



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)

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Advt.No.P&A.II/164/JSSC/SCTIMST/2022

Date: 28.12.2022

NOTIFICATION

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

- ❖ **Opening Date for Online Submission of Application** : 30.12.2022 - 10.00 am
- ❖ **Closing Date for Online Submission of Application** : 29.01.2023 - 05.00 pm
- ❖ **Last date for receipt of hard copy (print out) of system generated Application along with necessary documents** : 03.02.2023 - 05.00 pm

SL. NO	POST DETAILS	ESSENTIAL QUALIFICATION AND EXPERIENCE
1.	Public Relations Officer - A Vacancy- 1 [One] [UR-1] + Panel	1) 60% marks in Degree from a recognised University 2) PG 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 Matrix Level :7 [Rs.44900 - Rs.142400]		
Mode of Selection : Written Test & Skill Test		

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **30.11.2022** in all respects. Applicants should submit their applications only through ONLINE mode. The online registration of applications will be available on SCTIMST web site www.sctimst.ac.in from **30.12.2022 10:00 AM to 29.01.2023 05:00 PM**.

2. APPLICATION PROCEDURE

Step-1 - Application fee Payment.

Please visit SB Collect website of State Bank of India.

<https://www.onlinesbi.sbi/sbicollect/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.sbi/sbicollect/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 for the post is 35 years as on 30.11.2022.

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

₹590/- (Inclusive of GST) for UR/OBC/EWS category. **SC/ST/Physically Handicapped Candidates (40% disability or more)/Women Candidates are exempted from remitting 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 Written Test/Skill Test.

6. 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 03.02.2023** in an **envelope superscribed** as **'APPLICATION FOR THE POST OF.....'(Write name of the post applied for)**

- a. Duly signed system generated Application (Hard Copy).
- b. Online Payment receipt or Stamped Pre-Acknowledgement Payment Form.
- c. 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. 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 applications

7. T.A. for SC/ST Candidates

Second Class/Sleeper Class train fare will be reimbursed to candidates belonging to SC/ST category for appearing for Written Test/Skill Test on production of original tickets as per Government of India rules.

8. 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**. A message will be forwarded to the registered email id to download the CALL LETTER. **No hard copy of the call letter will be sent.**

9. Selection Process

Eligible candidates have to appear for a Written Test and/or Skill Test as per the Call Letter. The result of the Test and the schedule of Skill Test 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 Skill Test will be sent to the candidates. **At the time of Test/skill test, 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. No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.
- h. 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.

10. **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. 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.
- i. A candidate's admission to the Written Test/Skill Test 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.
- j. 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.
- k. Director of the Institute reserves the right to make any modification or to cancel the notification at any stage.

11. **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 gender
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, 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.
16. Father's Name and Address
17. Marital Status
Click 'Next' button to go to STEP - 4.

STEP – 4 (Details of Educational Qualification/Experience)

18. Professional Certificate details, if any.
19. Select your educational qualification/experience for the post.
20. Enter the details of Educational Qualification from Std. X onwards
21. Additional qualification, if any.
22. 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'.

23. 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)

24. Select the appropriate field on fee concession/exemption.
25. 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/Skill Test. All other documents mentioned in Paragraph 8 (Selection Process) are also required to be brought at the time of Written Test/Skill Test.**

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 / 607**

Sd/-
DIRECTOR