



**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/51/UDC (T)/SCTIMST/2013

Dated: 10.10.2013

NOTIFICATION

Online Application is invited for the post of Upper Division Clerk (Temporary) for 179 days only

Opening Date for Online Submission of Application – 15.10.2013

Closing Date for Online Submission of Application – 29.10.2013

Last date for receipt of hardcopy (print out) of System Generated Application – 05.11.2013

Download of Admit Card for Examination from – 19.11.2013

Date of Written test – 24.11.2013

Date of Interview – from 25.11.2013 (Schedule of Interview will be published on 24.11 .2013 along with the result of Written Test).

No. of Vacancy – To prepare a panel valid for two years.

Qualification & Experience: 1) 50% marks in Degree from a recognised University. 2) Proficiency in computer operation and knowledge in various Office Packages relevant to office management.

Consolidated remuneration: ₹9910 + DA (current rate of DA is 90%) per month.

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **30.09.2013** in all respects. The online registration of applications will be available on SCTIMST web site www.sctimst.ac.in from **15.10.2013 to 29.10.2013**.
2. The following documents should reach '*The Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Medical College P.O., Thiruvananthapuram - 695 011, Kerala, India*' on or before **05.11.2013**.
 - a. Duly signed System Generated Application (Hard Copy).
 - b. DD in Original.
 - c. If you are claiming fee concession/exemption, a self attested copy of SC/ST/Disability Certificate from the competent authority should be attached. If the self attested copy of certificate is not attached, the application will be rejected for want of sufficient amount of DD.

The envelope should be superscribed as '**APPLICATION FOR THE POST OF UPPER DIVISION CLERK (TEMPORARY)**'

3. **Age Limit**

Maximum age limit is 30 years as on 30.09.2013.

<i>Category</i>	<i>Age relaxation</i>
Scheduled Caste/Scheduled Tribe	5 years
Other Backward Classes (Non Creamy-Layer)	3 years
Ex-serviceman and other special categories of persons	As per Central Govt. orders

Candidates who are claiming age relaxation should submit caste certificate viz.SC/ST/OBC (Non Creamy-Layer) at the time of Written 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.

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 / Interview.

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**

DD should be drawn in favour of 'DIRECTOR, SCTIMST' payable at 'THIRUVANANTHAPURAM. ₹200/- (Rupees Two hundred only) for General/OBC Category and ₹50/- (Rupees Fifty only) for SC/ST Category. **Original DD should be enclosed with the System Generated Application Form. The fee paid by the candidates 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.

6. **Date for Downloading Admit Card**

All eligible candidates can download their Admit Card 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) from 19.11.2013 to 24.11.2013 using 'LOGIN' facility**. They may also get a message to download the admit card in the email address provided in the application form. **No hard copy of the admit card will be sent.**

7. **Selection Process**

Eligible candidates have to appear for a Written Test as per the Admit Card. **The result of the written 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. No separate admit card for Interview will be sent to the candidates. At the time of Written Test and/or Interview, the candidates must bring admit card and all original certificates/mark lists/documents, viz:**

- a. Matriculation Certificate.
- b. All Certificates in proof of qualification (from pre degree/plus two certificate onwards)

- c. 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, if claiming age relaxation.
- d. Physically Handicapped (Disability - 40% or more) - Certificate issued by Medical Board. (if applicable).
- e. Any other relevant certificate(s) as shown in the application.

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

8. **Important Note**

- a. Not more than one application should be submitted by any candidate.
- b. Request for change/correction in the Application Form shall not be entertained under any circumstances.
- c. SCTIMST will not be responsible for any postal delay or loss in transmission/transit. Candidates should retain photocopies of the DD and application for their own records and reference.
- d. Any attempt to influence the selection committee of the Institute directly or indirectly will disqualify the candidate.
- e. A candidate's admission to the Test/Interview is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his/her candidature has been finally cleared by SCTIMST.
- f. 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.

9. **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>UPPER DIVISION CLERK (TEMPORARY)**', candidates can view three links.

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

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 Name of Bank, Branch, DD No., Date and Amount.
- d. Keep particulars of educational qualifications, caste certificate (if claiming age relaxation) 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 the category SC/ST/OBC (Non Creamy Layer) if you are claiming age relaxation, otherwise select UR.
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. Enter address for correspondence with Pin Code.
13. Enter permanent address with Pin Code.
14. Enter your land phone and mobile number.
15. Enter Father's name, occupation & address
16. Enter marital status
Click 'Next' button to go to STEP - 4.

STEP - 4 (Details of Educational Qualification/Experience)

17. Enter Registration details. (If applicable)
18. Select your educational qualification/experience for the post.
19. Select educational qualifications from standard X onwards.
20. Enter additional educational qualifications not included in Sl. No. 19, if any.
21. Select whether the required experience is obtained **AFTER** acquiring essential qualifications (select Not Applicable)
22. 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)

23. Select the appropriate field on fee concession/exemption.
24. Enter Name of Bank, Branch, DD Number, Date and Amount 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 send the following details to 'The Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Medical College P.O., Thiruvananthapuram - 695 011, Kerala, India' so as to reach on or before 05.11.2013 along with the following enclosures.**

- a. Duly signed System Generated Application (Hard Copy).
 - b. DD in Original.
 - c. A self attested copy of SC/ST/Disability Certificate if you claim fee concession/exemption.
- The envelope should be superscribed as 'APPLICATION FOR THE POST OF UPPER DIVISION CLERK (TEMPORARY).'

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' (To view online submitted application) 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 / 344.**

DIRECTOR

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