



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM—695 011, INDIA.**

(An Institute of National Importance under Govt. of India)

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Advt.No.P&A.II/ 21/JSSC/SCTIMST/2015

Date: 26.08.2015

NOTICE

Applications are invited from the Indian Nationals for the following posts with the following criteria:-

Only ONLINE APPLICATIONS for all posts

Opening Date for Online Submission of Application – 01.09.2015 (9:00 AM)

Closing Date for Online Submission of Application - 30.09.2015 (04:30 PM)

The candidate should bring the system generated application form and other essential documents at the time of written test/Interview only. No Hard Copy is required to be sent in advance.

Date of Download of Call Letter for Examination will be intimated later. Please visit our website www.sctimst.ac.in regularly for examination schedule.

- 1. Public Relations Officer-A:** Existing Vacancy - 1 (One) [Unreserved]; Qualification & Experience: 1) 60% marks in Degree from a recognized University. 2) P.G. Diploma in Public Relations/Journalism. 3) 5 years experience in Front Office Management/Public Relations in a reputed large Institution. Desirable: Knowledge in computer operation and publications. **Pay Band: 9300 – 34800 (starting pay ₹12540/-) Grade Pay ₹4600/-.** [WT & Interview].
- 2. Psychologist – A:** Existing Vacancy - 1 (One) [Unreserved]; Qualification & Experience: 1) 60% marks in M.A. (Psychology) or equivalent. 2) 5 years experience in a hospital of not less than 100 beds. Desirable: Knowledge in computer operation. **Pay Band: 9300 – 34800 (starting pay ₹12540/-) Grade Pay ₹4600/-.** [WT & Interview].
- 3. Speech Therapist – A:** Existing Vacancy - 1 (One) [OBC]; Qualification & Experience: 1) M.Sc. (Speech & Hearing). 2) 1 year experience in the job. OR 1) B.Sc. (Speech & Hearing. 2) 4 years experience in the job. Desirable: Knowledge in computer operation. **Pay Band: 9300 – 34800 (starting pay ₹12540/-) Grade Pay ₹4600/-.** [WT & Interview].
- 4. Staff Nurse – A:** Existing/Expected vacancy - 29(Twenty Nine) [SC - 1, OBC - 6, Unreserved -22] and to prepare a panel; Qualification & Experience: 1) B.Sc. (Nursing). 2) Registration with Nursing Council. Desirable: Experience in Cardiac/ Neuro bedside Nursing. Knowledge in computer operation. OR 1) "A" Grade Diploma in Nursing & Midwifery. 2) 2 years experience in bedside nursing. Or 2-year Post-Basic Nursing Diploma Course. 3) Registration with Nursing Council. Desirable: Experience in Cardiac/Neuro bedside Nursing. Knowledge in computer operation. **Pay Band: 9300 – 34800 (starting pay ₹12540/-) Grade Pay ₹4600/-.** [WT & Interview].
- 5. Medical Records Assistant – A:** Existing/Expected vacancy - 3 (Three) [ST - 1, Unreserved - 2]; Qualification & Experience: 1) B.Sc. (Biological Science). 2) DMRSc/BMRSc. (1 year Course). 3) 3 years experience in the job in a multi speciality hospital. Desirable: Knowledge in computer operation. Note: If DMRSc/BMRSc. is of two years duration, only 2 years experience is required. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview].
- 6. Technical Assistant (Anaesthesia) -A:** Existing/Expected vacancy - 3 (Three) [ST - 1, Unreserved - 2]; Qualification & Experience: 1) B.Sc. 2) Recognised 1 year certificate course of specialization in Anaesthesia. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) Diploma in Electronics/ BME/ Instrumentation (3 year course). 2) 2 year Diploma in Operation Theatre Technology or equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview].

