



Advt.No.P&A.II/26/UDC(T)/SCTIMST/2019

Dated: 28.08.2019

NOTIFICATION

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

Opening Date for Online Submission of Application – 07.09.2019

Closing Date for Online Submission of Application – 25.09.2019

Download of Admit Card for Examination- from 10.10.2019

Tentative Date of Written Test : 19.10.2019

(The candidate should bring the system generated application form at the time of Written Test only.)

No hard copy is required to be sent in advance.

No. of Vacancy – Existing vacancy – 3 [UR-3], Anticipated vacancy – 3 [UR-2, OBC-1].

Qualification & Experience:

- 50% marks in Degree from a recognized University.
- Proficiency in computer operation and knowledge in various Office Packages relevant to office management.

Consolidated remuneration: ₹ 22,300/- per month.

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **31.08.2019** in all respects. The online registration of applications will be available on SCTIMST website www.sctimst.ac.in from **07.09.2019 to 25.09.2019**.

2. APPLICATION PROCEDURE

Step-1 - Application fee payment. Please visit SB Collect website of State Bank of India.

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

Application Fee

₹ 250/- (Rupees Two Hundred and Fifty only) for General/OBC Category. Women/SC/ST Candidates are exempted from application fee. 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 alongwith the System Generated Application at the time of Skill Test.**

Application Fee (ONLINE MODE ONLY)

Various fee payment options available in the SB Collect website:

- 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.
- Pay Online using the Internet Banking facility.
- Pay online using any Visa/Master Debit or Credit card issued by any Bank.

STEPS FOR FEE PAYMENT:

- Open the SB Collect website of State Bank of India.
- Select the payment category.
- Select Post - Fill Applicant Name, Date of Birth, Mobile Number and Application Fee.
- Submit payment application.
- Select the appropriate payment option.
- Click the button corresponding the choice of your payment and continue.
- 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 30 years as on 31.08.2019.

<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/Skill Test 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/Skill Test.

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:-

- Recently taken **colour photograph with white background**.
- Photograph should be in '.jpeg' format.
- Dimensions - 35mm x 45mm. Limit the size of photograph to 50KB.
- 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. Date for Downloading Admit Card

All eligible candidates can download their Admit Cards 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 10.10.2019 onwards 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.**

6. Selection Process

Eligible candidates have to appear for a Written Test as per the Admit Card. ***Medium for Written Test will be English only. The result of the Written Test and the schedule of Skill Test to be held on subsequent days will be published in the Institute notice boards and website on the same day. No separate Admit Card for Skill Test will be sent to the candidates. At the time of Written Test and Skill Test, the candidates must bring Admit Card and all original certificates/mark lists/documents viz.:***

- System Generated online application form duly signed by the candidate.
- Online Payment receipt or Stamped Pre-Acknowledgement Payment Form.
- Matriculation Certificate.
- 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.

- e. 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.
- f. Physically Handicapped (Disability - 40% or more) - Certificate issued by Medical Board (if applicable).
- g. Any other relevant certificate(s) as shown in the application.

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

7. **Important Note**

- a. **Apprenticeship/training period will not be considered as experience.**
- b. **Experience wherever prescribed means experience gained AFTER acquiring the prescribed essential qualification.**
- c. Not more than one application should be submitted by any candidate.
- d. Request for change/correction in the Application Form shall not be entertained under any circumstances.
- e. 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.
- f. Any attempt to influence the selection committee of the Institute directly or indirectly will disqualify the candidate.
- g. A candidate's admission to the Written Test/Skill Test 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.
- h. 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.

8. **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 / Down load 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, experience details, 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. Select your educational qualification/experience for the post.
18. Select educational qualifications from standard X onwards.
19. Enter additional educational qualifications not included in Sl. No. 19, if any.
20. Select whether the required experience is obtained **AFTER** acquiring essential qualifications (as applicable).
21. 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)

22. Select the appropriate field on fee concession/exemption.
23. 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.

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 /344/244.**

Sd/-
DIRECTOR

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