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/09/SSSC/SCTIMST/2018   Dated: 02.04.2018

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	-	02.04.2018
Closing Date for Online Submission of Application	-	**25.04.2018**
Last date for receipt of hard copy (print out) of system generated Application along with necessary documents	-	**30.04.2018**
Date for downloading Admit Card, Template for Power Point presentation and mailing Power Point Presentation to rect@sctimst.ac.in	–	From 15.05.2018 to 20.05.2018
Proposed date of selection process	-	**01.06.2018 To 05.06.2018**

1. **PROFESSOR (Neurology)**:   (Expected Vacancy-1) **Qualification & Experience:** Eleven years of teaching and/or research experience after obtaining DM in the specialty or its equivalent qualification in the case of 2 year-course **Or** Ten years of teaching/research experience after obtaining DM in the case of 3 year-course **Or** Eleven years of teaching /research experience after obtaining MBBS with DM in the case of direct course. **Desirable:** Experience of active participation and sharing of responsibility in administrative and academic activities of a well organized Department in the Speciality concerned/experience in running Research Projects. Adequate Research experience evidenced by quality research publications in indexed journals. *** Pay Band**: ₹37400- 67000 (Minimum Pay Rs.51600/-) and Academic Grade Pay Rs.10500/-. **Upper Age Limit** :58 years as on 01.04.2018.

2. **PROFESSOR (AMCHSS)** (Expected Vacancy-1) **Qualification & Experience:** Thirteen years of teaching and/or research experience after MD/PhD with publication and

projects in Health Systems Research/Health Policy/Health Economics. **Desirable:** Experience of active participation and sharing of responsibility in administrative and academic activities of a well organized Department in the Speciality concerned/experience in running Research Projects. Adequate Research experience evidenced by quality research publications in indexed journals. ***Pay Band**: ₹37400- 67000 (Minimum Pay Rs.51600/-) and Academic Grade Pay Rs.10500/-. **Upper Age Limit** :58 years as on 01.04.2018.

3. **ASSOCIATE PROFESSOR (Transfusion Medicine)** (Expected Vacancy-1) **Qualification & Experience:** Six years of teaching / research experience after obtaining MD in the relevant field. **Desirable:** Adequate research experience as evidenced by publications. ***Pay Band**: ₹37400- 67000 (Minimum Pay Rs.42800/-) and Academic Grade Pay Rs.9000/-. **Upper Age Limit** :45 years as on 01.04.2018.

4. **ASSOCIATE PROFESSOR (Imaging Sciences & Interventional Radiology)** (Vacancy-1) **Qualification & Experience:** Six years of teaching / research experience after obtaining MD/DNB in Radiodiagnosis with experience in Cardiac Imaging & Vascular Interventional Radiology. **Desirable:** Adequate research experience as evidenced by publications. ***Pay Band**: ₹37400- 67000 (Minimum Pay Rs.42800/-) and Academic Grade Pay Rs.9000/-. **Upper Age Limit** :45 years as on 01.04.2018.

5. **ASSISTANT PROFESSOR (Cardiology)** (Vacancy-1) **Qualification & Experience:** One year of teaching and/or research experience after DM in the speciality or its equivalent qualification in the case of 2 year-course **Or** just after DM in the case of 3 year-course **Or** One year of teaching and/or research experience after DM in the case of direct course. **Candidates with qualification/experience in Cardio Electrophysiology will be preferred. *Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

6. **ASSISTANT PROFESSOR (Vascular Surgery)** (Vacancy-1) **Qualification & Experience:** One year of teaching and/or research experience after MCh in vascular surgery or its equivalent qualification in the case of 2 year-course **Or** just after MCh in the case of 3

year-course **Or** One year of teaching and/or research experience after M.Ch in the case of direct course. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

7. **ASSISTANT PROFESSOR (Cardiovascular & Thoracic Surgery)** (Vacancy-1) **Qualification & Experience:** One year of teaching and/or research experience after MCh in the speciality or its equivalent qualification in the case of 2 year-course **Or** just after MCh in the case of 3 year-course **Or** One year of teaching and/or research experience after M.Ch in the case of direct course. ***Pay Band**: ₹15600 - 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

8. **ASSISTANT PROFESSOR (Neurosurgery)** (Vacancy-1) **Qualification & Experience:** One year of teaching and/or research experience after M.Ch in the speciality or its equivalent qualification in the case of 2 year-course **Or** just after M.Ch in the case of 3 year-course **Or** One year of teaching and/or research experience after M.Ch in the case of direct course. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