7. **Technical Assistant (Cardiology) – A:** Existing Vacancy - 1 (One) [SC]; Qualification & Experience: 1) B.Sc. 2) Post Degree 1 year Certificate in ECG Lab. Tech./Cardiac Cath Lab. Technology Course or equivalent. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) B.Sc. 2) Diploma in Cardiac Cath Lab. Technology of 2 year duration or equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview].
8. **Technical Assistant (Computer Programmer) –A:** Existing Vacancy - 1(One) [OBC]; Qualification & Experience: 1) 60% marks in 3 year (full time) Diploma in Computer Engineering OR 60% marks in 3 year (full time) Diploma in Computer Hardware Maintenance. 2) 4 year experience in programming and hardware/ software maintenance. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT, TT & Interview].
9. **Technical Assistant (IS & IR) – A:** Existing/Expected vacancy - 3 (Three) [ST - 1, Unreserved - 2]; Qualification & Experience: 1) Pass in Pre-degree or equivalent examination. 2) 2 years Diploma/Certificate course for Radiographers conducted by a Medical College or a recognised institution (DRT/CRA or equivalent). 3) 2 years Diploma in Advanced Imaging Technology or equivalent with 3 years experience in the job in a multi speciality hospital of not less than 200 beds. OR 5 years experience in the job in a multi speciality hospital of not less than 200 beds. Desirable: (1) Hands on experience in DSA/ Angiographic System/MRI Scan. (2) Knowledge in computer operation. OR 1) B.Sc. (3 year course) in Radiography from a recognised institution. 2) 4 years experience in the job in a multi speciality hospital of not less than 200 beds. Desirable: (1) Hands on experience in DSA/ Angiographic System/MRI Scan. 2) Knowledge in computer operation. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT, TT & Interview].
10. **Technical Assistant (Neurology) – A:** Existing Vacancy - 2 (Two) [SC - 1, OBC - 1,]; Qualification & Experience: 1) B.Sc. 2) 1 year Certificate/ Diploma in Neuro Technology or its equivalent. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) B.Sc. 2) 2 year Certificate/Diploma in Neuro Technology or its equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview].
11. **Technical Assistant (LAB) – A:** Existing/Expected Vacancy: 6 (Six) [ST - 1, SC - 2, UR- 3]; Qualification & Experience: (1) 60% marks in B.Sc. (2) 1 yr. Diploma in Medical Lab. Technology from a recognized institution. (3) 3 years experience in a clinical lab of a multi speciality hospital of not less than 200 beds or a nationally reputed research Institute. (4) Knowledge in computer operation. OR (1) 60% marks in B.Sc. (MLT) – (4 yrs. course) (2) 3 yrs. experience in a clinical laboratory of a multispecialty hospital of not less than 200 beds or a Nationally reputed research Institute. NOTE: If B.Sc. (MLT) is of 3 yrs. course, experience required will be 4 yrs. **Desirable:** Knowledge in computer operation. **Pay Band: 9300 – 34800 with grade pay of ₹4200/-.**[WT & Interview]
12. **Technical Assistant (Instruments)-A (Networking Services Division).** Existing Vacancy - 1 (One) [OBC]; Qualification & Experience: 1) 60% marks in 3 year (full time) Diploma in Computer Engineering (or Equivalent). 2) 3 years experience in computer networking/Hardware Management OR 60% marks in M.Sc Computer Science/Computer Engineering. Desirable: 1 year experience in Networking/Hardware Management. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview]
13. **Technical Assistant (Instruments)-A (Polymer Division).** Existing Vacancy - 1 (One) [ST]; Qualification & Experience: 1)60% marks in M.Sc. Physics/Chemistry/Material Science. Desirable:a)1 year work experience in R&D Lab and in handling analytical instruments b) Knowledge in computer operation OR 1) 60% marks in 3 year (full time) Diploma in Instrumentation/Chemical Engineering 2)3 year experience in R&D Lab and in handling Analytical Instruments. **Desirable:** Knowledge in computer operation. **Pay Band: 9300 – 34800 Grade Pay ₹4200/-.** [WT & Interview]
14. **Technical Assistant (Instruments)-A (Bioceramics Laboratory)** Existing Vacancy - 1 (One) [SC]; Qualification & Experience: 1) 60% marks in M.Sc. Physics/Chemistry. **Desirable:** a)1 year experience in Instrumental methods of analysis like Electron Microscopy, Infrared Spectroscopy, X-Ray Diffractometry

etc.b) Knowledge in computer operation **OR 1)** 60% marks in 3 year (Full Time) Diploma in Chemical Engineering 2) 3 years experience in Instrumental methods of analysis like Electron Microscopy, Infrared Spectroscopy, X-Ray Diffractometry etc. **Desirable:** Knowledge in computer operation. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview]

