

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



RECRUITMENT CELL

Phone No.0172-2755578-79, Fax No.2744401, Website: www.pgimer.edu.in; E-mail: aorcpji@gmail.com

Advertisement No. **PGI/RC/019/2021/158**

Dated: 13.01.2021

RECRUITMENT NOTICE AND DETAILED GUIDELINES

1. INVITATION OF APPLICATIONS

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

Postgraduate Institute of Medical Education & Research (PGIMER), Chandigarh accordingly invites online applications from the citizens of India who fulfill the prescribed eligibility conditions for the selection to various Group 'A', 'B' & 'C' posts (as mentioned in Section 2 of this notice) on regular basis. Important timelines will be as under:-

ITEM(S)/ Activities	TIMELINE(S)/REMARKS
OPENING DATE FOR ONLINE REGISTRATION FOR FILLING UP OF ONLINE APPLICATION ON PGIMER's WEBSITE www.pgimer.edu.in (Recruitment link at Home Page)	15.01.2021
CLOSING DATE FOR ONLINE REGISTRATION & SUBMISSION OF ONLINE APPLICATIONS	14.02.2021

Information about vacancies, qualifications and other eligibility criteria, pay level, application process and methodology & other terms and conditions of the recruitment is given in the succeeding sections of these guidelines.

Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of applicants shall be purely PROVISIONAL at all stages of the recruitment process.

APPLICATION FEE

- Persons with Benchmark Disabilities (PwBD): **Exempted from payment of fee.**
- SC/ST category: Rs. 800/- plus Transaction Charges as applicable.
- For all others including General/ OBC/EWS: Rs.1500/- plus Transaction Charges as applicable.

MODE OF PAYMENT

The candidates can deposit the above application fee through online payment gateway available at the APPLICATION PORTAL using **Debit/ Credit Card/ Net Banking.**

IMPORTANT NOTE

- Candidates who wish to apply for more than one post should apply separately for each category of post.
- All information relating to this recruitment including Addendum/ Corrigendum/ updates if any, notice of Computer based test (CBT), declaration of result of CBT for short listing of candidates, subsequent eligibility notice, provisional result for selected/ waitlisted candidates, schedule of document verification and final result of selected candidates will be announced and displayed only on PGIMER's website at www.pgimer.edu.in. Candidates will not be informed individually in this regard. Therefore, candidates are advised to regularly visit on **PGIMER's website** for any updates. PGIMER will not be responsible for information from other sources.
- All applicants are advised to read these Guidelines and the Help Manual carefully before starting online registration and ensure that no column is left blank and all the columns in the REGISTRATION FORM and APPLICATION FORM are filled in correctly as once registered/submitted, candidates will not be able to change the entries and their candidature will be decided accordingly. In the event of rejection of the application form due to INCORRECT entries filled by the candidate, no correspondence/request for reconsideration will be entertained.
- As per Ministry of Human Resource Development Notification dated 10-06-2015, published in Gazette of India, all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services

under the Council, provided they have been approved by the University Grants Commission. Accordingly, **unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.**

- As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8)(v), the programs in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. However, B.Tech., Degree/diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable

2. DETAILS OF VACANCIES

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts	UR
	<u>Group 'A'</u>			
1.	Registrar	REG/142	1	1
	<u>Group 'B'</u>			
2.	Store Keeper	SK/049	2	2
	<u>Group 'C'</u>			
3.	Stenographer	STENO/041	1	1
4.	Lower Division Clerk	LDC/040	1	1
5.	Library Attendant Grade-II	LIBATT/060	1	1
	TOTAL			

- Note:**
1. Since the scheme of reservation does not apply to single post cadres/ single vacancy to be advertised in the initial recruitment year, all the above vacancies being advertised have been kept as unreserved.
 2. Further, 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.

Abbreviations:- UR = Un-reserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes, EWS = Economically Weaker Section, PwBD = Persons with Benchmark Disabilities.