9. **ASSISTANT PROFESSOR (Clinical Microbiology)** (Vacancy-1) **Qualification & Experience:** Three years of teaching and/or research experience in the speciality concerned after obtaining MD in Microbiology (after MBBS). ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

10. **ASSISTANT PROFESSOR (Transfusion Medicine)** (Vacancy-1) **Qualification & Experience:** Three years of teaching and/or research experience in the speciality concerned after obtaining MD in the relevant field. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

11. **ASSISTANT PROFESSOR (AMCHSS)** (Expected Vacancy-1) **Qualification & Experience:** Three years of teaching and/or research experience in the speciality concerned after obtaining MD/PhD with a record of good publication/post doctoral work in a recognized centre in Non-communicable diseases Epidemiology/Infection disease Epidemiology/Genetic Epidemiology/Molecular Epidemiology ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :40 years as on 01.04.2018.

Note: (i) Where medical qualification is required, they must have a medical qualification included in the Indian Medical Council Act 1956 and Registration with the Central/State Medical Registration Council. (ii) Wherever applicable equivalent qualifications for example FRCP(C) etc. will also be considered as sufficient qualification. (iii) In the case of Post Doctoral Certificate Course holders of this Institute in Anaesthesiology/Vascular Surgery/ Imaging Sciences & Interventional Radiology, and of Post Doctoral Fellowship of this Institute, one-year duration of the course will be considered as teaching/research experience.

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12. **ENGINEER F (Division of Clinical Engineering)** (Vacancy-1) **Qualification & Experience:** A 1st class in B.Tech (or equivalent) from a recognized University with 18 years experience in Clinical Engineering **Or** 1st class in M.Tech/M.E (or equivalent) from a recognized University with 16 years experience in Clinical Engineering. ***Pay Band**: ₹37400- 67000 (Minimum Pay Rs.46000/-) and Academic Grade Pay Rs.9500/-. **Upper Age Limit** :58 years as on 01.04.2018.

13. **SCIENTIST D (Medical Device Engineering)** (Vacancy-1) **Qualification & Experience:** A first class B.Tech. (or equivalent) in Mechanical Engineering with 12 years experience in Industrial Research and Development/Product Development using Computational Fluid Dynamics (CFD) **Or** A 1st class B.Tech (or equivalent) in Mechanical Engineering + 1st class M.Tech (or equivalent) in Mechanical Engineering with 10 years experience in Industrial Research and Development/Product Development using Computational Fluid Dynamics (CFD) **Or** PhD in Mechanical Engineering (after 1st Class B.Tech in Mechanical Engineering) with 8 years experience in Industrial Research and Development/ Product Development using Computational Fluid Dynamics (CFD). **Desirable:** Experience in Medical Device Research and Development. . ***Pay Band**: ₹15600- 39100 (Minimum Pay

Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :45 years as on 01.04.2018.

14. **SCIENTIST D (Molecular Biology)** (Vacancy-1) **Qualification & Experience:** PhD with 8 years experience in advanced genetic diagnosis methods (LAMP,qPCR) Clinical Molecular Biology and also experience in current software operations for big data analysis. **Desirable**: Experience in clinical screening of genetic disorders, biochemical markers and interpretation. ***Pay Band**: ₹15600-39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :45 years as on 01.04.2018.

15. **SCIENTIST D (Invitro diagnostics)** (Vacancy-1) **Qualification & Experience:** A 1st class in M.Tech (or equivalent) with 10 years experience in development validation of IVD systems **Or** PhD with 8 years experience in development validation of IVD systems . **Desirable:** Experience in invitro diagnostic systems, their validation, regulatory compliance and scaling up of production. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :45 years as on 01.04.2018.

16. **SCIENTIST D (Division of Dental Products)** (Expected Vacancy-1) **Qualification & Experience:** A 1st class M.Sc in Polymer Science/Polymer Chemistry with 12 years experience in the field of Biomaterials/Dental materials. **Or** 1st class M.Tech (or equivalent) in Polymer Engineering/Polymer Technology with 10 years experience in the field of Biomaterials/Dental materials **Or** PhD in Polymer Science/Polymer Technology with 8 years experience in the field of Biomaterials/Dental materials. ***Pay Band**: ₹15600-39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :45 years as on 01.04.2018.

