657347. The candidates after having deposited the fee in the bank must ensure that they have Triplicate Fee Payment Challan with Journal No./Challan No. given by the bank on it. They should mention this Journal/Challan number on the space provided in the application form and keep this challan form with them for future use. The application fee once remitted shall not be refunded under any circumstances.**

    The amount of fee to be paid is as under:-

Category	Total Amount Payable
SC/ST	Rs. 500/-
For all others	Rs. 1000/-
Persons with disabilities	NIL

    Note: In order to avoid any inconvenience, the candidates are advised to visit the bank after a gap of one-two days from the date of generation of challan.

9. Candidates should ensure that the details to be filled in by the State Bank of India officials are filled in complete in all three copies of the challan form along with the seal, challan no. and signature of the Bank Official of the Branch.

10. **Candidates must ensure that the application number should match with challan number, failing which the application will be rejected and the PGIMER will not be responsible for any remittance of fee.**

11. **The candidate should upload the challan fee on PGI website within the stipulated time.**

12. **For the candidates applying through Online Mode if the last date for deposit of application fee in the Bank is a declared holiday, the same will be received on the next working day.**

13. **The candidate should ensure that they fill all the details on the application form including uploading of the photograph, challan details etc. Incomplete application will not be accepted and the candidate will not be allowed to sit in the written examination.**

14. **Candidates with valid application shall be issued admit card. These can be downloaded by the candidates directly from the PGI website www.pgimer.edu.in by entering their Registration Number/application Number, Date of Birth. Admit Cards will not be sent by post. This facility would be available on <u>PGI website 15 days before the actual date of examination.</u>**

15. Further, instructions regarding Written Test result etc. to the candidates alongwith the admit card/call letter will be uploaded on the website of the Institute i.e. **www.pgimer.edu.in**.

E. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:

1. The candidate should enter his/her name in capital letters by using each block for one. After first & second name with the gap of one box for example:-

| R | A | M | | S | I | N | G | H | | K | A | P | U | R | | |

2. The same pattern will also be followed for filling up the Father's/Husband name's.

3. i) The candidate should enter his/her Date of Birth as per example given below:

| 3 | 0 | | S | e | p | | 1 | 9 | 8 | 9 |
DAY   MONTH   YEAR

    ii) The candidate should enter his/her age as on the last date of receipt of application as per example given below:-

| 2 | 9 | | 0 | 0 | | 0 | 0 |
YEARS   MONTH   DAYS

4. The candidate should upload the challan number and date as specified in the application form. Entering wrong information of challan will be liable to rejection.

    EXAMPLE:

    Detail of Application Fee:

| Challan No.   123456789 |
| Challan Date. 10.07.2019 |

5. The candidate is required to mention clearly his/her Email ID in the specified column of application form.

INSTRUCTIONS TO CANDIDATES APPEARING IN WRITTEN EXAMINATION

F. Answer Sheet particulars

1. Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

2. As soon as the candidate receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered, he/she should at once get or replace the same by a numbered one immediately.

3. The test Booklet Series is indicated by Alphabets, A, B, C, or D at the top right hand corner of the Booklet.

4. All that is required is to blacken completely the circle marks as per example given below:-

Centre Code Number	Booklet Series	Booklet Number	Roll Number
01	(B)	2580	17855

Centre Code Number:
● 0
1 ●
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9

Booklet Series:
A
●
C
D

Booklet Number:
0 0 0 ●
1 1 1 1
● 2 2 2
3 3 3 3
4 4 4 4
5 ● 5 5
6 6 6 6
7 7 7 7
8 8 ● 8
9 9 9 9

Roll Number:
0 0 0 0 0
● 1 1 1 1
2 2 2 2 2
3 3 3 3 3
4 4 4 4 4
5 5 5 ● ●
6 6 6 6 6
7 ● 7 7 7
8 8 ● 8 8
9 9 9 9 9

5. Immediately after commencement of the examination, please check that the test booklet supplied to you does not have any un-printed or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.

6. In the test booklet, write with ball pen (blue/black) the Centre code number, test booklet series (in bracket) and roll number at the appropriate space provided on the answer sheet at the top. Also, encode your Centre code number, booklet series (A, B, C or D, as the case may be), Booklet Number and roll number in the circles provided for the purpose in the answer sheet. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the invigilator and get the test booklet/answer sheet replaced.

7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.

8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.

9. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

10. Decision of the competent authority of PGIMER, Chandigarh in all matters regarding eligibility, conduct of examination and selection would be final and binding on the candidates. No correspondence whatsoever would be entertained by the PGIMER, Chandigarh in this regard.

11. No TA/DA will be paid to the candidates for appearing in written examination(s) as well as interview (wherever applicable).

IMPORTANT: Please ensure that you have carefully en-coded your Centre Code No., Booklet Series, Booklet No. and Roll No. *with Ball Pen (Blue/Black)*.

This is just illustrative and may not be relevant to your examination.

G. GENERAL INSTRUCTIONS:-

• Candidates are advised in their own interest to apply much before the closing date and should not wait till the last date.

• A candidate applying for more than one post, is required to submit separate application form for each post, complete in all respects.