3. ELIGIBILITY CRITERIA:

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 pay matrix)	Age Limit	Qualification/ Experience
1.	Registrar	Level-12 (Rs. 78800-209200/-) in the Pay Matrix (Pre-revised Pay Band-3: Rs. 15600- 39100/+ Grade Pay Rs. 7600/-)	Upto 35 years	<p><u>Essential:-</u></p> <ol style="list-style-type: none"> A graduate of a recognized University. Seven years experience of administration in a supervisory capacity or as a teacher in a University/teaching institution including conduct of examination and admission and assignment of teaching programmes for under graduate and postgraduate etc. <p><u>Desirable:-</u></p> <ol style="list-style-type: none"> A postgraduate degree in Science.
2.	Store Keeper	Level-6 (Rs. 35400-112400/-) in the Pay Matrix (Pre-revised Pay Band-2: Rs. 9300- 34800/+ Grade Pay Rs. 4200/-)	Between 18-35 years	<p><u>(A) Essential:</u> Master's Degree in Economics/Commerce/ Statistics.</p> <p><u>Desirable:</u> Experience in handling stores and keeping accounts in a store or a concern of repute in public or private sector.</p> <p style="text-align: center;">OR</p> <p><u>(B)</u> Bachelor degree in Economics/Commerce/ Statistics. (ii) Post-graduate Degree/ Diploma in Material Management of a recognized University/Institution or equivalent.</p> <p><u>Desirable</u> Experience in handling stores and keeping accounts in a store preferably medical, or a concern of repute in public or private sector.</p> <p style="text-align: center;">OR</p> <p><u>(C)</u> (i) Degree of a recognized University or equivalent; (ii) Post-graduate degree/ Diploma in Material Management of a recognized University/Institution; (iii) Three years' experience in handling, preferably medical stores in Govt./ public or private sector.</p>

3.	Stenographer	Level-4 (Rs. 25500-81100/-) in the Pay Matrix (Pre-revised Pay Band-1: Rs. 5200- 20200/+ Grade Pay Rs. 2400/-)	Between 18-27 years	(i) 12 th Class pass or equivalent qualification from a recognized Board or University. Or Matriculation or equivalent qualification from a recognized board or university with 5 years service (regular or ad-hoc) as Stenographer in Govt. Organization/ Institution. (ii) Skill Test Norms <u>Dictation:</u> 10 mts @ 80 w.p.m. <u>Transcription:</u> 50 mts (English) & 65 mts (Hindi) [only on computers]
4.	Lower Division Clerk	Level-2 (Rs. 19900-63200/-) in the Pay Matrix (Pre-revised Pay Band-1: Rs. 5200- 20200/+ Grade Pay Rs. 1900/-)	Between 18-30 years	Essential: 1. 12 th Class or equivalent qualification from a recognized Board or University. 2. Skill test norms on computer Typing speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi (Time allowed 10 minutes) (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word). Desirable: Basic Computer literacy.
5.	Library Attendant Grade-II	Level-2 (Rs. 19900-63200/-) in the Pay Matrix (Pre-revised Pay Band-1: Rs. 5200- 20200/+ Grade Pay Rs. 1900/-)	18-30 years	Essential: 1. Matriculation or equivalent. 2. Experience of having worked in a Library for at least 2 years OR Certificate in Library Science / Librarianship from a recognized Institution. Desirable: Knowledge of typing.

- I. The crucial date of determining eligibility w.r.t. essential qualification(s), age and experience (if any) shall be the last date of submission of ONLINE APPLICATION FORM i.e. 14.02.2021. In case of issue of any corrigendum/ addendum, the crucial date of determining eligibility shall remain unchanged unless specifically mentioned so in the notices.

II. The period of experience wherever prescribed shall be counted after obtaining the prescribed educational qualification.

