

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



**RECRUITMENT CELL
0172-2755578-79**

Advertisement No.: PGI/RC/009/2013

Dated: 26.10.2013

Online applications are invited from the citizens of India for the following posts on regular basis:-

Sr. No.	Name of the Post(s)	No. of Posts	UR	SC	ST	OBC
1.	Lower Division Clerk	63	32	09	05	17
2.	Stenographer	13	07	02	01	03

Pay Scale of Sr. No. 1 is Rs.5200-20200 + GP 1900/-.

Pay Scale of Sr. No. 2 is Rs.5200-20200 + GP 2400/-.

AGE LIMIT

Age Limit for both posts: 18-30 Years.

- a) Age and all other qualifications will be counted as on last date of receipt of application.
- b) Age relaxation (upper limit) will be given to following categories:
 - (i) SC and ST - Maximum five years.
 - (ii) OBC - Maximum three years.
 - (iii) The age relaxation will be given to the candidates as per Govt. of India's Rules.

The number of posts are subject to variation.

The last date for applying online is

NOTE: The above vacancies are provisional and subject to variation. The Director, PGIMER, Chandigarh reserves the right to vary the vacancies including reserved vacancies.

- Candidates should ensure that they fulfill the eligibility criteria for the posts mentioned above. Candidates are required to apply **ONLINE** through the Institute website www.pgimer.edu.in. For applying online, the candidates should have a valid e-mail ID which should be kept alive during the recruitment process as Call Letter & Admit Card and other information will be given to the candidates online only. Further information will be available on the website of the Institute from time to time.
- Application incomplete in any respect will be summarily rejected.

A. BASIC DETAILS:

- (i) Date of ONLINE Examination and centers of examination **will be uploaded on PGI website i.e. www.pgimer.edu.in.**
- (ii) Dates for on-line registration of Applications from 01.11.2013 **to** 07.12.2013 **(23.59 hours).**
- (iii) Last date of deposit of Application Fee is 09.12.2013.
- (iv) Date for Downloading of Admit Card etc. will be uploaded on website.
- (v) Helpline Desks: 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:-

ESSENTIAL EDUCATIONAL QUALIFICATION(S)/ EXPERIENCE:

1.	Lower Division Clerk POST CODE- LDC/040	<ol style="list-style-type: none"> 12th Class or equivalent qualification from a recognized board or University. 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 10500KDPH/9000KDPH on an average of 5 key depression for each words.)
2.	Stenographer POST CODE- STENO/041	<ol style="list-style-type: none"> 12th Class pass or equivalent qualification from a recognized board or University. Dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.

C. SELECTION PROCEDURE:-

STAGE-I (ONLINE examination)

After the closing of last date of receipt of applications for the post of Lower Division Clerks and Stenographers, the applications will be reconciled with the Bank statement and those who have paid the requisite application fee and found eligible would be called for the ONLINE examination.

The eligibility of the candidates regarding educational qualification and age 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 ONLINE examination. The centers for online examination and date of examination will be communicated to the prospective candidates through website of the Institute. The candidates may opt to mention the name of State/UT for examination centers. The number/location centers of examination in a State/UT would be intimated later on in the website. Therefore, all the candidates are advised to visit the website of PGIMER, Chandigarh periodically. **The date of ONLINE examination, Centre, Roll Number and Instruction for the candidates etc. will be intimated to the candidates in the Admit Cards which will be available on the PGI website only.**

The ONLINE examination would be of Two Hours duration and will consist of 170 marks. There will be 120 multiple choice objective type questions. The detail of the syllabus of Online Examination alongwith total number of questions in each subject and marks of each question is given as under:-

Sr. No.	Subjects	Questions	Marks of each question	Marks
1.	English Comprehension	10	1.5	15
2.	English Grammar	10	1.5	15
3.	Vocabulary in English	10	1	10
4.	Maths (Matric Standard)	10	2	20
5.	General Knowledge	40	1.5	60
6.	Hindi (Matric Standard)	20	1	20
7.	Reasoning	20	1.5	30
	Total	120		170

There will be a negative marking of 0.25 marks for each question. During these two hours, the candidates will be required to undergo biometrics test so as to check any impersonation in the examination.

