

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



**Recruitment Cell**

Phone No.0172-2755579, Fax No.2744401, Website: [www.pgimer.edu.in](http://www.pgimer.edu.in)

**Advertisement No.: PGI/RC/081/2018/4305**

**Dated: 18.07.2018**

CLOSING DATE FOR GENERATION OF CHALLAN/ONLINE APPLICATIONS IS UPTO **16<sup>TH</sup> AUGUST 2018 TILL 11.59 P.M.** AFTER WHICH THE LINK WILL BE DISABLED. Please visit website: [www.pgimer.edu.in](http://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. **18<sup>TH</sup> AUGUST 2018.**

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, as per details given below: -

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC
	<b><u>Group 'A'</u></b>						
1.	Blood Transfusion Officer	BTO/078	1	-	-	-	1
2.	Assistant Blood Transfusion Officer	ABTO/011	1	1	-	-	-
3.	Medical Physicist (Radiotherapy)	MPR/010	1	1	-	-	-
4.	Vocational Rehabilitation Instructor	VRI/127	1	1	-	-	-
	<b><u>Group 'B'</u></b>						
5.	Computer Programmer	CP/047	2	1	1	-	-
6.	Museum Curator	MC/128	1	1	-	-	-
7.	Assistant Clinical Psychologist	ACPSY/102	3	2	-	-	1
8.	Transplant Coordinator	TC/129	2	2	-	-	-
9.	Occupational Therapist	OTH/091	4	2	-	-	2
10.	Auditory Verbal Speech Therapist	AVST/130	1	1	-	-	-
11.	Junior Technician (Lab)	JTL/017	2	2	-	-	-
	<b><u>Group 'C'</u></b>						
12.	Operation Theatre Assistant	OTA/018	10	2	3	4	1
13.	Ear Mould Technician	EMT/131	1	1	-	-	-
14.	Assistant Manager (Canteen)	AM(C)/132	1	1	-	-	-
15.	Staff Car Driver Ordinary Grade	STCD/054	7	4	1	-	2

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR	SC	ST	OBC
16.	Male Multipurpose Worker	MMW/090	1	1	-	-	-
17.	Conductor Grade-II	CONDUCT/133	1	1	-	-	-
18.	Security Guard Grade-II	SG/055	5	2	-	-	3

#### **PAY SCALE -**

For Sr.No.1 Rs.15600-39100 with Grade Pay of Rs.6600/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-11 Rs.67,700-2,08,700 at the minimum of the pay level of Rs.67,700/-.

For Sr.No.2 to 4 Rs.15600-39100 with Grade Pay of Rs.5400/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-10 Rs.56,100-1,77,500 at the minimum of the pay level of Rs.56,100/-.

For Sr.No.5 & 6 Rs.9300-34800 with Grade Pay of Rs.4600/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-7 Rs.44,900-1,42,400 at the minimum of the pay level of Rs.44,900/-.

For Sr.No.7 to 11 Rs.9300-34800 with Grade Pay of Rs.4200/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-6 Rs.35,400-1,12,400 at the minimum of the pay level of Rs.35,400/-.

For Sr.No.12 & 13 Rs.5200-20200 with Grade Pay of Rs.2800/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-5 Rs.29,200-92,300 at the minimum of the pay level of Rs.29,200/-.

For Sr.No.14 Rs.5200-20200 with Grade Pay of Rs.2000/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-3 Rs.21,700-69,100 at the minimum of the pay level of Rs.21,700/-.

For Sr.No.15 to 17 Rs.5200-20200 with Grade Pay of Rs.1900/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-2 Rs.19,900-63,200 at the minimum of the pay level of Rs.19,900/-.

For Sr.No.18 Rs.5200-20200 with Grade Pay of Rs.1800/-. Now revised under 7<sup>th</sup> CPC as Pay Matrix Level-1 Rs.18,000-56,900 at the minimum of the pay level of Rs.18,000/-.

#### **AGE LIMIT -**

- For Sr.No.1, 2 & 3 is upto 35 years.
- For Sr.No.4 to 7 and 9 to 18 is 18-30 years.
- For Sr.No.8 is upto 40 years.
- For posts at Sr.No.4,10,12,15,16 and 18, relaxation upto 40 years of age shall be given to the Institute employees.
- Age relaxation (upper limit) will be given to following categories:
  - SC/ST - Maximum five years.
  - OBC - Maximum three years.
  - Any other category – As per Govt. of India Rules/PGI Rules.