15. Technical Assistant (Instruments)-A (Dental Products Laboratory) Existing Vacancy - 1 (One) [UR]; **Qualification & Experience:** 1) 60% marks in M.Sc. Physics/Chemistry **Desirable:** a) 1 yr. Experience in research/testing in the areas of Optoelectronics/Material Science/Analytical Chemistry/Polymer Chemistry b) Knowledge in computer operation. **OR 1)** 60% marks in 3 year (full time) Diploma in Electronics/Instrumentation Engineering 2) 3 year experience in Research/Testing in the areas of Electronics/Instrumentation. **Desirable:** Knowledge in computer operation. **Job Description:** Maintenance and operation of analytical equipments such as Micro-CT, Spectrometers (UV-VIS, FTIR & Raman), AFM, HPLC, DSC, SEM. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview]

16. Technical Assistant (Instruments)-A (Polymer Analysis Laboratory) Existing Vacancy - 1 (One) [OBC]; **Qualification & Experience:** 60% marks in M.Sc. Chemistry. **Desirable:** a) 1 year experience in the operation and maintenance of analytical equipments like FTIR, UV-Visible Spectrometer and Gas Chromatograph b) Knowledge in computer operation **OR 1)** 60% marks in 3 year (full time) Diploma in Electronics/Instrumentation Engineering 2) 3 years experience in the operation and maintenance of analytical equipments like FTIR, UV-Visible Spectrometer and Gas Chromatograph. **Desirable:** Knowledge in computer operation. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview]

17. Technical Assistant (Instruments)-A (Quality Cell) Existing Vacancy - 1 (One) [OBC]; **Qualification & Experience:** 1) 60% marks in M.Sc Zoology **Desirable:** a) 1 year experience in Quality Management System b) Knowledge in computer operation. **OR 1)** 60% marks in 3 year (full time) Diploma in Computer Science/Computer Engineering. 2) 3 years experience in Quality Management System. **Desirable:** Knowledge in computer operation (MS Office packages) **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview]

18. Perfusionist-A: Existing Vacancy - 1 (One) [Unreserved]; **Qualification & Experience:** 1) B.Sc. in Biological Science. 2) 1 year Certificate Course in Clinical Perfusion/Perfusion Technology or equivalent. 3) 3 years experience in the job with minimum 100 perfusions. **Desirable:** Knowledge in computer operation. **OR 1)** B.Sc. in Biological Science. 2) 2 years Certificate/Diploma Course in Clinical Perfusion/Perfusion Technology or equivalent. 3) 2 years experience in the job with minimum 100 perfusions. **Desirable:** Knowledge in computer operation. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview].

19. Physiotherapist – A: Existing Vacancy - 1 (One) [Unreserved]; **Qualification & Experience:** 1) 60% marks in Bachelor's Degree in Physiotherapy from a recognised institution. 2) 3 years experience in the job in a multi speciality Hospital of minimum 100 beds. **Desirable:** Knowledge in computer operation. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT, TT & Interview].

20. Jr. Social Worker - A: Existing/Expected Vacancy - 3 (Three) [UR-2, SC-1]; **Qualification & Experience:** 1) 60% marks in 2 year Masters Degree in Social Work (MSW). **Desirable:** 1 year experience in the job. Knowledge in computer operation. **Job Description:** The recruitee may be engaged in the reception work in front office, handling electronic communication systems (Telephone Exchange, paging etc.), interaction with patients/bystanders and assisting them for registration, external financial support, evaluation of patient satisfaction level, assessment of income for levying hospital charges etc. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview].

21. Transplant Co-ordinator-A: Existing Vacancy-1 (One) [Unreserved]; **Qualification & Experience:** 1) MA Sociology/Psychology/MSW with 50% marks. 2) 5 years experience in co-ordinating a Transplant/Homograft Programme of a multi-speciality hospital of not less than 200 beds. **Pay Band: 9300–34800 Grade Pay ₹4200/-.** [WT & Interview].

