श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम, तिरुवनन्तपुरम - 695 011, केरल, भारत

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

THIRUVANANTHAPURAM - 695 011, KERALA, INDIA

(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)

(An Institution of National Importance, Department of Science and Technology, Government of India)

टेलीफॉन नं./Telephone No.: 0471-2443152   फैक्स/Fax: 0471-2446433, 2550728

ई-मेल/E-mail: sct@sctimst.ac.in   वेबसाइट/Website: www.sctimst.ac.in

Advt.No.P&A.II/ 01 /SSSC/SCTIMST/2024   Dated: 05.02.2024

NOTIFICATION

The Sree Chitra Tirunal Institute for Medical Sciences & Technology (SCTIMST) invites ONLINE APPLICATIONS from eligible Indian Nationals for the following posts:

❖ Opening Date for Online Submission of Application	:	**05.02.2024**	
❖ Closing Date for Online Submission of Application	:	**04.03.2024**	
❖ Last date for receipt of hard copy (print out) of system generated Application along with necessary documents	:	**11.03.2024**	

SL. NO	POST DETAILS	ESSENTIAL QUALIFICATION AND EXPERIENCE
1.	**ADMINISTRATIVE MEDICAL OFFICER** Vacancy- 1 (ONE) [UR -1]	1. MBBS from a recognized University 2. Master's Degree in Hospital Administration / Master's Degree in Business Administration from a recognized University 3. 3 years experience in Hospital Administration from a reputed Hospital **OR** 1. MBBS from a recognized University 2. 6 years' experience in Hospital Administration from a reputed Hospital **OR** 1. Master's Degree in Hospital Administration /Master's Degree in Business Administration from a recognized University. 2. 10 years experience in Hospital Administration from a reputed Hospital.

2.	SR. PURCHASE & STORES OFFICER – A Vacancy- 1 (ONE) [UR -1]	1. Graduate in any discipline or three year Engineering Diploma 2. PG Diploma in Materials Management from a recognized University 3. 10 years experience in Stores /Purchase (out of which 7 years in Supervisory cadre) in Govt/Autonomous/Commercial Undertakings. Should be conversant with Import procedures and Clearing formalities of import consignments 4. Knowledge in computer operation. **OR** 1. Master of Business Administration (MBA) 2. PG Diploma in Materials Management 3. 8 years experience in Stores/Purchase (out of which 5 years in supervisory cadre) in Govt/Autonomous/Commercial Undertakings. Should be conversant with Import procedures and clearing formalities of Import consignments. 5. Knowledge in computer operation.

Pay level and Maximum age limit for the posts

Post	Pay Level	Age
Administrative Medical Officer	Pay Matrix Level: 11 (Rs.67700-208700)	45 years
Sr. Purchase & Stores Officer-A	Pay Matrix Level : 9 (Rs. 53100 – 167800)	45 Years

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The candidates applying for a post should ensure that they fulfill all eligibility criteria as on **01.02.2024**

2. **The online registration of applications will be opened on SCTIMST web site www.sctimst.ac.in from 05.02.2024 to 04.03.2024. Detailed instructions are given in** Appendix I

3. **FEES**

   Rs.750/- + GST for General/OBC candidates. Physically Handicapped Candidates (40% or more)/Women/SC/ST Candidates are exempted from application fee. The concession/exemption in application fee 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.

4. Applications should initially be submitted through ONLINE mode and hard copies of 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 **11.03.2024** in an envelope super scribed as **'APPLICATION FOR THE POST OF…………………..'(Write name of the post applied for)**

   i. Duly signed system generated Application (Hard Copy).

   ii. Online Payment receipt or Stamped Pre-Acknowledgement Payment Form.

   iii. Self attested copy of

   a. SC/ST/Disability Certificate from the competent authority, if claiming fee concession/exemption.

   b. Certificate in proof of date of birth (X/XII std. Certificate only).

   c. All mark lists & certificates in proof of educational qualifications, registration etc. claimed in the application.