**The application form will be available on PGI website from 17.07.2018 to 16.08.2018 (11.59 PM) and the last date of receipt of online application / updation of the Challan Receipt is 18.08.2018.**

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

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](http://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.

**A. BASIC DETAILS:**

- (i) 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.
- (ii) The written examination for all the posts will be conducted in **English language** only.
- (iii) Date for Downloading of admit card 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.	Blood Transfusion Officer	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A recognized medical qualification including I or II Schedule of Part II of the third schedule (other than licentiate qualifications) to the Indian Medical Council (Act, 1958). Holders of Educational Qualification included in Part II of the third schedule should fulfill the conditions stipulated in sub section (3) of the Section 13 of the Indian Medical Council Act, 1956.</li> <li>2. Five year experience in Blood Bank; work after Registration as Medical Graduate.</li> <li>3. The candidate must be registered with a State Medical Council.</li> </ol>
2.	Assistant Blood Transfusion Officer	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A recognized medical qualification including I or II Schedule of Part II of the third schedule (other than licentiate qualifications) to the Indian Medical Council (Act, 1958). Holders of Educational Qualification included in Part II of</li> </ol>

		<p>the third schedule should fulfill the conditions stipulated in sub section (3) of the Section 13 of the Indian Medical Council Act, 1956.</p> <p>2. Two year experience in Blood Bank; work after Registration as Medical Graduate.</p> <p>3. The candidate must be registered with a State Medical Council.</p>
3.	Medical Physicist (Radiotherapy)	<p><b><u>Essential:</u></b></p> <p>M.Sc. in Physics from a recognized University.</p> <p>A post M.Sc. diploma in Radiological/Medical Physics from a recognized University.</p> <p>12 months internship in a recognized well-equipped Radiotherapy Department in India with RSO level III certification from AERB.</p> <p style="text-align: center;">OR</p> <p>M.Sc. in Medical Physics from a recognized University.</p> <p>12 months internship in a recognized well-equipped Radiotherapy Department in India with RSO level III certification from AERB.</p>
4.	Vocational Rehabilitation Instructor	<p><b><u>Essential:</u></b></p> <p>i) Post Graduate degree in psychosocial rehabilitation/Social Work in Disability studies or Rehabilitation Sciences.</p> <p>ii) 2 years experience in the rehabilitation of Psychosocial/Psychiatric rehabilitation in a recognized institution/hospital.</p>
5.	Computer Programmer	<p>(i) Master's Degree in Statistics/Mathematics (with Statistics)/Operation Research Physics</p> <p style="text-align: center;">OR</p> <p>(ii) Degree in Engineering/Computer Science of a recognized University or equivalent.</p> <p>(a) One year experience of actual programming on an electronic computer or in operation of an electronic computer</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in Mathematics (with statistics)/Physics/Statistics from a recognized University or equivalent.</p> <p>Seven years experience of operation of Electronic Computer including experience of actual programming on Electronic Computer.</p>

		<p><b><u>Desirable:</u></b></p> <p>a) Formal Training in computer programming/ system design/analysis from a recognized Institution.</p> <p>b) Knowledge of one or more programming language (to be indicated specifically at the time of recruitment).</p>
6.	Museum Curator	<p><b><u>Essential:</u></b></p> <p>M.Sc. Anatomy/Zoology/Anthropology (Physical).</p> <p style="text-align: center;">OR</p> <p>B.Sc./B.Sc. Medical Technology with five years experience of having worked as Jr. or Sr. Technician/Research Fellow/Research Associate in department of Anatomy/Pathology/Exp. Medicine or any other allied subject.</p>
7.	Assistant Clinical Psychologist	<p><b><u>Essential:</u></b></p> <p>M.A. in Psychology</p> <p><b><u>Desirable:</u></b></p> <p>Experience in Clinical Psychology</p> <p style="text-align: center;">OR</p> <p>M.Phil in Clinical Psychology</p> <p style="text-align: center;">OR</p> <p>Ph.D. in Clinical Psychology or any topic thereof.</p>
8.	Transplant Coordinator	<p><b><u>Essential:</u></b></p> <p>i) Graduate of any recognized system of medicine; or</p> <p>ii) Nurse; or</p> <p>iii) Bachelor's degree in any subject and preferably Master's degree in Social Work or Psychiatry or Sociology or Social Science or Public Health.</p> <p><b><u>Desirable:</u></b></p> <p>Past experience of working in transplant or retrieval hospital/centre or experience in ICU management.</p>
9.	Occupational Therapist	<p><b><u>Essential:</u></b></p> <p>(i) B.Sc. + Diploma in Occupational Therapy.</p> <p>(ii) Five years experience as Occupational Therapist in institution of repute.</p>