4. AGE RELAXATION:

- Upper age limit shall be determined as on last date of submission of online applications.
- 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.
- **No age relaxation would be available to reserved category candidates applying for unreserved vacancies.**
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of submission of online application is as under:-

S. No.	Category	Age relaxation permissible beyond the Upper age limit
1.	PwBD	10 years
2.	Central Govt. Civilian Employees	
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th 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
3.	Any other category	As per Govt. of India's instructions / Rules.

5. CONDITIONS ON SEEKING AGE RELAXATION:

A. FOR PERSONS WITH BENCHMARK DISABILITY (PWBD):

- (i) Suitability of the posts for the Persons with Disability (PwD) and the nature of disabilities admissible are indicated against each category of post in **Annexure-I. PwBD candidates should apply only for the posts for which they are eligible.**
- (ii) Only those Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) are eligible for fee concession and age-relaxation.
- (iii) They shall invariably submit the requisite certificate, otherwise, their claim for PwD status will not be entertained. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.
- (iv) As the "Rights of Persons with Disabilities Act, 2016" has come into force with effect from 19.04.2017, and beside OH, HH and VH categories, new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc. have been included. Therefore, the candidates with such disabilities may also apply giving detail of their disabilities in the online Application Form. However, as per provisions contained in DoP&T OM No: 36035/02/2017-Estt (Res) dated 15.01.2018, selection of PwBD candidates will be subject to identification of posts suitable for these categories.

(v) The certificate of disability, in the event of selection of the candidate to any post, will be subject to such verification/ re-verification as may be decided by the competent authority. Certificate issued by the Medical Practitioner, Hospital or any other Institution not authorized by the Central or the State Government will not be considered. **The disability of finally selected candidates would be verified by a Medical Board of the Institute specifically constituted for this purpose to ascertain his/her eligibility and suitability to the concerned post.**

(vi) **Provision of compensatory time and Assistance of Scribe:**

- As per instructions/guidelines issued by the Government of India vide OM No.34-02/2015-DD.III dated 29.8.2018 modified vide corrigendum F.No.34-02/2015-DD.III(pt) dated 8.2.2019, the facility of Scribe / Reader / Lab Assistant and extra time would be allowed to a person with benchmark disability in category of blindness, locomotor disability (both arm affected) & cerebral palsy subject to such requests being made to the PGIMER while filling up the online application form. However, since these categories of posts are not identified suitable for the persons with both arms affected (BA) disability, therefore facility of scribes will not be admissible to such candidates.
- In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-II**.
- For engaging the scribe, candidates will have to fill in the necessary details and response in this regard in the online APPLICATION FORM and intimate the PGIMER through email id: **aorcpgi@gmail.com** at the time while filling ONLINE application form. In the absence of any such information in the application form and advance intimation as mentioned above, no request for engagement of a scribe in the examination shall be entertained. Engagement of scribe will be subject to the following conditions:
 - a) Candidates will have the option to arrange for the scribe on their own or to request the PGIMER for the same. Appropriate choice in this regard will have to be given by the candidate in the online application form.
 - b) The qualification of the scribe should be atleast matriculate or one-step below the qualification prescribed under rules of the concerned post for which the candidate is going to take examination. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-III (A & B)**. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
 - c) The scribe so arranged should not himself/herself be the candidate for the same test for which the candidate is appearing. Also, same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage, will render both candidate and scribe disqualified.
 - d) Separate Call Letter will be issued to the scribe accompanying the candidate. and the same shall be signed by both candidate and scribe. Scribe should bring passport size photograph.
 - e) The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the test.

- f) Candidates availing the assistance of a scribe shall be eligible for compensatory time of not less than 20 minutes for every hour of the test. In case the duration of the examination is less than an hour, then duration of compensatory time would be allowed on pro-rata basis subject to a minimum of 5 minutes and in the multiple of 5.
- g) The candidates referred at paras above, who are eligible for use of scribe but do not avail the facility of scribes will also be given compensatory time of 20 minutes per hour of Test.
- h) The change of scribe will not be allowed. However, in case of emergency, the same will be allowed only upon production of valid proof for emergency necessitating change and the same will only be allowed upon filling the relevant details including pasting of photograph of the new scribe as per **Annexure-III (A & B)**.