   d. Experience certificate issued by the competent authority clearly indicating dates (from and to), stating the nature of the job and required details as per the notification.

   e. Candidates eligible for reservation should submit application along with self attested Photostat copy of the certificate in proof of SC/ST/OBC Non-creamy Layer/Income and Asset certificate for EWS issued by competent authority (Revenue officer not below the rank of Tahsildar) in the prescribed format applicable for employment in Central Government Institutions.

   f. Details of Academic Work: Research – Publications (excluding Review Articles, Conference Abstracts and Book Chapters), Teaching, Service, Leadership/Organizational Qualities, National/International Awards/Recognitions, Fellowships, Presentations, etc., with proof of the same may be submitted in separate sheets along with Hard Copy of the application.

   g. No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.

   h. Physically Handicapped (Disability – 40% or more) - Certificate issued by Medical Board (if applicable).

   i. Any other relevant certificate(s) as shown in the applications

5. **Applications not supported by the aforementioned documents (whichever applicable) will be summarily rejected.**

6. **Separate application and fee payment receipt should be submitted, if applying for more than one post.**

7. **LOGIN facility**

Candidates can avail a 'LOGIN' facility after successful submission of the application by entering the **Application Registration Number, Email ID and Date of Birth** provided in the application at the time of online submission for taking print out of system generated Application. Eligible candidates can download admit card & template for power point presentation as per the following schedule.

8. **Date for Downloading Admit Card, template for Power Point presentation & mailing Power Point presentation**

Eligible candidates may get a message to download their admit cards in the email address provided in the application form. They can download admit cards for selection process and template for Power Point presentation 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.** The completed slides for power point presentation should be sent by email to **rect@sctimst.ac.in**. (Dates will be informed later). **No hard copy of the admit card will be sent.**

9. **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. Dimensions - 35mmx45mm, maximum size: 50KB
c. 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.

10. **Selection Process**

Eligible candidates have to appear for an interview. A written test (MCQ) may be conducted only for screening purpose depending on the number of candidates for a particular post.

With respect to vacancies a written examination will be conducted if the number of short listed candidates exceeds 8 for each vacancy.

Marks obtained in the written examination will be of a qualifying nature alone and will not be considered for the final ranking. Dates of the written examination, if any, will be intimated to the short listed candidates.

At the Interview, candidates are required to make **a Power Point Presentation about their credentials**. The completed slides for Power Point Presentation should be sent by email to rect@sctimst.ac.in. **The template for Power Point Presentation can be downloaded along with the admit card. At the time of Screening Test/Interview, the candidates must bring Admit Card and all original certificates/mark lists/documents**, viz:

a. **Certificate in proof of date of birth (X, XII std. Certificate only).**
b. **A Valid Photo ID card bearing the name of the candidate.**
c. **All mark lists & certificates in proof of educational qualifications, registration etc.**
d. **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 per the notification.**
e. **No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.**
f. **Physically Handicapped (Disability – 40% or more) - Certificate issued by Medical Board (if applicable).**
g. **Relevant Caste Certificate (SC/ST/OBC) / income certificate (EWS) issued by the competent authority for reserved posts.**
h. **Any other relevant certificate(s) as shown in the application.**

> **Candidates will not be permitted to appear for selection process without the above documents.**

11. **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.

12. **Important Note**

    a. A panel valid for One year will be prepared and appointment will be made subject to the availability of vacancy/requirement.

    b. **Experience wherever prescribed means experience gained <u>AFTER</u> acquiring the prescribed essential qualification**.

    c. The notified vacancies may vary depending upon the actual requirement.

    d. The Institute reserves the right not to fill up any of the posts, if it so decides.

    e. All posts carry allowances at Central Government rates.

    f. Non-practicing allowance at Central Government rate will be granted to medical personnel as per rules.

    g. Age relaxation for internal candidates will be as per Institute rules.

    h. Age and experience is relaxable in exceptional cases.

    i. OBC/SC/ST candidates are eligible for age relaxation, subject to the submission of relevant documents.

