POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH, CHANDIGARH-160012

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

RECRUITMENT NOTICE

Advertisement No: PGI/RC/010/2019/3765   Dated: 07.09.2019

Postgraduate Institute of Medical Education & Research (PGIMER), Chandigarh invites online applications (Please visit www.pgimer.edu.in) from the citizens of India for recruitment of various Group 'A', 'B' and 'C' posts on regular basis, as per details given below:-

ITEM(S)	TIMELINE
OPENING DATE FOR GENERATION OF CHALLAN/ ONLINE APPLICATIONS	**07.09.2019**
CLOSING DATE FOR GENERATION OF CHALLAN/ ONLINE APPLICATIONS	**03.10.2019**
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS	**05.10.2019**

Details of posts:-

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC	EWS
	Group 'A'							
1.	Principal (NINE)	PRINC/139	1	1	-	-	-	-
2.	Public Relation Officer	PRO/141	1	1	-	-	-	-
	Group 'B'							
3.	Junior Technician (Radiotherapy)	JTR/016	2	-	-	1	-	1
	Group 'C'							
4.	Plaster Technician Grade-II	PLAST/140	1	1	-	-	-	-
5.	Lower Division Clerk	LDC/040	35	13	1	3	12	6
6.	Security Guard Grade-II	SG/055	25	12	-	4	6	3
	TOTAL		**65**	**28**	**1**	**8**	**18**	**10**

NOTE:-1. **For Sr.No.3,** One (1) post (out of Two (2) posts) of Junior Technician (Radiotherapy), is reserved for Persons with Disabilities (OL & HH category). The same has been carried forward from the recruitment year 2017-18.
For Sr.No.5, Two (2) posts (out of Thirty Five (35) posts) of Lower Division Clerk, are reserved for Persons with Disabilities (identified suitable for OA, OL, BL, OAL, B, LV & HH category).

2. 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.

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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.	Principal (NINE)	Level-13	Upto 35 years	**Essential:** 1. Master's degree in nursing. 2. 10 years experience in teaching in a college of Nursing. **Desirable:** Independent published work of high standard/Doctorate Degree. 3 years experience in administration.
2.	Public Relation Officer	Level-11	Not exceeding 40 years	1. Degree of a recognized University or equivalent. 2. Postgraduate Diploma in Journalism/Public Relations/Mass Communication. 3. Not less than 12 years of experience out of which atleast 7 years should be in the Supervisory capacity in public relation/publicity/printing and publishing.
3.	Junior Technician (Radiotherapy)	Level-6	18-30 years	B.Sc. Medical Technology (Radiology/Radiotherapy).
4.	Plaster Technician Grade-II	Level- 4	18-30 years	Matric with Science having 3 years experience in the line in a teaching Institute/hospital of repute.
5.	Lower Division Clerk	Level-2	18-30 years	1. 12th class or equivalent qualification from recognized Board or University. 2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word.

6.	Security Guard Grade-II	Level-1	18-30 years (relaxable upto 40 years for the Institute's employees)	**Essential:**

Essential:

i) Matriculation from a recognized Board/University (relaxable upto Middle Standard pass in the case of Ex-serviceman who have excellent record and have passed second class examination of the service).

ii) Following Physical standards:

a. Height: 167 Cms.
b. Chest: 80 Cms.

Provided that for residents of hill areas height may be 162 cms and chest 76 cms with an expansion of 5 cms.

iii) Qualifying a test in Physical Efficiency:

1.	Long Jump (Total Marks 10)	Minimum 3.3 meters: 3 marks or the minimum to be increased to 10 marks. 1 mark for every successive 15 cms. Total chances three.
2.	High Jump (Total Marks 10)	Minimum 1.2 meters carrying 5 marks. For every 5 cms. After that 1 mark will be added upto 10 marks. Maximum of 2 chances at each level
3.	100 Meters Sprint (Total Marks 10)	A candidate completing 100 meters Sprint in 14 seconds will get 4 marks. For every half second less time taken, he will get 1 mark extra upto maximum of 10 marks.
4.	792 Meter Race (Total Marks 10)	A candidate completing 792 meters race in 3 minutes 10 seconds will get 5 marks. For every 10 seconds less time taken, he will get 1 mark extra upto a maximum of 10 marks for 2 minutes 20 seconds.