B. FOR GOVERNMENT CIVILIAN EMPLOYEES APPLICANTS:

- (i) Govt. Civilian Employees (Central / State / UT / Autonomous / PSU / Statutory body etc organizations) **should have rendered not less than 03 (three) years continuous service on regular basis** (and not on ad-hoc /project contract basis) as on the closing date of receipt of applications of the Notice and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment against the current advertisement.
- (ii) For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per Format at **Annexure-IV** from the Competent Authority and also submit a Declaration as and when called for by the PGIMER, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing **"NO OBJECTION CERTIFICATE"** from their EMPLOYER, failing which their candidature is liable to be cancelled at any stage of recruitment process.

NOTE: Candidates should note that in case a communication is received from their employer by the PGIMER withholding permission to the candidate applying for or appearing in the Test at any stage of recruitment process, their applications shall be rejected and candidature shall be cancelled.

6. SELECTION PROCEDURE, EXAMINATION & SYLLABUS :

A. Scheme of examination:

- (i) Candidates who have successfully submitted their online application will be allowed to appear in the online computer based test. The scheme of examination will be as under:

Sr.N o.	Posts	Computer Based Test (CBT)			Interview	Total marks
		No. of MCQs	Duration (minutes)	Marks		
1.	Group 'A'	85	85	85	15 marks	100
2.	Group 'B' & 'C'	100	100	100	--	100

The minimum qualifying / eligibility criteria for CBT and interview (wherever prescribed) **separately** will be 40% marks.

- (ii) The Computer Based Test (CBT) in **English** language only comprising of multiple choice questions (objective type) shall be held on all India basis **at examination cities** mentioned in the succeeding paragraphs. Each question shall carry one (01) mark. There will be negative marking to the extent of 0.25 marks for each wrong answer to the objective type questions in the CBT. The venue and time of CBT will be as per the details appearing on the Admit Cards. Candidates will be informed about the availability of the Admit Cards through a notice which will be displayed on the PGIMER's website.

B. Scheme of short listing of candidates:

On the basis of Computer Based Examination, candidates who qualify the exam as per the above prescribed minimum qualifying criteria will be shortlisted category wise (in respect of the categories for which posts have been advertised) for further recruitment process i.e. scrutiny of their applications and documents to decide their eligibility as per applicable recruitment rules of the concerned post, if any by using the below mentioned criteria:

(i) **For posts where no skill test is prescribed:**

Number of candidates that will be short listed = 3 × No. of posts advertised + ties
i.e. for each advertised post, three candidates (plus ties) will be shortlisted.

(ii) **For posts where a skill test is prescribed:**

Number of candidates that will be short listed = 5 × No. of posts advertised + ties
i.e. for each advertised post, five candidates (plus ties) will be shortlisted.

The result of the online computer based test for short listing of the candidates will be uploaded through a notice on the website i.e. www.pgimer.edu.in of the Institute possibly within fifteen days of the date of holding the examination.

It is however, made clear that success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

C. Scrutiny of applications: The applications of the shortlisted candidates along with documents uploaded by him/her will be scrutinized w.r.t. the applicable recruitment rules of the concerned post to decide his/her eligibility for the post. Accordingly, an eligibility notice will be uploaded on the website of the Institute.

It is made clear that the eligibility of the shortlisted candidates will be decided solely on the basis of scrutiny of entries filled and documents uploaded by him/her in the ONLINE APPLICATION FORM. **If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information and no further correspondence in this regard will be entertained.** Therefore, candidates are advised to exercise due care while furnishing his/her details in the application form as no correspondence/representation in this regard will be entertained.

Note: 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.

