

**POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH,
CHANDIGARH-160012**



Recruitment Cell

Phone No.0172-2755578, Fax No.2744401, Website: www.pgimer.edu.in

Advertisement No.: PGI/RC/052/2017/000935

Dated:01.03.2017

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS IS UPTO **29th MARCH 2017 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 MARCH 2017.**

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

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC
	Group 'B'						
1.	Supervisor Radiographer	SRDG/081	2	1	--	--	1
2.	Assistant Accounts Officer	AAO(A/C)/082	1	--	--	--	1
3.	Assistant Clinical Psychologist	ACPSY/102	1	1	--	--	--
4.	Ophthalmic Technician	OT/050	1	1	--	--	--
5.	Adult Literacy-cum-Vocational Training Coordinator	ALVTC/103	1	1	--	--	--
6.	Junior Technician (X-ray)	JTXR/014	5	3	--	1	1
7.	Junior Technician (Radiotherapy)	JTR/016	3	2	--	--	1
	Group 'C'						
8.	Operation Theatre Assistant	OTA/018	5	2	--	3	--
9.	Female Multipurpose Worker	FMW/089	1	--	1	--	--
10.	Dark Room Assistant Grade-III (X-ray)	DRA/021	3	2	--	--	1
11.	Staff Car Driver Ordinary Grade	STCD/054	1	1	--	--	--
12.	Photography Assistant	PHT.ASSTT/022	1	--	--	--	1
13.	Animal Keeper	AK/104	1	--	--	--	1

PAY SCALE -

For Sr.No.1 & 2 Rs.9300-34800 + Grade Pay Rs.4600/-.
For Sr.No.3 to 7 Rs.9300-34800 + Grade Pay Rs.4200/-.
For Sr.No.8 Rs.5200-20200 + Grade Pay Rs.2800/-.
For Sr.No.9 Rs.5200-20200 + Grade Pay Rs.2000/-.
For Sr.No.10 to 13 Rs.5200-20200 + Grade Pay Rs.1900/-.

AGE LIMIT -

- a) For Sr.No.1 is 18-40 years.
- b) For Sr.No.2 to 13 is 18-30 years.
- c) Age relaxation (upper limit) will be given to following categories:
 - (i) SC/ST - Maximum five years.
 - (ii) OBC - Maximum three years.
 - (iii) Any other category – As per Govt. of India Rules/PGI Rules.

The application form will be available on PGI website from 02.03.2017 to 29.03.2017 (11.59 PM) and the last date of receipt of online application / updation of the Challan Receipt is 31.03.2017.

NOTE-I : The above vacancies are provisional and subject to variation. The Director, PGIMER, Chandigarh reserves the right to vary the vacancies including reserved vacancies at any stage. PGIMER also reserve the right to withdraw any post at any stage.

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 as the Call Letter, Admit Card and other information will be given to the candidates online only.

A. BASIC DETAILS:

- (i) Date of written Examination etc. **will be uploaded on website** as per the approved guidelines followed in the Institute.
- (ii) The written examination, if any, for all the posts will be conducted in English language only.
- (iii) Date for Downloading of call letters will also be uploaded on website.
- (iv) 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.