STAGE-II (Scrutiny)

The short-listed candidates in the ONLINE examination (ten times of the vacancies advertised) will be asked to apply afresh with all the testimonials/certificates/documents etc. duly attested by a Gazetted Officer and send the same to the **Administrative Officer, Recruitment Cell, PGIMER, Sector 12, Chandigarh through Speed Post/Registered Post. No application will be entertained after the due date.** Based on these documents, the scrutiny of the same will be done by the scrutiny committee of Institute to check their eligibility and the candidates who are found eligible will be called for skill test for LDC and Stenographers.

STAGE-III : SKILL TEST

(a) For Lower Division Clerks

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 (Type test) would be called for interview. There will be no marks for skill test i.e. type test. **To qualify for interview the passing of skill test is essential. Those who do not qualify the skill test will not be called for interview & they will not have any claim for selection irrespective of the marks in the written exam.**

(b) For Stenographer

- (i) The candidates ten times of the vacancies advertised will be called for skill test i.e. dictation at the speed of 80 w.p.m. in Stenography (English OR Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.
- (ii) The skill test will be of maximum 100 marks. Total 800 words will be dictated at the speed of 80 wpm for 10 minutes. 5% mistakes will be allowed to qualify the shorthand test and a candidate who commits more than 5% mistakes i.e. more than 40 mistakes, will be declared as fail. 0.5 marks each will be deducted for committing a single mistake and on this merit, the candidates will be asked to submit their all testimonials/certificates/documents etc. Based on these documents, the scrutiny of the same will be done to check their eligibility and only those candidates who are found eligible will be called for interview which will be mandatory.

The candidates who qualify the skill test (Stenographic test as stated above) would be called for interview. **To qualify for interview the passing of skill test is essential. Those who could not qualify the skill test will not be called for interview and they will not have any claim for selection irrespective of the marks in the written exam.**

STAGE-IV (INTERVIEW)

Those candidates who qualify the skill test i.e. for LDC / Stenographer will be called for interview. The detail breakup of interview will be as follows:

- (i) For LDC: - Total marks of interview 30. The interview marks will be divided as
 - (a) Marks for qualification- 15
(Those having Plus Two qualification = 5 marks)
(Those having Graduation = 10 marks)
(Those having Post Graduation and above qualification = 15 marks)
 - (b) Marks for interview / viva-voce = 15 marks.

The final selection will be made on the basis of marks obtained by the candidates in the ONLINE written examination, skill test (only for Stenographers) and in the interview. This merit will be made on the basis of marks obtained out of total 200 marks.

To qualify the skill test both in case of LDC & Stenographer is mandatory. Those who fail the skill test will not be called for interview and they will not be having any claim for final selection irrespective of the fact whether they have scored well in the written examination. Similarly appearance before the interview board is also mandatory.

D. HOW TO APPLY:-

ONLINE MODE:

1. The candidates applying for the post should first confirm their eligibility before going to the website of www.pgimer.edu.in. If candidate is applying for both the posts i.e. for Stenographer as well as LDC, he will have to fill up the form twice and accordingly two challans will be generated and the candidate will have to pay the fee separately for both the posts.
2. All eligible candidates should apply online before the last date for registration of application form on the website www.pgimer.edu.in.
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 which should be kept active during the recruitment process. The candidates should ensure that the e-mail ID not be 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.
5. The candidates 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 in any State Bank of India branch as detailed in column 6.
6. **Candidates can go to any Branch of State Bank of India with the fee Payment Challan duly filled in and pay the prescribed Application Fee in the "Power Jyoti" PUL current account of PGIMER. The account No. of PGIMER for recruitment is 32211613319. The candidates after having deposited the fee in the bank must ensure that they have Triplicate Fee Payment Challan with Journal No./Challan No. given by the bank on it. They should mention this Journal/Challan number on the space provided in the application form and keep this challan form with them for future use.**

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

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

If a candidate is applying for both the posts, he/she will have to pay fee for both the posts separately.