- D. Skill Test:** For the posts of **Lower Division Clerk** and **Stenographer**, shortlisted candidates who will be found eligible/provisionally eligible by the Scrutiny Committee will be required to undergo a **Skill/Type Test** on the parameters as mentioned in the prescribed eligibility conditions for these posts and the candidates will be required to qualify the skill test mandatorily.
- E. Interview:** For Group 'A' posts, there will be an interview for 15 marks. However, for Group 'B' and 'C' (non-gazetted) posts, the Government of India has dispensed with the holding of interview, so there will be no interview for these posts and the candidates will be selected on the basis of merit in the CBT only.
- F. Provisional result (selected/ waitlisted):** For Group 'B' and 'C' posts, result will be compiled for candidates who have been declared eligible/ provisionally eligible by the scrutiny committee and have also qualified the skill test, if prescribed for a post. Accordingly, based on merit in the CBT, a provisional result of selected/ waitlisted candidates will be declared.
- G. Document Verification:** The provisional selected/ waitlisted candidates 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. For, Group 'A' posts, the candidates who will adjudged eligible by the scrutiny committee, will also be required to appear for the said document verification before the interview. During document verification, candidates will also be required to submit the following certificates/documents/testimonials:-
- i. Print out of the online application form.
 - ii. 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.
 - iii. Self attested/attested copy of experience certificate(s), wherever required.
 - iv. No Objection Certificate from the present employer in case a candidate is working in Govt./Semi Govt./Autonomous Body etc.

A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

- a. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- b. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- d. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

- H. **Final selection:** After document verification, candidates whose certificates in support of their age, educational qualification and experience, etc. will be in order, would be finally selected on merit only based on the marks obtained in the CBT (for Group 'B' & 'C' posts) and on the CBT & interview in case of Group 'A' posts.

In case, during the stage of Scrutiny of documents/final Document Verification, the Institute observes that the vacancy(ies) for a particular category of post(s) is/are not getting filled up completely, an additional number of candidates who have qualified in the Computer Based Examination, in the order of merit, shall be called **only for one more time, at the discretion of the Institute** for filling up the number of vacancies not getting filled up.

I. **Examination Centres:**

- (i) Applicants should indicate his/her choice of city of examination at the time of filling online application form. The city of examination shall be allotted on first-come first-serve basis subject to availability of nodes in respective city.
- (ii) The city of examination once chosen and allotted will not be changed and any request in this regard will not be entertained. **Applicants should therefore indicate the choice of city with utmost care.** Applicants are advised to complete the process of online application at the earliest without waiting for the last date, to avoid not getting the city/centre of their choice.

LIST OF CITIES WHERE EXAMINATIONS ARE LIKELY TO BE HELD

Sr. No.	NAME OF CITIES
1.	Ambala
2.	Amritsar
3.	Bathinda
4.	Chandigarh
5.	Delhi/NCR
6.	Gurugram
7.	Hamirpur
8.	Jagadhari
9.	Jaipur
10.	Jalandhar
11.	Jodhpur
12.	Kolkata
13.	Lucknow
14.	Ludhiana
15.	Mohali
16.	Noida
17.	Patiala
18.	Shimla

Note: While PGI shall make all possible efforts to allocate candidates in the cities chosen by them, however due to technical, logistic and other unforeseen reasons including non-availability of sufficient number of Examination Centres or Candidates in that city or natural calamities etc., some centres may be cancelled. Under such circumstances, PGI shall re-allocate these candidates to alternate centres. Such decisions shall be binding on the candidate.

J. Syllabus:

The syllabus of online computer based test will be in accordance with the prescribed educational qualification/ professional course and experience as mentioned in recruitment rules for the respective post and may include questions on such topics as he/she has studied during the prescribed educational qualification/ professional course.

K. 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.
- IV. If not resolved by (i), (ii) & (iii) above, the date of birth with older candidates placed higher.