B. ELIGIBILITY CRITERIA:-**i) ESSENTIAL EDUCATIONAL QUALIFICATION(S)/ EXPERIENCE:**

Sr. No.	Name of the Post(s)	Qualification/ Experience
1.	Supervisor Radiographer	B.Sc. Medical Technology (X-ray) with 15 years experience in the concerned department / specialty.
2.	Assistant Accounts Officer	Chartered Accountant (Inter) with two years experience in accounts in a reputed organization. OR M.Com with two years experience in accounts in a reputed organization.
3.	Assistant Clinical Psychologist	Essential: M.A. in Psychology. Desirable: Experience in Clinical Psychology. OR M. Phil in Clinical Psychology. OR Ph.D. in Clinical Psychology or any topic thereof.
4.	Ophthalmic Technician	B.Sc. in Ophthalmic Techniques or equivalent from a recognized University/Institution.
5.	Adult Literacy-cum-Vocational Training Coordinator	Graduate with B.Ed. or M.Ed. Degree.
6.	Junior Technician (X-ray)	B.Sc. Medical Technology (X-ray) / B.Sc. Medical Technology Radiology / B.Sc. Medical Technology Radio-diagnosis / B.Sc. Medical Technology Radio-diagnosis & Imaging Technology.
7.	Junior Technician (Radiotherapy)	B.Sc. Medical Technology (Radiology / Radiotherapy).
8.	Operation Theatre Assistant	B.Sc. Medical Technology (Operation Theatre / Anaesthesia).
9.	Female Multipurpose Worker	1. Certificate of Auxiliary Nurse & Midwife from a recognized State Nursing Council. 2. Must have been registered as Auxiliary Nurse Midwife with a recognized State Nursing Council.

Sr. No.	Name of the Post(s)	Qualification/ Experience
10.	Dark Room Assistant Grade-III (X-ray)	<p>Essential:</p> <ul style="list-style-type: none"> i) Matriculation or its equivalent from a recognized Board/University. ii) Diploma or certificate in Radiography of minimum one year's duration from a recognized Institution. <p>Desirable:</p> <p>One year's experience as Dark Room Assistant in a hospital.</p>
11.	Staff Car Driver Ordinary Grade	<p>Essential:</p> <ul style="list-style-type: none"> i) Matriculation or its equivalent. ii) Possession of valid Driving License for driving heavy vehicles. iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles). iv) Experience of driving motor vehicles (including heavy vehicles) for 3 years. <p>Desirable:</p> <p>Three years service as Home Guard / Civil Volunteer.</p>
12.	Photography Assistant	<p>Essential:</p> <ul style="list-style-type: none"> i) Matriculation or its equivalent from a recognized University. ii) ITI certificate in the trade. <p style="text-align: center;">OR</p> <p>One year experience of Dark Room work including processing and printing of black and white and colour films.</p> <p>Desirable:</p> <p>Experience of still and movie photography and preparation of projection slides.</p>
13.	Animal Keeper	<ul style="list-style-type: none"> i) Matric with science from recognized Board/University. ii) Two years experience in breeding and keeping of animals preferably in a medical or research institution.

Note: The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

C. **SELECTION PROCEDURE:-**

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. 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 called from the candidates alongwith application forms. These candidates are required 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 PGI.

FOR GROUP 'B' (non-gazetted) and Group 'C' POSTS (Sr. No.1 to 13):-

The written examination in English language would be of 105 minutes (five minutes for biometric capturing) duration and will consist of 100 questions (each question shall be of one mark). During these hours, the candidates will be required to undergo biometrics test so as to check any impersonation in the examination. There will be 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 short-listed. The candidates will be required to apply afresh on a given format alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done, which would be based on the recruitment rules advertised for educational qualification, age relaxation and other notified criteria. The candidates who are found eligible on this basis, their merit list will be prepared alongwith a waiting list thereof from the shortlisted candidates based on marks obtained by the candidate in written examination. The minimum qualifying marks will be 40% for General and 35% for SC/ST and OBC category. As the Govt. of India has dispensed with the holding of interview for Group 'B' and Group 'C' posts (non-gazetted), there will be no interview for these posts and the candidates will be selected on the basis of merit in the written examination only.

Syllabus for written examination:-

The syllabus of written examination for the posts of **Supervisor Radiographer (Sr.No.1), Assistant Accounts Officer (Sr.No.2), Assistant Clinical Psychologist (Sr.No.3), Ophthalmic Technician (Sr.No.4), Adult Literacy-cum-Vocational Training Coordinator (Sr.No.5), Junior Technician (X-ray) (Sr.No.6), Junior Technician (Radiotherapy) (Sr.No.7), Operation Theatre Assistant (Sr.No.8), Female Multipurpose Worker (Sr.No.9), Dark Room Assistant Grade-III (X-ray)**

(Sr.No.10), Photography Assistant (Sr.No.12) and Animal Keeper (Sr.No.13) will be of such nature as the candidate has studied during his/her professional course or the course of study at appropriate level.