    j. The Institute reserves the right for short-listing the applications on the basis of qualification & relevant experience etc. and therefore all candidates fulfilling the minimum basic qualifications may not be called for interview.

    k. Not more than one application should be submitted by any candidate for a single post.

    l. Request for change/correction in the Application Form shall not be entertained under any circumstances.

    m. SCTIMST will not be responsible for any postal delay or loss in transmission/transit. Candidates should retain photocopies of the print out of receipt of application fee and application for their own record and reference.

    n. **Any attempt to influence the Selection Committee of SCTIMST directly or indirectly will result in disqualification**.

    o. In all matters pertaining to this advertisement, the decision of SCTIMST shall be final and binding.

    p. A candidate's admission to the selection process is purely provisional. Mere issue of e-Admit card will not imply that his/her candidature has been finally cleared by the Institute.

    q. 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.

    r. Candidates may check their e-mail regularly for urgent notification/updates.

Sd/-
DIRECTOR

APPLICATION PROCEDURE

Candidates are advised to follow the procedure for applying for the posts.

Step-1 - Application fee Payment. Please visit SB Collect website of State Bank of India(SBI): https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=368747

Step-2 -After fee Payment, fill the online application. Please visit SCTIMST 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 are:

a) Direct cash payment at any branch of SBI through the Pre-Acknowledgement Payment Form (PAP) generated through State Bank Collect Portal of SBI.
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:
Open the SB Collect website of SBI

https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=368747

a) Select the payment category.
b) Select Post-Fill applicant name, Date of Birth, Mobile Number and Application fee.
c) Submit payment application.
d) Select the appropriate payment option.
e) Click the button corresponding to the choice of your payment and continue.
f) 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).**
g) If you are choosing the other payment option of **Direct cash payment in any branch of SBI**, please print and submit the PAP Form to any SBI branch. **(PAP form duly stamped by SBI should be attached with the Application Form).**

All bank charges to be borne by the applicant.

How to Apply Online

Candidates should apply ONLINE only and no other means/mode of application will be accepted. They are first required to go to the SCTIMST's website **www.sctimst.ac.in.** Click on the link **RECRUITMENT>ONLINE APPLICATION** (Advt.No.P&A.II/01/SSSC/SCTIMST/2024 Dated: 05.02.2024.) candidates can view THREE links.

1. NOTIFICATION AND GENERAL INSTRUCTIONS
2. APPLY ONLINE
3. LOGIN (To view online submitted application/download admit card & template for power point presentation)

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. Payment Receipt No., Date and Amount/PAP as applicable.
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 Unreserved
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. Candidates can view educational qualification/experience required for the post. Enter details of your educational qualifications. You can add or remove the rows while entering your educational qualification by clicking 'Add Row'/'Delete Last Row'(as required) buttons.
    Details of Academic Work: Research – Publications (excluding Review Articles, Conference Abstracts and Book Chapters), Teaching, Service, Leadership/Organizational Qualities, National/International Awards/Recognitions, Fellowships, Presentations, etc. may be submitted in separate sheets along with Hard Copy of the application.
17. Select whether the required experience is obtained **AFTER** acquiring essential qualifications (as 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 Fee Payment) (ONLINE MODE ONLY)

A. **Select the appropriate field on fee concession/exemption**
B. **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 and affix his/her signature on this.* This print out and the documents stated in the General Instructions should reach,The Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Medical College P.O., Thiruvananthapuram – 695 011, Kerala, India on or before 11.03.2024 in an *envelope super scribed* as 'APPLICATION FOR THE POST OF…………………..'(Write name of the post applied for).

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, THE INSTITUTE WILL NOT BE RESPONSIBLE FOR THE FAILURE OF THIS AUTO RESPONSE.

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 in advance before the closing date to avoid the possibility of disconnection/inability/failure to log on to the SCTIMST's website on account of heavy load. **Also please visit the SCTIMST's website in regular intervals for any information which may be put for further guidance**.

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