17. **SCIENTIST C (Pathology):** (Expected Vacancy-1) **Qualification & Experience:** Ph.D in Life Sciences with 2 years post-doctoral experience in modern molecular biology; **Desirable:** 1) Experience in a) DNA/RNA extraction from formalin-fixed and snap-frozen samples b) handling cell lines c) Sanger sequencing, and d) microarrays/SNP arrays 2) Doctoral/post –doctoral experience in Next-Generation sequencing (exome

and/or RNA-seq), including sequencing experiments and data analysis using Bioinformatics. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** : 35 years as on 01.04.2018.

18. **SCIENTIST C (Microbiology):** (Expected Vacancy-1) **Qualification & Experience:** A 1st class MSc in Microbiology or 1st class in MSc MLT (Microbiology) with PhD and two years experience in a diagnostic Microbiology Laboratory with modern diagnostic facilities at a supervisory level. **Desirable**: Work experience/ training in Neuromicrobiology, Neurovirology or Neuroimmunology. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** : 35 years as on 01.04.2018.

19. **SCIENTIST C (Microbial Technology)** (Vacancy-1) **Qualification & Experience:** A 1st class in MSc Microbiology with 6 years experience of working in product oriented applied Microbial Technology domain **Or** PhD with 2 years experience of working with product oriented applied Microbial Technology domain. **Desirable:** Experience in use of sophisticated analytical techniques, high end analytics. ***Pay Band**: ₹15600-39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** :35 years as on 01.04.2018.

20. **SCIENTIST C (Blood Derived Products)** (Vacancy-1) **Qualification & Experience:** A 1st class M.Tech (or equivalent) in Biotechnology/ Bioprocess Engineering with 4 years experience **Or** PhD in Biotechnology/Bioprocess Engineering with 2 years experience. **Desirable:** Experience in human blood derived product and its scale up/Regulatory compliance of blood derived product pipeline. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** :35 years as on 01.04.2018.

21. **SCIENTIST C (Polymer Processing)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Polymer Science and Technology/ Polymer Engineering/Plastic Processing with 6 years experience **Or** A 1st class in M.Tech (or equivalent) in Polymer Technology/ Polymer Engineering/Plastic Processing with 4 years experience **Or** PhD in

the area of Polymer Engineering/Polymer Technology with 2 years experience. **Desirable:** Experience in the development of Polymeric Medical Devices/application of coatings on Polymeric devices. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** :35 years as on 01.04.2018.

22. **SCIENTIST C (Surface Coatings)** (Vacancy-1) **Qualification & Experience:** A 1st class M.Tech (or equivalent) in Material Science /Metallurgy with 4 years experience **Or** PhD in Material Science/ Metallurgy/ Ceramic coatings with 2 years experience. **Desirable:** Experience in PVD/CVD/ Laser Based Deposition/ Plasma Spray Systems and various coating methodologies. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit** :35 years as on 01.04.2018.

23. **SCIENTIST C (Medical Device Regulation)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Biotechnology/Life Sciences with 6 years experience in Medical Device Regulatory Systems **Or** A 1st class M.Tech (or equivalent) in Biotechnology/Life Sciences with 4 years experience in Medical Device Regulatory Systems **Or** PhD in Biotechnology/Life Sciences with 2 years experience in Medical Device Regulatory Systems. **Desirable**: Experience in preparation of device dossiers/ regulatory dossiers/ regulatory submissions. ***Pay Band**: ₹15600-39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit**: 35 years as on 01.04.2018.

24. **ENGINEER D (Orthotics and Rehabilitation)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Mechanical Engineering with 12 years experience **Or** 1st class B.Tech (or equivalent) in Mechanical Engineering + 1st class M.Tech (or equivalent) in Metallurgy/Material Science with 10 years experience **Or** 1st class in B.Tech (or equivalent) + PhD in Metallurgy/Material Science with 8 years experience. **Desirable:** Experience in Foundry/ Casting/ Metallurgical processing. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.30000/-) and Academic Grade Pay Rs.8000/-. **Upper Age Limit** :45 years as on 01.04.2018.

25. **ENGINEER C (Computational Fluid Dynamics (CFD))** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Mechanical Engineering with 6 years

experience in CFD **Or** 1st class B.Tech (or equivalent) in Mechanical Engineering + 1st class in M.Tech (or equivalent) with 4 years experience in CFD **Or** 1st class B.Tech (or equivalent) in Mechanical Engineering + PhD with 2 years experience in CFD ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit**: 35 years as on 01.04.2018.