| | | | | | 5. | Obstacles & Pull ups (Total Marks 10) | 2 Obstacles to be kept involving.

i. Climbing a wall of 2.4 meters in 3 minutes 4 marks.
ii. Vaulting Single handed a horizontal bar at 1.05 meters in 3 minutes 3 marks.
iii. 4 pull ups on a Beam of 2.25 meters from the ground in 3 minutes 3 marks. |
| | | | | | | **NOTE:**
a) A candidate who is not able to attain the minimum standards for any item, will be given zero mark for that.
b) Total qualifying marks will be 25 i.e. 50 percent of the total marks.
c) Demonstrations wherever required, will be shown.
d) Candidates, who fail to secure qualifying marks will not be eligible for selection. | |

Desirable:

i) Service in the Armed Forces / Para-Military Forces / Police.
ii) Experience of performing security duties, preferably in a hospital of repute.

Note: The standards of Physical Efficiency test may be relaxed by the Director in the case of Ex-serviceman and any other category of persons for the reasons to be recorded in writing.

Note: **(i)** **The date for determining eligibility in respect of ESSENTIAL QUALIFICATION(S) AND EXPERIENCE, if any, shall be the prescribed closing date for submission of online applications i.e. 5th OCTOBER 2019.**

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

(iii) **The experience certificate(s) in support of the experience wherever prescribed should be dated on or before the closing date for submission of online application and should reveal clearly about the dates & period during which the concerned person has worked on a post(s), nature of duties performed, pay scale, etc. No clarification/addendum in this regard dated on a date after the**

closing date of online application will be considered /entertained and the candidature will be decided accordingly.

(iv) 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).

(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 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 PERSONS WITH DISABILITY CATEGORY:

I.   Reservations for persons with benchmark disabilities will be given as per the instructions contained in OM dated 15th January 2018 issued by DoPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities.

II.   As per OM dated 15th January 2018 issued by DoPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities, the persons selected against the quota for persons with benchmark disabilities will be placed in the respective category viz. SC/ST/OBC/UR/EWS to which they belong. They will have to compete as per standards prescribed for their respective category viz. SC/ST/OBC/UR/EWS.

III.   The persons who suffer from not less than 40% of disability will only be eligible for the benefit of reservation and other relaxations as permissible under the rules. The applicant must have a valid Disability Certificate issued by the competent authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered. The physical disability of finally selected candidates would be ascertained by a Medical Board specifically constituted for this purpose.

IV.   Relaxation for providing facilities of Scribe / Reader / Lab Assistant and extra time would be allowed to persons having disability of 40% or more, if so desired by the persons. However, this would be provided only according to instructions issued in this regard by Govt. of India.

V.   *__The candidates applying under the category Persons with Disabilities for the above said posts are exempted for payment of any application fee.__*

(4).   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 31.01.2019.

B. | BASIC DETAILS: |

(i)   **The application/challan form will be available on PGI website from   07.09.2019   to   03.10.2019 (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   05.10.2019.**

(ii)   Candidates fulfilling the eligibility criteria for the post(s) mentioned above 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.

(iii) The selection will be in accordance with the **SELECTION PROCEDURE** as prescribed in the succeeding paragraph of these guidelines/ advertisement notice.

(iv)   After submission of online application(s), further information regarding eligibility, date(s) of written exam, date for downloading of admit card, result of written exam, document verification, final selection result or any other instructions pertaining to these posts will be given **through notice on website** only. Such information will not be given through individual e-mail. However, SMS will be sent on registered mobile number.

(v)   The written examination for all the posts will be conducted in **English language** only **which will be held in Chandigarh**.

(vi)   Technical 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, OL = one leg affected (R and/or L); OA = One Arm, BL = Both Leg, OAL = One Arm and One Leg, B = Blind, LV = Low Vision, HH = Hearing Handicapped (persons suffering from hearing impairment).

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.

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.

Accordingly, a notice of eligibility/ not-eligibility will be uploaded on the Institute website (www.pgimer.edu.in) within a period of 10 days after the submission of online applications and candidates may represent as per the instructions contained therein the notice for eligibility/ not-eligibility.