Sr. No.	Name of the Post(s)	Qualification/ Experience
10.	Auditory Verbal Therapist	<p><b><u>Essential:</u></b></p> <p>Bachelor degree in Speech &amp; Hearing / Bachelor of Audiology &amp; Speech Language Pathology from a recognized University or its equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>Diploma in Auditory Verbal Therapy or Six months of experience in working with Cochlear implantation.</p>
11.	Junior Technician (Lab)	<p>B.Sc. Medical Lab. Technology. OR B.Sc. with Diploma in Medical Lab. Technology.</p>
12.	Operation Theatre Assistant	<p>B.Sc. Medical Technology (Operation Theatre/Anaesthesia).</p>
13.	Ear Mould Technician	<p>Diploma in Hearing, Language and Speech (DHLS) or Diploma in Hearing Aid &amp; Earmould Technology (DHA &amp; ET) or its equivalent.</p>
14.	Assistant Manager (Canteen)	<p>(i) Matriculation or equivalent from a recognized Board/University.</p> <p>(ii) Diploma in Book keeping/Store keeping/Hotel Management.</p>
15.	Staff Car Driver Ordinary Grade	<p><b><u>Essential:</u></b></p> <p>i) Matriculation or its equivalent.</p> <p>ii) Possession of valid Driving Licence for driving heavy vehicles.</p> <p>iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).</p> <p>iv) Experience of driving motor vehicles (including heavy vehicles) for 3 years.</p> <p><b><u>Desirable:</u></b></p> <p>Three years service as Home Guard/Civil Volunteer.</p>
16.	Male Multipurpose Worker	<p>1. Matriculation or its equivalent from a recognized Board/School.</p> <p>2. One year experience of Community Health Programme in Rural/Urban Area.</p> <p><b><u>Desirable:</u></b> -</p> <p>Certificate/formal training as Basic Health Worker.</p>

Sr. No.	Name of the Post(s)	Qualification/ Experience												
17.	Conductor Grade-II	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Matriculation</li> <li>2. Possessing Conductors License issued by the competent authority.</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Possessing a Driving License for heavy vehicles and knowledge of motor mechanism.</p>												
18.	Security Guard Grade-II	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>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 services).</li> <li>ii) Following Physical standards: <ol style="list-style-type: none"> <li>a) Height: 167 Cms.</li> <li>b) Chest: 80 Cms</li> </ol> <p>Provided that for residents of hill areas height may be 162 cms and chest 76 cms with an expansion of 5 cms.</p> </li> <li>iii) Qualifying a test in Physical Efficiency as under: <table border="1" data-bbox="764 1119 1463 1892"> <tbody> <tr> <td data-bbox="764 1119 824 1287">1.</td> <td data-bbox="824 1119 1003 1287">Long Jump (Total Marks 10)</td> <td data-bbox="1003 1119 1463 1287">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.</td> </tr> <tr> <td data-bbox="764 1287 824 1455">2.</td> <td data-bbox="824 1287 1003 1455">High Jump (Total Marks 10)</td> <td data-bbox="1003 1287 1463 1455">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.</td> </tr> <tr> <td data-bbox="764 1455 824 1654">3.</td> <td data-bbox="824 1455 1003 1654">100 Meters Sprint (Total Marks 10)</td> <td data-bbox="1003 1455 1463 1654">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.</td> </tr> <tr> <td data-bbox="764 1654 824 1892">4.</td> <td data-bbox="824 1654 1003 1892">792 Meter Race (Total Marks 10)</td> <td data-bbox="1003 1654 1463 1892">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.</td> </tr> </tbody> </table> </li> </ol>	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.
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.												