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 with the concerned application number.**

10. The candidates applying through Online Mode and the last date for deposit of application fee in Bank is declared holiday, the same will be received on the next working day.
11. **Candidates with valid application shall be issued call letter & admit card. These can be downloaded by the candidates directly from the PGI website www.pgimer.edu.in by entering their Registration Number/application Number, Date of Birth. Call letters will not be sent by post. This facility would be available on internet 15 days before the actual date of examination.**
12. For candidates applying for the posts of LDC as well as Stenographer posts, only one admit will be issued/generated.
13. Further, instructions regarding online examination etc. will be given to the candidates along with the admit card/call letter as information on PGI website.

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	U	S	H	A	L
---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---

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:

1	5	S	e	p	1	9	8	5
DAY		MONTH			YEAR			

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

2	8	0	0	0	0
YEARS		MONTH		DAYS	

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

EXAMPLE:

Detail of Application Fee:

Challan No.	123456789
Challan Date.	15.09.2013

5. The candidate is required to mention clearly his/her Email ID in the specified column of application form.
6. The candidates are required to give three choices of centers among Delhi, Chandigarh, States of Haryana, State of Punjab and State of Himachal Pradesh. The exact cities in the states will be given at the time of issue of admit card. Efforts will be made to allot centre to a candidate from the given three choices. However, in case of non-availability of a slot at the three preferred choices, the closest centre to the address of the candidates will be allotted.

INSTRUCTIONS TO CANDIDATES APPEARING IN ONLINE EXAMINATION

F. Answer Sheet particulars

- The applications can be submitted online, so the candidates are to ensure that all the details are correctly filled in before submitting the application form. The challan number after depositing the fee should be updated in the application form.
- No TA/DA will be paid to the candidates for appearing in ONLINE examination(s) as well as for interview.

- The candidates are required to bring with them the original certificates in support of their qualification, Diploma / Degree and fresh OBC certificate, along with "Original Fee Challan Form" at the time of interview.
- Decision of the PGIMER, Chandigarh in all matters regarding eligibility, conduct of examination and selection would be final and binding on the candidates. No correspondence whatsoever would be entertained by the PGIMER, Chandigarh in this regard.

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.
- 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 ONLINE 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.**
- **Qualifying marks:** The candidates are required to get minimum 40% and 35% pass marks for General Category and SC/ST/OBC category respectively.
- **A candidate applying for more than one post, is required to submit separate application, complete in all respects.**
- **When candidate is applying for two posts then he should register two times for entering his/her information.**
- **One admit card will be generated for those who apply for LDC as well as Stenographer posts.**
- **Those who opt for both posts they should submit separate application Challans.**
- **Candidates have choice for opting Centre, but the decision of PGI will be final in this regard.**
- **Candidate can modify his application before last date of application or final save of application. After clicking on final save, user can't modify his application.**
- The candidates shall ensure that they should bring with them the admit card 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 pertaining to earlier session(s) etc. into the Examination Hall.
- Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions would entail legal action including ban from future examination.
- 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 from safekeeping cannot be assured.
- If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct, the same will also be treated as wrong answer.

- If a question is left blank i.e. no answer is given by the candidates, there will be no penalty for that question.
- No candidates should misbehave in any manner create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of the examination. Any such misconduct will be severely penalized.
- Cut-Offs (Minimum Qualifying Marks) on Objective tests will be decided based on the Group performance.
- The candidates will be short-listed for scrutiny in the ratio of **1:10** against the advertised vacancies.
- The interview with the Selection Committee is mandatory failing which the candidate will not be considered for appointment.
- Appointment of selected candidates is subject to his/her being declared medically fit by the PGIMER, Chandigarh.

DIRECTOR