7. HOW TO APPLY:

A. General Instructions:

- (i) The candidates applying for the post should first confirm their eligibility as per advertisement on the website of the Institute i.e. www.pgimer.edu.in. Candidates who do not fulfill the qualifications/eligibility conditions on cut-off date, their application shall not be accepted by the online application system.
- (ii) 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 anybody. 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.
- (iii) 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.
- (iv) All eligible candidates willing to apply 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.
- (v) Candidate should fill in the Online Application with utmost care and by following the instructions step by step. Candidate should fill in the Online Application form correctly. Incorrect filled application form may leads to rejection.
- (vi) Please read the instructions and procedures carefully before you start filling the Online Application Form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.
- (vii) No offline application form or copy of downloaded application form will be accepted by the PGIMER.

- (viii) The decision of the Institute in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode and criteria for selection etc will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- (ix) The Institute does not scrutinize the documents at the time of submission of online application and the same are to be checked only at the time of Scrutiny. If on verification at any stage starting submitting application form till appointment and any time even after appointment, it is found that any candidate does not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, his/ her candidature will be cancelled and he/ she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/ her application.
- (x) The cost of Application Form includes the fee for the Computer Based Test which is non-refundable and no correspondence in this regard will be entertained. The candidate is required to go through the instructions carefully and acquaint himself/herself with all requirements with regard to filling of the online application form.

B. Online Registration:

- (i) After selecting the online registration, fill the mandatory details asked for step by step viz. Advt. No., Advt. Date, Name of Applicant (as per matriculation certificate), Date of Birth (as per matriculation certificate), Mobile No. & Email ID carefully as **the details filled in the REGISTRATION FORM will NOT be allowed to be changed once registered.**
- (ii) It will be the responsibility of the candidate to ensure that correct details are filled in the Registration Form. The Institute will not be responsible for any incorrect information/cancellation of candidature/loss or lack of communication etc. due to wrong entries in the REGISTRATION FORM.
- (iii) Acknowledgement of successful Online Registration will be forwarded to applicant's Registered Email ID.
- (iv) Duplicate applications from any applicant will result in cancellation of all such applications. No intimation regarding such summarily rejections will be provided.

C. Filling the Online Application Form:

- (i) Registered Users Click on 'Applicant login' to access the Application form with User ID and password received on your email and mobile number.
- (ii) Click on the 'Go to Application Form' button and please read the important instructions carefully. The Application Form is categorized into the several sections viz. personal information, qualification(s), experience(s) and uploading of documents/ certificates. You need to fill section-wise application form. Once the mandatory details in a section are filled, you can move to the next section by clicking on Save and Next. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the previous section tab. Once you have completed the last section and then, click on Submit button, you will be re-directed to make the payment. Once payment is done, your application is considered complete. Fee will only be accepted through Net Banking/Credit Card/Debit Card.
- (iii) All applicants are required to ensure that Photo/Signature and other documents are uploaded according to the instructions provided in these guidelines. Failure to do so may result in rejection of applications.

Important Note:

- i. Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Date of Birth and Category, Qualification, marks obtained, passing year, photo, Signature, details, etc. No request for change of any particulars in the online application form shall be entertained by the PGIMER after submission of application form.
- ii. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her.
- iii. In case candidate feels that he/she has filled up the form erroneously, he/she should inform the same immediately through e-mail at aorcpqi@gmail.com and may apply afresh by registering again using different mobile no. and email ID. However, no request for refund of application fee for erroneously filled in application will be entertained.
- iv. Candidates who wish to apply for more than one post should apply separately for all such posts.

D. Documents to be uploaded with Application Form (Mandatory):

- (i) The candidates must upload scanned copy of their self attested/attested copies of certificates/documents in support of their educational qualifications (from Matric onwards), certificates of detailed marks obtained in these course(s), date of birth, category certificate i.e. SC/ST/OBC/PwBD, experience(s), NOC from the present employer (if employed), etc. If a candidate fails to upload self-attested copies of the requisite documents as above, his/her candidature will be cancelled and he/she will not be allowed to participate in subsequent stages of selection/admission process.