26. **ENGINEER C (Industrial Design)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Mechanical Engineering with 6 years experience in Industrial Design **Or** A 1st class B.Tech (or equivalent) in Mechanical Engineering + 1st class M.Tech (or equivalent) in Industrial Design with 4 years experience in the relevant field **Or** Ph.D (after 1st class in B.Tech in Mechanical Engineering) with 2 years experience in Industrial Design . **Desirable:** Experience in Human factors engineering/design verification. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit**: 35 years as on 01.04.2018.

27. **ENGINEER C (Medical Instrumentation)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Biomedical/Electronics/ Instrumentation Engineering with 6 years experience in Medical Instrumentation **Or** A 1st class B.Tech (or equivalent) in Biomedical/Electronics/Instrumentation Engineering + 1st class in M.Tech (or equivalent) with 4 years experience in Medical Instrumentation **Or** Ph.D (after 1st class in B.Tech (or equivalent)) with 2 years experience in Medical Instrumentation. **Desirable:** Experience in development of active medical devices/implants. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit**: 35 years as on 01.04.2018.

28. **ENGINEER C (Medical Devices)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Biomedical/Electronics/Instrumentation Engineering with 6 years experience in the relevant field **Or** A 1st class B.Tech (or equivalent) in Biomedical/Electronics/Instrumentation Engineering + 1st class in M.Tech (or equivalent) with 4 years experience in the relevant field **Or** Ph.D (after 1st class in B.Tech (or equivalent)) with 2 years experience in the relevant field. **Desirable:** Experience in

Medical device evaluation/simulation/modeling. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit:** 35 years as on 01.04.2018.

29. **ENGINEER C (Chemical Engineering)** (Vacancy-1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Chemical Engineering with 6 years experience in process development/ validation **Or** A 1st class B.Tech (or equivalent) in Chemical Engineering + 1st class M.Tech (or equivalent) in Process Engineering with 4 years experience in the relevant field Or + Ph.D (after 1st class in B.Tech (or equivalent)) with 2 years experience in the relevant field. **Desirable:** Experience in medical device manufacturing process development/product scaling up/process engineering ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.18750/-) and Grade Pay Rs.6600/-. **Upper Age Limit**: 35 years as on 01.04.2018.

30. **ENGINEER B (Medical Instrumentation)** (Vacancy- OBC - 1) **Qualification & Experience:** A 1st class B.Tech (or equivalent) in Biomedical/Electronics/Instrumentation Engineering. **Desirable** : 1 to 2 years experience in the relevant field and /or higher qualifications. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.15600/-) and Grade Pay Rs.5400/-. **Upper Age Limit** : 30 years as on 01.04.2018.

31. **LECTURER IN NURSING- A:** (Expected Vacancy-1) **Qualification & Experience:** 1) Masters degree in Nursing from a recognised Institution/ University 2) Candidates should be registered Nurse/Midwife in Nursing Council 3) Five years clinical experience in Cardio-Neuro specialities with a minimum of two years teaching experience in Cardio-Neuro nursing. ***Pay Band**: ₹15600- 39100 (Minimum Pay Rs.15600/-) and Grade Pay Rs.5400/-. **Upper Age Limit** : 45 years as on 01.04.2018.

32. **REGISTRAR (Academic Affairs) - A:** (Expected Vacancy-1) **Qualification & Experience:** 1) Any Masters Degree/MBA/LLB from a recognised University. 2) 12 years of supervisory experience in University/Teaching Institutions dealing with Post Graduate courses and admissions, conduct of examination, award of degrees, other university procedures etc. **Pay Matrix** Level 12 ₹78800 – 209200. **Upper Age Limit** : 45 years as on 01.04.2018.

33. **ASSISTANT ENGINEER (CIVIL) - A:** (Vacancy-1) **Qualification & Experience:** A first class in B.Tech (or Equivalent) in Civil Engineering from a recognised University/ Institute and 10 years experience in design and engineering of Civil Projects, preferably in a Hospital environment (relaxation in cutoff marks in B.Tech marks to 55% if candidate has sufficient experience of engineering in hospital environment) **Desirable:-** Knowledge in CAD . **Pay Band**: Pay Matrix Level 9 ₹53100- 167800. **Upper Age Limit** : 45 years as on 01.04.2018.