Note: The eligibility of the candidates based on educational qualification, age, experience, etc. as per recruitment rules prescribed in the notice will not be checked at this stage because no certificates/documents are being called from the candidates alongwith their online application forms.

2.   The eligible candidates will be allowed to sit in the written examination for which candidates will be informed through a notice on the website of the Institute containing therein the details regarding schedule of examination and the dates from which admit cards will be available for downloading. 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 PGIMER i.e. www.pgimer.edu.in as per dates in the notice mentioned above.

3. **WRITTEN EXAMINATION:-**

(i) **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.

(ii) **FOR GROUP 'B''(non-gazetted) & GROUP 'C''Posts (Sr. No.3 to 6):-**

The written examination (in **English** language only) would be of **105** minutes duration and will consist of 100 multiple choice objective type 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. During these 105 minutes the candidates will be required to undergo biometrics test so as to check any impersonation in the examination.

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.

4. The minimum qualifying marks will be 40% for General category/ EWS 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. **However, for Group 'A' posts (Sr. No. 1 & 2), there will be mandatory interview of 15 marks. The minimum qualifying marks (written & interview separately) for Group 'A' post will be 40% for General/EWS and 35% for SC/ST and OBC category.**

5. On the basis of written examination, candidates, three times of the vacancies advertised will be short-listed. **However, for the posts of Lower Division Clerk (Sr.No.5) and Security Guard Grade-II (Sr.No.6), this will be five times of the vacancies advertised.** The result of the written examination for short listing of the candidates will be uploaded through a notice on the website i.e. www.pgimer.edu.in of the Institute within one week of the date of holding written examination.

6. **The shortlisted candidates will be required to apply afresh** offline within prescribed time alongwith all the certificates/ documents/ testimonials etc. on a given format which will be made available on the website of the Institute along with the notice for short listing of the candidates on the basis of written examination. Shortlisted candidates will be required to furnish the following certificates/documents/testimonials alongwith their offline application:-

    (a) Duly filled in application form
    (b) Original copy of challan for deposit of application fee.
    (c) Print out of the online application form.

(d) Self attested /attested copy of mark sheet of Matric, 10+2 and other higher qualification as per requirement of the recruitment rules of the post concerned.

(e) Self attested/attested copy of experience certificate(s), wherever required.

(f) Self attested/attested copy of caste/category certificate viz. SC/ST/OBC/EWS/PWD.

(g) No Objection Certificate from the present employer in case a candidate is working in Govt./Semi Govt./Autonomous Body etc.

Note: (i) The shortlisted candidates while forwarding their offline applications should ensure that they have filled in all columns and no column of offline application should be left blank. They should also ensure that they have attached self certified/ attested copy of all documents in support of age, educational qualification, experience certificate and category certificate, etc. The applications/ documents furnished after the prescribed due date for submission of offline application will not be considered and the candidature will be decided accordingly.

(ii) Candidates should note that the experience certificate(s) in support of the experience wherever prescribed should be dated on or before the closing date for submission of online application and should reveal clearly about the dates & period during which the concerned person has worked on a post(s), nature of duties performed, pay scale, etc. No clarification/addendum in this regard dated a date after the closing date of online application will be considered /entertained and the candidature will be decided accordingly.

7. Based on these documents submitted by the candidates with their offline applications, the scrutiny of the applications will be done to decide the eligibility of candidates as per applicable recruitment rules for age, essential qualification and experience, etc. of the concerned post. Accordingly, a notice of eligibility/ provisionally eligible/ not eligibility will be uploaded on the Institute's website. A candidate who will be found eligible/ provisionally eligible by the Scrutiny Committee, his/her result will be compiled provisionally (for Group 'B' and 'C' posts not requiring any skill test) or will be called for skill test (for the posts requiring skill test) / interview (for Group 'A' post).

8. For the posts of **Lower Division Clerk (Sr.No.5)** and **Security Guard Grade-II (Sr.No.6)**, candidates who will be found eligible/provisionally eligible by the Scrutiny Committee, **Skill/Type Test** and **Physical Efficiency Test** on the parameters as mentioned above (page no.2 to 4) will be conducted for the candidate(s).