E. Instructions for Photographs:

- (i) Please scan your Photograph (clear passport size coloured with light background) and save it in the **JPEG** format. The size of image should not exceed 50 kb.
- (ii) Photograph **MUST** be snapped on or after 01st November 2020.
- (iii) Photograph must be taken with name of candidate (as in application), and date of taking photograph, as per the example given below:

Example:



Ravi Kumar
01.11.2020

IMPORTANT:

- The photograph must be snapped with a placard-indicating name of candidate and date of taking photograph, In case name and date are written on the photograph afterwards, the application will be rejected.
- The name and date on the photograph must be clear and legible.

- (iv) Candidate **should not** wear cap, goggles etc. Spectacles are allowed.
- (v) The photograph on the Application form should be **unattested**.
- (vi) Application not complying with these instructions, or with unclear photograph, will be rejected.
- (vii) Keep a few identical photographs in reserve for use at the time of Test/ document verification.
- (viii) **Any deviation or discrepancy between actual appearance at the time of examination and facial appearance in the photograph uploaded with the online application will make the candidate liable for rejection.**

F. Other Important Instructions:

- (i) All the candidates should ensure to take printout of application form after completing all details.
- (ii) Incomplete applications will not be considered, and no correspondence will be entertained in this matter. All particulars in the application form must be entered carefully. All claims made in the application must be supported with documentary proof.
- (iii) *Candidates who will be shortlisted on the basis of the written test and also whose name will be in the ELIGIBILITY NOTICE to be published after CBT should submit the print out of their online application form along with self attested photocopies of certificates/documents in support of educational qualification(s), experience, age/date of birth certificate, caste/category certificate, Fresh OBC certificate, and NOC from the present employer (if employed) at the time of document verification. At the time of document verification, these candidates will also be required to produce all Original Documents in support of the documents, which were uploaded by them along with their ONLINE APPLICATION form failing which their candidature for further recruitment process will be cancelled.*
- (iv) Candidates in employment must forward their application through proper channel. Online Application will be treated as advance copy of the application. Application through proper channel should be sent to the Administrative Officer, Recruitment Cell of the Institute within 10 days after the last date fixed for submission of online application form.
- (v) No request for a change of category applied for shall be entertained after the submission of the application.
- (vi) The number of the vacancies are provisional and may vary.
- (vii) **Roll Numbers/Admit Cards/Hall ticket for appearing in the computer based examination will be available for downloading to eligible candidates approximately one week before the date of examination and can be downloaded from the website by logging into their accounts on the website with their respective login-id and password. Roll Numbers / Admit Cards will NOT be sent by post. The candidates will be allowed to enter in the examination hall only on the production of the Admit Card/ Hall Ticket.**
- (viii) All candidates appearing for the CBT are instructed 'NOT TO BRING' water bottle, car key (Remote), chain, any mobile phones/pager/pen/wrist watch/ring/wallets/ladies purse/ornaments (Earrings, rings, nose pins, etc.) or any other electronic device. The candidates with these articles will not be permitted to enter in the examination hall. The examination centres are not responsible for the safe custody of the belongings of the candidates and they have to make their own arrangement for their safe custody.

- (ix) No TA/DA will be admissible to the candidates who will be invited for the document verification.
- (x) If ineligibility is detected at any stage, candidature/selection of the candidate will be cancelled/ terminated without any notice.
- (xi) Candidate must not obtain or give or attempt to obtain or give irregular assistance of any kind during the examination or further stages of recruitment; this will entail cancellation of candidature for the examination/ selection. Appropriate criminal/civil proceedings will be initiated against the candidates, if at any stage it is found that candidate have secured selection by using any unfair means.
- (xii) **The result will only be declared on the Institute's website: www.pgimer.edu.in. No individual information at any stage shall be sent and hence all candidates should regularly visit the Institute's website.**
- (xiii) There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained.
- (xiv) PGIMER, Chandigarh reserves the right to call any candidate personally along with printed copy of the application form with uploaded documents, original certificates and photocopy of self-attested certificates along with photo, identity proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/ Aadhar Card, etc.
- (xv) The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- (xvi) In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at helpline No.0172-2755578, 79 on all working days from 9.00 A.M. to 5.00 P.M.
- (xvii) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Chandigarh Courts alone.