		<p>5. Obstacles &amp; Pull ups (Total Marks 10)</p>	<p>2 Obstacles to be kept involving.</p> <p>i. Climbing a wall of 2.4 meters in 3 minutes – 4 marks.</p> <p>ii. Vaulting Single handed a horizontal bar at 1.05 meters in 3 minutes – 3 marks.</p> <p>iii. 4 pull ups on a Beam of 2.25 meters from the ground in 3 minutes – 3 marks.</p>
		<p><b>NOTE:</b></p> <p>a) A candidate who is not able to attain the minimum standards for any item, will be given zero mark for that.</p> <p>b) Total qualifying marks will be 25 i.e. 50 percent of the total marks.</p> <p>c) Demonstrations wherever required, will be shown.</p> <p>d) Candidates, who fail to secure qualifying marks will not be eligible for selection.</p>	
		<p><b>Desirable:</b></p> <p>i) Service in the Armed Forces/Para-Military Forces/Police.</p> <p>ii) Experience of performing security duties, preferably in a hospital of repute.</p> <p><b>Note:</b> 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.</p>	

**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 PGIMER i.e. www.pgimer.edu.in.**

**FOR GROUP 'A' POSTS (Sr. No.1 to 4):-**

The written examination in **English** language only would be of 1½ hours (90 minutes) duration (five minutes for biometric capturing) and will consist of 85 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 the examination, the candidates will be required to undergo biometrics so as to ascertain any impersonation in the examination. On the basis of written examination, candidates, three times of the vacancies advertised will be short-listed on merit for further selection procedure. The shortlisted candidates will be required to apply afresh on a given 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.

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, would be called for interview. The interview will consist of 15 marks. The minimum qualifying marks (written & interview) 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.

**FOR GROUP 'B' (non-gazetted) & GROUP 'C' POSTS (Sr. No.5 to 18):-**

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 Staff Car Driver Ordinary Grade (Sr.No.15) and Security Guard Grade-II (Sr.No.18), 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.

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 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.

### **SKILL TEST:-**

For the following posts, skill test/physical test will also be conducted for the candidate(s) shortlisted in the written examination:-

**1. Staff Car Driver Ordinary Grade (Sr.No.15):-**

A driving test as mentioned above (page no.6) will be conducted to ascertain the knowledge of driving, motor mechanism and or removing minor defects of the vehicles.

**2. Security Guard Grade-II (Sr.No.18):-**

Physical test on the parameters as mentioned above (page no.7&8) will be conducted.

### **Syllabus of written examination:-**

The syllabus of written examination for the posts of **Blood Transfusion Officer (Sr.No.1), Assistant Blood Transfusion Officer (Sr.No.2), Medical Physicist (Radiotherapy) (Sr.No.3), Vocational Rehabilitation Instructor (Sr.No.4), Computer Programmer (Sr. No.5), Museum Curator (Sr. No.6), Assistant Clinical Psychologist (Sr. No.7), Transplant Coordinator (Sr.No.8), Occupational Therapist (Sr.No.9), Auditory Verbal Speech Therapist (Sr.No.10), Junior Technician (Lab) (Sr.No.11), Operation Theatre Assistant (Sr.No.12), Ear Mould Technician (Sr.No.13), Assistant Manager (Canteen) (Sr.No.14), Staff Car Driver Ordinary Grade (Sr.No.15), Male Multipurpose Worker (Sr.No.16), Conductor Grade-II (Sr.No.17) and Security Guard Grade-II (Sr.No.18)** will be of such nature as the candidate has studied during his/her professional course.

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.

**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. **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](http://www.pgimer.edu.in).
2. All eligible candidates should apply online [www.pgimer.edu.in](http://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 exam., document verification, date of interview (wherever applicable), 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 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 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. Fee will be non-refundable.**

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 admit card. These can be downloaded by the candidates directly from the PGI website [www.pgimer.edu.in](http://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.
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](http://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.	01.08.2018

- 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**

- 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 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
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

- 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.
- 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.
- 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.

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.                    A      **B**      C      D  
           

- 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. The selection will be made purely on merit basis of the marks in written examination as well as interview, wherever applicable.
- 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, nose pin, 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 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 the advertised vacancies. However, for the posts of Staff Car Driver Ordinary Grade (Sr.No.15) and Security Guard Grade-II (Sr.No.18), 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 as well as interview (wherever applicable).**
- 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  
P G I M E R , C H A N D I G A R H .**