• The applications can be submitted online, so the candidates are to ensure that all the details are correctly filled in before submitting the application form. The challan number after depositing the fee should be updated in the application form.

• The candidates must ensure that they fulfill eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere appearance for the written examination by a candidate does not imply that the candidate is eligible for the post. If, at any stage, it is found that the candidate has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after the appointment, his/her services will be summarily terminated.

• The question paper shall contain multiple-choice questions with four options and single correct answer. Un-attempted questions shall be awarded zero marks and multiple responses shall also carry zero marks. The correct way of marking answer options is given below. For example, if your response to question No.12 is **B** then mark it as below:-

Example: 12.

• Candidates will mark the answer on a separate OMR (Optical Mark Reader) Answer-Sheet using **BLUE/BLACK BALL PEN** only.

• The answer-sheets will be scanned by the Optical Mark Reader (OMR) and scores will be generated.

• **Qualifying marks**: The candidates are required to get minimum 40% marks for General Category and 35% marks for SC/ST/OBC category out of total marks separately for written examination and interview, if any. The selection of qualified candidates will be made purely on merit basis of the marks in written examination and interview, as the case may be.

• The candidates shall ensure that they bring with them the admit card and a valid ID proof like Aadhar Card, Voter Card, Driving License, Pan Card, Passport etc. for appearing in the examination. In the absence of Admit Card, candidate will not be allowed to appear for the examination.

- Do not bring any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets etc. into the Examination Hall.

- **All the candidates appearing for the written examination are instructed NOT TO BRING mobile phones/pager/wrist watch/ring/wallets/ladies purse/ornaments (earings, nosepin, bangles, rings etc.) or any other electronic device to the examination hall. The candidates with these devices will not be permitted to enter in the examination hall. The officials in the examination centre are not responsible for the safe custody of the belonging of the candidates and they have to make their own arrangement for their safe custody.**

- Videography/Still Photography and Biometric finger print capturing will also be done during the examination. For this, five (5) minutes extra time will be given to the candidates.

- <u>**Candidates are allowed to appear in the written examination provisionally. The entry of the candidate in the examination hall will be atleast 1 hour before the written examination, only on the production of admit card issued by the Institute. The entry to the examination hall will be closed 30 minutes before the commencement of the written examination**</u>. Frisking of all the candidates will be carried out at the entry gate of the examination centre. The candidate should bring his/her valid identity proof viz. Voter's Card, Driving License, Aadhar Card, PAN Card, Passport etc. which can be demanded by the Invigilator Staff in case of any doubt.

- Candidates are advised in their own interest not to bring any of the banned item including mobile phones etc. to the venue of the examination, as arrangements for safekeeping cannot be assured.

- If a candidate gives more than one answer for the same question, it will be treated as a wrong answer even if one of the given answers happens to be correct.

- If a question is left blank i.e. no answer is marked by the candidates, there will be no penalty for that question.

- Candidate shall neither copy from the papers of any other candidate nor permit his papers to be copied/give/attempt to give/obtain/attempt to obtain irregular assistance of any description.

- No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of examination. Any such misconduct will be severely penalized.

- **Cut-Offs (Minimum Qualifying Marks) on Objective tests will be decided based on the Group performance.**

- The candidates will be short-listed after written examination in the ratio of **1:3** for the advertised vacancies. However, for the posts of Personal Assistant (Sr.No.6), Upper Division Clerk (Sr.No.10), Stenographer (Sr.No.12) and Lower Division Clerk (Sr.No.13), this will be five times (**1:5**) of the vacancies advertised.

- The candidates who are working in Govt./Semi Govt./Autonomous Body etc. must obtain the **"NO OBJECTION CERTIFICATE"** from their present employer and submit same alongwith application form.

- **The candidates are required to bring the original certificates in support of their qualification, Diploma/Degree and fresh OBC certificate along with "Original Fee Challan Form" at the time of document verification or interview as the case may be.**

- Candidates seeking reservation benefits for SC/ST/OBC/PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in the notice. OBC candidates should ensure that they are in possession of valid OBC certificate issued within the due date, issued by the competent authority.

- Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format in respect of the length of continuous service which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.

- Appointment of selected candidates will be subject to verification of the testimonials/certificates and his/her being declared medically fit by the competent authority.

- The selected candidates will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification No.5/7/2003-ECB&PR dated 22.12.2003.

- The Ministry of Health and Family Welfare vide its letter No. Z-28016/45/2017-PMSSY-III dated 4th February 2019 has declared PGIMER, Chandigarh as the mentor Institute for operationalisation of various activities at AIIMS, Bathinda (Punjab). The detail terms and conditions of service etc will be decided by the concerned institute and the Ministry of Health and Family Welfare. PGIMER, Chandigarh has no role in this regard. Service conditions as applicable to the employees of PGIMER, Chandigarh may not be applicable. Service conditions of selected candidates would be decided by the competent authority of AIIMS, Bathinda, Punjab.

- The candidates are advised to visit PGI website regularly for further Instructions, as various information's including result will be uploaded on the website only and the candidate will not be informed individually.

- The courts of Chandigarh only shall have the exclusive jurisdiction to try any dispute with regard to this recruitment.

Sd/-
D I R E C T O R
PGIMER, CHANDIGARH.