- 22. Jr.Technical Asst. (Electronics) – A :** Existing Vacancy - 1 (One) [Unreserved]; Qualification & Experience: 1) 60% marks in 3 year (full time) Diploma in Electronics/ Communication/ Instrumentation /Bio medical Engg. 2) 2 years experience in repair and maintenance of electronic equipments. Desirable: Knowledge in computer operation. **Pay Band: 5200–20200 (starting pay ₹8560/-) Grade Pay ₹2800/-.** [WT, TT & Interview].
- 23. Jr. Technical Assistant (Machine Operation)-A:** Existing Vacancy - 3 (Three) [SC - 1, UR - 1, OBC-1]; Qualification & Experience: 1) Pass in std. X. 2) ITI Certificate in Machinist Trade. 3) 2 years CIPET Diploma or equivalent from a recognised institution. 4) 2 years experience in plastic injection moulding/extrusion. Desirable: Experience in CNC machining and knowledge in computer operation. OR 1) Pass in std. X. 2) ITI Certificate in Machinist Trade. 3) 4 years experience in machining in a reputed tool room. Desirable: Experience in CNC machining and knowledge in computer operation. **Pay Band: 5200–20200 (starting pay ₹8560/-) with grade pay ₹2800/-.**[WT, TT & Interview]
- 24. Junior Technical Assistant (Civil)-A:** Existing Vacancy - 1[UR-1]; Qualification& Experience: 1) 60% marks in 3 year (full time) Diploma in Civil Engineering or equivalent. 2) 2 years experience in job. Desirable: Knowledge in CAD. **Pay Band: 5200–20200 (starting pay ₹8560/-) Grade Pay ₹2800/-.** [WT & Interview]
- 25. Upper Division Clerk – A:** Existing/Expected vacancy -12 [ST-1, SC-1, Unreserved-8, OBC-2] and to prepare a panel; Qualification & Experience: 1) 50% marks in Degree from a recognised University. Proficiency in computer operation and knowledge in various Office Packages relevant to office management. Candidate should acquire speed of 30w.p.m. ie 150 strokes per minute in Trade Test. **Pay Band: 5200–20200 (starting pay ₹7510/-) Grade Pay ₹2400/-.** [WT, TT & Interview]
- 26. Cook – A:** Existing/Expected vacancy - 2 (Two) [ST - 1, Unreserved - 1]; Qualification & Experience: 1) Pass in std. X. 2) Certificate Course in Cooking/Catering. 3) 2 years experience in cooking in a large hospital of 100 or more beds or hostel with 100 or more inmates. **Pay Band: 5200–20200 (starting pay ₹6460/-) Grade Pay ₹2000/-.** [WT, TT & Interview]
- 27. Technician (CSR) – A:** Existing Vacancy - 2 (Two) [Unreserved]; Qualification & Experience: 1) Pass in std. X. 2) ITI Certificate in Instrument Mechanics/ Mechanical Medical Electronics. 3) 2 years experience in sterilizaion work in a hospital of minimum 100 beds. **Pay Band: 5200–20200 (starting pay ₹6460/-) Grade Pay ₹2000/-.** [WT & Interview]
- 28. Technician (Fitter) – A:** Existing Vacancy - 1 (One) [Unreserved]; Qualification & Experience: 1) Pass in std. X. 2) ITI Fitter Trade Certificate. 3) 2 years experience in the job. **Pay Band: 5200–20200 (starting pay ₹6460/-) Grade Pay ₹2000/-.** [WT, TT & Interview]
- 29. Technician (Electrical)-A:** Existing Vacancy - 1[UR-1]; Qualification& Experience: 1) Pass in std. X. 2) ITI Electrician Trade Certificate. 3) 2 years experience in the job. **Pay Band: 5200–20200 (starting pay ₹6460/-)Grade Pay ₹2000/-.** [WT, TT & Interview]
- 30. Driver – A:** Existing Vacancy - 1 (One) [ST]; Qualification & Experience: 1) Pass in std. X. 2) Should have valid driving licence for light & heavy vehicles. 3) Five years experience in driving motor vehicles out of which 3 years experience in driving heavy passenger/ goods carrier with public service badge in a reputed organisation. **Pay Band: 5200–20200 (starting pay ₹5830/-) Grade Pay ₹1900/-.** [WT, TT & Interview]
- 31. Animal Handler – A:** Existing Vacancy - 2 (Two) [OBC-1, UR-1]; Qualification & Experience: 1) Pass in std. X. 2)Certificate course in the field OR 1 year experience in the field from a reputed organisation. **Pay Band: 5200–20200 Grade Pay ₹1800/-.** [WT,TT & Interview].