34. **SENIOR MEDICAL RECORDS OFFICER - A:** (Expected Vacancy-UR -1) **Qualification & Experience:** 1) BMRSc or Any degree in Biological Science with DMRSc Course Certificate 2) 10 years experience as Medical Records Officer (out of which 5 years at Supervisory level) at a reputed Medical Institution. **Pay Matrix** Level 10 ₹56100 – 177500. **Upper Age Limit** : 45 years as on 01.04.2018.

35. **ADMINISTRATIVE OFFICER Gr.I - A:** (Vacancy-UR-1) **Qualification & Experience:** 1) Masters degree with MBA/LLB (Labour Laws)/ PG Diploma in Labour Laws from a recognised University/SAS (Commercial) with 8 years of supervisory experience in the general administrative matters, including Board level secretarial work, preparation of Reports disciplinary proceedings, legal matters, etc. **Pay Matrix** Level 10 ₹56100 – 177500. **Upper Age Limit** : 45 years as on 01.04.2018.

36. **Sr.PURCHASE & STORES OFFICER- A:):** (Vacancy - UR-2) **Qualification & Experience:** 1) Graduate in any discipline or three year Engineering Diploma 2) PG Diploma in Materials Management from a recognised University 3) 10years 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) MBA 2) PG Diploma in Materials Management 3) 8 years experience in Stores/Purchase (out of which 5years 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. **Pay Matrix** Level 9 ₹53100 – 167800. **Upper Age Limit** : 45 years as on 01.04.2018.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. *** The pay scales noted against Posts No.1 to 31 are as per the 6th CPC.**

2. **The candidates applying for a post should ensure that they fulfill all eligibility criteria as on <u>01.04.2018</u>.**

3. The online registration of applications will be opened on SCTIMST web site www.sctimst.ac.in from **02.04.2018 to 25.04.2018**. Detailed instructions are given in **Appendix I**.

4. **<u>FEES</u>**
   Rs.750/- for General/OBC. <u>Physically Handicapped Candidates (40% or more)/ Women/SC/ST Candidates are exempted from application fee</u>. <u>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.</u>

5. 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 30.04.2018 in an envelope superscribed as 'APPLICATION FOR THE POST OF…………………..'(Write name of the post applied for)**

   i.   Duly <u>signed</u> system generated Application (Hard Copy).
   ii. Online Payment receipt or Stamped Pre-Acknowledgement Payment Form.
   iii. <u>Self attested copy of</u>
       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. 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.
       f. No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.
       g. Physically Handicapped (Disability – 40% or more) - Certificate issued by Medical Board (if applicable).
       h. Any other relevant certificate(s) as shown in the applications

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

7. **<u>LOGIN facility</u>**
   Candidates can avail a 'LOGIN' facility after successful submission of the 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 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) from 15.05.2018 using 'LOGIN' facility.** The completed slides for power point presentation should be sent on or before **20.05.2018** by email to **rect@sctimst.ac.in**. **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. In the case of Academic posts (Post No.1 to 31) written examination will be conducted if the number of shortlisted candidates exceed 12 and in the rest of the posts, written examination will be conducted if the number of shortlisted candidates exceed 8. 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 by 20.05.2018.

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 on or before **20.05.2018** 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. **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 1 year will be prepared and appointment will be made subject to the availability of vacancy/requirement.

b. Apprenticeship/training will not be considered as experience.

c. **Experience wherever prescribed means experience gained AFTER acquiring the prescribed essential qualification**.

d. All posts carry allowances at Central Government rates.

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

f. Age relaxable up to 5 years for internal candidates.

g. Age and experience relaxable in exceptional cases.

h. 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.

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

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

k. 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.

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

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

n. 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.

o. In case it is detected at any stage that a candidate does not fulfill 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.

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

For any queries regarding filling up of application,

Please contact : Phone Numbers: 0471-2524244 / 644

E-mail id : rect@sctimst.ac.in, admin@sctimst.ac.in

Sd/-

DIRECTOR

To

       Notice Boards (AMC/Hospital/BMT Wing), Website

Copy to

       Administrative Officer

       Security & Safety Officer   } For information and necessary action.

       Reception Counter

APPLICATION PROCEDURE

Candidates are advised to follow the following 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.com/prelogin/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.com/prelogin/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 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/09/SSSC/SCTIMST/2018 Dated: 31/03/2018) 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 30.04.2018,** *in an* *envelope superscribed* **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.