G. Likely causes of rejection of application:

- (i) More than one application form for a particular category.
- (ii) Application is incomplete and not online.
- (iii) Full fee has not been deposited in the manner prescribed.
- (iv) Applicant does not possess the requisite academic qualification on cutoff date.
- (v) Requisite documents in support of age, academic qualification from matric onwards has not been uploaded with the Application Form.
- (vi) Candidate is overage/ underage on the cutoff date/ closing date.
- (vii) Lack of essential qualification as prescribed in advertisement.

8. Action against candidates found guilty of misconduct:

- (i) At the time of examination, if a candidate is (or has been) found guilty of:
 - a. Using unfair means during the examination or
 - b. Impersonating or procuring impersonation by any person or
 - c. Misbehaving in the examination hall or taking away the answer sheet from the examination hall or

- d. Resorting to any irregular or improper means in connection with his/her candidature for selection or
- e. Obtaining support for his/her candidature by any unfair means, and/ or not complying with instructions issued from time to time, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. To be disqualified from the examination for which he/she is a candidate.
 - ii. To be debarred either permanently or for a specified period, from any examination or recruitment conducted by the PGIMER.

Note: PGIMER, Chandigarh reserves the rights to supervise the complete selection/ recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc. **USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN EXAMINATION OF PGIMER, CHANDIGARH IS STRICTLY PROHIBITED.**

- 9. **DISQUALIFICATIONS:** No person, (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- 10. **CANVASSING:** Canvassing in any form will disqualify the applicant.
- 11. **GOOD MENTAL AND BODILY HEALTH OF THE CANDIDATE:** A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his / her duties except for benchmark persons with benchmark disabilities. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Sd/-
DIRECTOR
PGIMER, Chandigarh.

ANNEXURE –I

Suitability of the posts for the Persons with Disability (PwBD) and the nature of disabilities admissible

Sr. No.	Name of the Post(s)	Nature of disabilities admissible
1.	Store Keeper	OA, OL, HH
2.	Stenographer	OA, OL, BL, B, LV
3.	Lower Division Clerk	OA, OL, BL, OAL, B, LV, HH
4.	Library Attendant Grade-II	OA, OL, BL, HH, LV



Certificate regarding physical limitation in an examination to write

This is to certify that I have carefully examined Shri/Smt./Kum(name of the candidate with disability) a person with.....(nature and percentage of disability as mentioned in the certificate of disability, son/wife/daughter of Shri a Resident of Village/District/State and to ensure that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government Health Care Institution

Name and Designation

Name of Govt. Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability-Prthopaedic specialist/ PMR)

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.
PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate
2. Roll No
3. Name of Examination Centre
4. Qualification of Candidate
5. Disability Type
6. Name of the Scribe
7. Date of Birth of the Scribe
8. Father's Name of the Scribe
9. Address of the Scribe :
 - (a) Permanent Address
 -
 - (b) Present Address
 -
10. Educational Qualification of the Scribe
-
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.

12. DECLARATION:

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the PGIMER regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
Left thumb impression of the Candidate in the box given above	Left thumb impression of the Scribe in the box given above

Signature of the Observer/ Office Supdt. of the Examination Centre

ANNEXURE –III (B)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (Name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

ANNEXURE –IV

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

(To be filled by the Head of the Office or Department in which the candidate is working)

1. It is certified that Shri/Smt/Kum. _____ Son/Daughter of Sh. _____ is a regular employee of _____ (Name of Government Deptt.) holding the post of _____ in the pay scale of Rs. _____ with 03 years regular/continuous service in the grade as _____.

2. There is no objection to his appearing for the post of _____ and document verification for the said recruitment.

Signature _____

Name _____

Tele.No. _____

Office Seal _____

Place: _____

Date: _____

(*Please delete the words which are not applicable)