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **01.09.2015** in all respects. Applicants should submit their applications only through ONLINE. The online registration of applications will be available on SCTIMST web site www.sctimst.ac.in from **01.09.2015 09:00 AM to 30.09.2015 04:30 PM**.

2. APPLICATION PROCEDURE

Step-1-Application fee Payment. Please visit SB Collect website of State Bank of India: <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=368747>

Step-2-After fee Payment, fill the online application. Please visit Institute Website: <http://www.sctimst.ac.in> for submitting online application.

Application Fee (ONLINE MODE ONLY)

Various fee payment options available in the SB Collect website

- a) Direct cash payment at any branch of State Bank of India through the Pre-Acknowledgement Payment form (PAP) generated through State Bank Collect Portal of State Bank of India.
- b) Pay Online using the Internet Banking facility
- c) Pay online using any Visa/Master Debit or Credit card issued by any Bank

STEPS FOR FEE PAYMENT:

- a) Open the SB Collect website of State Bank of India
(<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=368747>)
- b) Select the payment category
- c) Select Post-Fill applicant name, Date of Birth, Mobile Number and Application fee
- d) Submit payment application
- e) Select the appropriate payment option.
- f) Click the button corresponding the choice of your payment and continue
- g) If you are choosing online payment option-Note the INB reference number and print the receipt
(Copy of print receipt should be attached with the application form)
- h) If you are choosing other payment option – **Direct cash payment in any branch of State Bank of India**, please print and submit the pre-acknowledgement payment form (PAP) to any SBI branch.
(PAP form duly stamped by State Bank of India should be attached with the application form)

All bank charges to be borne by the applicant

3. Age Limit

Maximum age limit is 35 years for posts upto (Sl.No.20), 40 years for Post mentioned in Sl.No.21, 30 years for posts mentioned in (Sl.No.22) to (Sl No.30) and 25 years for Post mentioned in Sl.No. 31 as on 01.09.2015 (Relaxable for vacancies reserved for SC/ST/OBC (Non Creamy-Layer) categories as per Govt. of India orders as follows). PH candidates are also eligible for age relaxation as per Govt. of India orders.

<i>Category</i>	<i>Age relaxation for vacancies reserved for that particular category</i>
Scheduled Caste/Scheduled Tribe	5 years
Other Backward Classes (Non Creamy-Layer)	3 years

If you are eligible for age relaxation (applicable to those other than SC/ST/OBC (Non-Creamy Layer) as per Government of India Orders, you have to specify the details in the space provided in the application and produce the relevant certificate(s) from the competent authority at the time of Written Test/Trade Test/Interview.

Candidates applying under any of the notified reservation category viz.SC/ST/OBC (Non Creamy-Layer) will be considered against that category, subject to the submission of Caste Certificate at the time of Test/Interview in the prescribed format applicable for employment in Central Government Institutions issued by a Revenue Officer not below the rank of a Tahsildar failing which their candidature will be treated as Unreserved Category if they satisfy all the eligibility criteria prescribed in the notification.

4. Scanning and Uploading of Photograph

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph as per the specifications given below:-

- a. Recently taken **colour photograph with white background**.
- b. Photograph should be in '.jpeg' format.
- c. Dimensions - 35mmx45mm. Limit the size of photograph to 50KB.
- d. To upload photograph click 'Browse' button. Select the scanned photograph from the saved location and click 'Open'. Then click 'Upload' button. You can also correct the edges of the photograph using 'crop' option if you want and 'Save' it. Otherwise select 'No' and click 'Next' button to go to STEP - 3.

5. Application Fee

₹500/-(Rupees Five Hundred only) for General/OBC Category and **₹100/-** (Rupees One Hundred only) for SC/ST Category. The fee paid by the candidate will not be refunded. **Physically Handicapped Candidates (40% or more) are exempted from depositing any fee. The concession/exemption in application fee for SC/ST/Physically Handicapped candidates will be given only on submission of self attested copy of the SC/ST/Disability Certificate issued by the competent authority along with the System Generated Application at the time of Interview.**

6. T.A. for SC/ST Candidates

Second Class/Sleeper Class train fare will be defrayed to candidates belonging to SC/ST category for appearing for test/interview on production of original tickets as per Government of India rules.