9. Shortlisted candidates in merit list including those in waiting list who have been declared eligible by the scrutiny committee and qualified in the skill test, where ever prescribed, would be called to appear personally for document verification with originals on a day and time to be intimated to them through a notice on the Institute's website and the candidates. Accordingly, candidates whose certificates in support of their age, educational qualification and experience, etc. will be in order, **would be finally selected for these posts on merit basis.**

10. **For Group 'A' posts**, the shortlisted and eligible candidates will be required to appear for personal interview **of 15 marks**, which is mandatory.

11. It is made clear that merely appearing for the written test or written test and interview does not make a candidate eligible for the post for which the candidate has applied.

12. **The final selection of candidates declared eligible after scrutiny of the offline applications will be made on the basis of total marks obtained by them in the written examination (for all Group 'B' and 'C' posts) and in the written examination & interview (for Group 'A' posts).**

13. 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.

14. **Syllabus for written examination:-**

(i)   The syllabus of written examination for the posts of **Principal (NINE) (Sr.No.1), Public Relation Officer (Sr.No.2), Junior Technician (Radiotherapy (Sr.No.3), Plaster Technician Grade-II (Sr.No.4)** and **Security Guard Grade-II (Sr.No.6)** will be as per the prescribed level of educational qualification/ professional course for the respective post and may also include such questions as pertaining to the nature of working of the concerned post.

(ii)   The syllabus of written examination for the posts of **Lower Division Clerk (Sr.No.5)** would be as under:-

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

15. **SKILL TEST:-**

(a) For the posts of **Lower Division Clerk (Sr.No.5)**, Skill/Type Test on the parameters as mentioned above (page no.2) will be conducted for the candidate(s) shortlisted in the written examination:-

"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 the posts of **Security Guard Grade-II (Sr.No.6)**, Physical Efficiency Test on the parameters as mentioned above (page no.3&4) will be conducted for the candidate(s) shortlisted in the written examination.

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.

E. | **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. They should also ensure that they have a valid personal e-mail ID and mobile number. Candidate should note that the e-mail ID and mobile number are to 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.

2. 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

3. All eligible candidates willing to apply for one or more post(s) in response to this advertisement notice should visit PGIMER website www.pgimer.edu.in and register himself / herself before the last date for registration of application form. For registration, one should select advertisement number of this notice and fill other details i.e. post applied for, Name of candidate, Date of birth, category, e-mail ID, mobile number etc. Upon successful registration, the user name/application number and password will be sent to the e-mail ID used during registration.

4. Using the above user name/application number and password, the candidate is to log in at www.pgimer.edu.in to fill in the online application form. For filling up of online application form, the candidate are to enter the necessary information as required under the respective fields pertaining to personal information, qualification(s), experience(s), etc. in Step-1. After final save of online application at Step-1 they are required to generate the challan form for further depositing of the application fee in the bank. After depositing the application fee in the bank, the candidate(s) are required to update the challan details and upload the scanned photograph in the format and size as given at serial no.2 above. After successful updating of challan details and uploading of photograph, his/her online application form gets submitted finally and candidate(s) may view the filled in application form at Step-5 and should take a print out of the same.

    NOTE:- Candidate(s) should note that no edit option will be available to them after saving the application finally. Therefore, the candidates are advised to fill all the details regarding name, category, qualification, experience etc. carefully. Candidates are also advised to ensure that they have uploaded the correct photograph. Before uploading the photograph, they should check the correctness of the same as no request for any change in this regard will be entertained.

5. 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.

6. 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 9.

7. The candidate should retain with him/her the printout of duly filled in online 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.

8. **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.**

9. **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.

10. 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.

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

12. **The candidate should upload the details of challan on PGI website within the stipulated time.**

13. **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.**

14. **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.**

15. **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 PGI website 15 days before the actual date of examination.**

16. 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.

F. | **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's name.

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:

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Challan No.   123456789
Challan Date. 01.09.2019
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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

G. | **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
● 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

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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
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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.

H. 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:-

- 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.

- **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**. 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 Lower Division Clerk (Sr.No.5) and Security Guard Grade-II (Sr.No.6), 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 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.