For the post of **Staff Car Driver Ordinary Grade (Sr.No.11)**, apart from the written examination of the candidates, a driving test will also be conducted to ascertain the knowledge of driving, motor mechanism and or removing minor defects of the vehicles.

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 information regarding examination date, result etc. will be sent through e-mail/SMS in the registered e-mail ID/mobile number.
5. The candidate should fill his/her application form available on the PGIMER website. He/She should fill all the fields of the form. No field should be left blank. After filling application form, the candidate should take out a print of challan form (triplicate) and deposit the application fee after 24 hours in any State Bank of India branch as detailed in column 6.
6. **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 No. 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 amount of fee to be paid is as under:-

Category	Total Amount Payable
SC/ST	Rs 500/-
For all others	Rs 1000/-

7. 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.
8. **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.**
9. **The candidate should upload the challan fee on PGI website within the stipulated time.**
10. **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.**
11. **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.**
12. **Candidates with valid application shall be issued call letters & 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. Call letters will not be sent by post. This facility would be available on PGI website 15 days before the actual date of examination.**
13. 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	7
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	8	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. 01.02.2017

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

- 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.
- All corrections and changes in writing roll number must be initialed by the candidates as well as by the invigilator and countersigned by the Supervisor.
- 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.
- 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.
- 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.
- 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.
- No TA/DA will be paid to the candidates for appearing in written examination(s).
- **The candidates are required to bring with them 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.**
- Decision of the 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.

- 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.
- Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.
- 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.
- The test Booklet Series is indicated by Alphabets, A, B, C, or D at the top right hand corner of the Booklet.
- All that is required is to darken completely the circle marks as per example given below:-

Centre Code Number	Booklet Series	Booklet Number	Roll Number
01	(B)	2580	17855
● 0	A	0 0 0 ●	0 0 0 0 0
1 ●	●	1 1 1 1	● 1 1 1 1
2 2	C	● 2 2 2	2 2 2 2 2
3 3	D	3 3 3 3	3 3 3 3 3
4 4		4 4 4 4	4 4 4 4 4
5 5		5 ● 5 5	5 5 5 ● ●
6 6		6 6 6 6	6 6 6 6 6
7 7		7 7 7 7	7 ● 7 7 7
8 8		8 8 ● 8	8 8 ● 8 8
9 9		9 9 9 9	9 9 9 9 9

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

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 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. A **B** C D

- Candidates will mark the answer on a separate OMR Answer-Sheet using **BLUE/BLACK BALL PEN.**
- 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% and 35% qualifying marks out of total marks for General Category and SC/ST/OBC category respectively. The selection will be made purely on merit basis.
- The candidates shall ensure that they should 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.**
- **Candidates are allowed to appear in the written examination provisionally. The entry of the candidate in the examination hall will be atleast 1½ hrs. before the written examination, only on the production of admit card issued by the Institute. The entry to the examination hall will be closed 15 minutes before the commencement of the written examination.** Frisking of all the candidates will be carried out at the entry gate of the examination centre. The candidate should bring his/her 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, 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 given by the candidates, there will be no penalty for that question.
- No candidates shall 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 candidates should misbehave in any manner create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of the 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 all of the advertised vacancies.
- The candidates who are working in Govt./Semi Govt./Autonomous Body etc. must obtain the **"NO OBJECTION CERTIFICATE"** from their present employer.
- Appointment of selected candidates is subject to verification of the testimonials/certificates and his/her being declared medically fit by the PGIMER, Chandigarh.
- The candidates are advised to visit PGI website regularly for further Instructions, if any.

Sd/-
DIRECTOR
PGIMER, CHANDIGARH.