7. Date for Downloading Call Letters

All eligible candidates can download their call letters and instructions for examination from our website www.sctimst.ac.in by entering **their Application Registration Number, Email ID and Date of Birth (as submitted in the application form) using 'LOGIN' facility after due publication of schedule of exam for the respective posts.** They may also get a message to download the call letter in the email address provided in the application form. **No hard copy of the call letter will be sent.**

8. Selection Process

Eligible candidates have to appear for a Written Test and/or Trade Test as per the Call Letter. The result of the Test and the schedule of Interview to be held on subsequent days will be published in our notice boards and website on the same day/next day. No separate call letter for Trade Test/Interview will be sent to the candidates. **At the time of Test and/or Interview, the candidates must bring call letter and all original certificates/mark lists/documents along with one set of self attested photocopy, viz:**

- a. System Generated online application form duly signed by the candidate.
- b. Online Payment receipt or Stamped Pre-Acknowledgement Payment Form
- c. Photo ID Card bearing name as in the application form.
- d. Matriculation Certificate
- e. All Certificates in proof of qualification (from pre degree/plus two certificate onwards)

- f. Duly signed experience certificate issued by the competent authorities clearly indicating dates (from and to), stating the nature of the job and the required details as the notification demands.
- g. Caste certificate as applicable (SC/ST/OBC (Non Creamy - Layer) category) in the prescribed format applicable for employment in Central Government Institutions issued by a Revenue Officer not below the rank of a Tahsildar.
- h. Physically Handicapped (Disability - 40% or more) - Certificate issued by Medical Board. (if applicable).
- i. No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.
- j. Any other relevant certificate(s) as shown in the application.

Candidates will not be permitted to appear for Test/Interview without the above documents.

9. Important Note

- a. A panel valid for 2 years will be prepared for filling future vacancies belonging to the notified categories based on reservation roster.
- b. **Apprenticeship/training period will not be considered as experience.**
- c. **Experience wherever prescribed means experience gained AFTER acquiring the prescribed essential qualification.**
- d. In addition to pay, allowances at Central Govt. rates as applicable from time to time will also be admissible.
- e. Not more than one application should be submitted by any candidate for a single post.
- f. Request for change/correction in the Application Form shall not be entertained under any circumstances.
- g. SCTIMST will not be responsible for loss in transmission/transit. Candidates should retain photocopies of the Online Payment receipt or Stamped Pre-Acknowledgement Payment Form and application for their own records and reference.
- h. Any attempt to influence the selection committee of the Institute directly or indirectly will disqualify the candidate.
- k. A candidate's admission to the Test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by SCTIMST.
- l. In case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her service is liable to be terminated.

10. How to Apply Online

Candidates can apply ONLINE only and no other means/mode of application will be accepted.

Candidates are first required to go to the SCTIMST's website www.sctimst.ac.in. Click on the link '**RECRUITMENT TO VARIOUS POSTS**', candidates can view three links.

1. NOTIFICATION AND GENERAL INSTRUCTIONS
2. APPLY ONLINE
3. LOGIN (To view online submitted application)

Click on the link '**APPLY ONLINE**' to open the online application.

Pre-Requisites for Applying Online

Before applying online, candidates should:

- a. **Have a valid Email ID.** In case candidate does not have a valid email ID he/she should create his/her new email ID before applying online.
- b. Scan your photograph within the required specifications as given in general instructions.
- c. Keep the application fee details such as Online Payment receipt or Stamped Pre-Acknowledgement Payment Form
- d. Keep particulars of educational qualifications, experience details, caste certificate (if applicable) and other relevant details as per the notification.

JUST FOLLOW 6 STEPS TO SUBMIT ONLINE APPLICATION . YOU WILL BE PROMPTED TO MAKE CORRECTIONS IF ANY IN EACH STEP. IF EACH STEP IS FILLED CORRECTLY A GREEN CHECKMARK ICON WILL BE SHOWN AT THE TOP OF THE PAGE. OTHERWISE A RED CHECKMARK ICON WILL BE DISPLAYED AGAINST ERRED STEP.

STEP - 1 (Important Instructions)

Candidate can view '**Important Instructions**' and will also get a link to the '**NOTIFICATION AND GENERAL INSTRUCTIONS**'. Candidate should read the instructions carefully before making any entry or selecting options. Then click on the checkbox against '**I HAVE READ THE INSTRUCTIONS**'. Click 'Next' button to go to STEP - 2.

STEP - 2 (Select Post applied for and Upload Photo)

1. Select the post applied for
2. Upload the photograph
Click 'Next' button to go to STEP - 3.

STEP - 3 (Personal Details)

3. Enter name of the candidate as in Matriculation Certificate, **but initials must be at the end.** Do not use any prefix such as Mr./Mrs/Kum etc.
4. **Carefully enter your valid email-ID.**
5. Select male or female
6. Select your date of birth.
7. Select nationality
8. Select State/UT which you belong
9. Select religion
10. Select Notified Reservation Category to which you belong depending upon the available vacancy position.
11. If you are claiming age relaxation [(applicable to those other than SC/ST/OBC (Non Creamy-Layer)], select the appropriate column and clearly enter the details in the space provided. (Ex-servicemen, PH, etc.)
12. Select/Enter the appropriate field of Employment details in this Institute (SCTIMST) - for permanent employees of this Institute.
13. Enter permanent address with Pin Code.
14. Enter address for correspondence with Pin Code.
15. Enter your land phone and mobile number.
Click 'Next' button to go to STEP - 4.

STEP - 4 (Details of Educational Qualification/Experience)

16. Select your educational qualification/experience for the post.
17. Select whether the required experience is obtained **AFTER** acquiring essential qualifications (as applicable). For posts that do not require experience has the option to select 'Not applicable'.
18. You can add or remove the rows while entering your experience details by clicking 'Add Row'/'Delete Last Row'(as required) buttons.

Click 'Next' button to go to STEP - 5.

STEP - 5 (Details of Application Fee)

19. Select the appropriate field on fee concession/exemption.
20. Enter Payment Receipt No., Date and Amount/PAP as applicable.

Click 'Next' button to go to STEP - 6.

STEP - 6 (Preview of the Filled Application)

In this step you can see preview of the filled application. Candidate can edit the entered details, if needed by clicking in STEP - 2, STEP - 3, STEP - 4 and STEP - 5 buttons at the top of the page. Enter Image Verification Code at the bottom of STEP - 6 in the column next to the image. Candidates are advised to verify the correctness of the entries before clicking 'Submit' button for registering application. When 'Submit' button is clicked, a confirmation message 'Are you sure to submit the application?' will be displayed. Click 'OK' to submit the application. Otherwise click 'Cancel' to go to previous steps.

If the online submission has been successfully completed, a System Generated Application with Application Registration Number can be viewed and the candidate should immediately take a printout of the same. **The candidate should bring this print out after affixing their signature, at the time of reporting for Written Test/Trade Test/Interview. All other documents mentioned in Paragraph 8 (Selection Process) are also required to be brought at the time of Written Test/Trade Test/Interview**

On successful submission of application, an intimation regarding your Application Registration Number, Name of Post applied for, Date of submission etc. may be sent to the candidate's email ID. Please check 'INBOX' or 'SPAM' folder to view the message. However, SCTIMST WILL NOT BE RESPONSIBLE FOR THE FAILURE OF THIS AUTO RESPONSE.

Candidate is also provided with a 'LOGIN' facility after successful submission of the application. He/She can take print out of System Generated Application by entering the Application Registration Number, Email ID and Date of Birth that were provided in the application at the time of online submission.

When the online submission is not successfully completed, a message will be displayed '**Your online submission was unsuccessful. Please register again**'. Candidates may then revisit the 'APPLY ONLINE' link and fill in their application details again.

Candidates are advised to apply online much before the closing date to avoid the possibility of disconnection/inability/failure to log on the SCTIMST's website on account of heavy load. They have to remain in touch with SCTIMST's website for any information which may be put for further guidance.

**For any queries regarding filling up of application,
Please contact on Phone Numbers: 0471-2524644 / 244.**

Sd/-
DIRECTOR

To
Notice Board (Hospital Wing / AMC / BMT Wing), Website

Copy to:

Administrative Officer
SSO(Hospital)

For information and necessary action.