श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम - ६९५ ०११,केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES &TECHNOLOGY
THIRUVANANTHAPURAM – 695 011 KERALA, INDIA
(An Institute of National Importance under Govt.of India)
(भारत सरकार के अधीन एक राष्ट्रीय महत्व संस्थान)
Ph:0471-2443152, FAX: 0471-2446433,2550728

Advt.No.P&A.II/ 11/JSSC/SCTIMST/2019   Date: 25.02.2019

NOTICE

Applications are invited from the Indian Nationals for the following posts with the following criteria:-

Only ONLINE APPLICATIONS for all posts

Opening Date for Online Submission of Application - 25.02.2019 (5:00 PM)

Closing Date for Online Submission of Application   - 18.03.2019 (05:00 PM)

The candidate should bring the system generated application form and other essential documents at the time of written test/Skill Test only. No Hard Copy is required to be sent in advance.

Date of Download of Call Letter for Examination will be intimated later. Please visit our website www.sctimst.ac.in regularly for examination schedule.

SPECIAL RECRUITMENT DRIVE FOR SCHEDULED CASTE (SC) AND SCHEDULED TRIBE (ST)- [BACKLOG VACANCIES] & PERSONS WITH DISABILITIES (PWD)

1. **Staff Nurse—A**: Existing Vacancy– 23 [SC-14, ST-9]; Qualification & Experience: 1) B.Sc. (Nursing). 2) Registration with Nursing Council. **Desirable**: Experience in Cardiac/Neuro bedside Nursing. Knowledge in computer operation. **OR** 1) "A" Grade Diploma in Nursing & Midwifery. 2) 2 years experience in bedside nursing. Or 2-year Post-Basic Nursing Diploma Course. 3) Registration with Nursing Council. **Desirable**: Experience in Cardiac/Neuro bedside Nursing. Knowledge in computer operation**.   Pay Matrix Level 7 Rs.44900 - Rs.142400 .** [WT & Skill Test].

2. **Technical Assistant (Lab) – A** : Existing Vacancy – 2 [ST-2] ; Qualification & Experience: 1) 60% marks in B.Sc. 2) 1 yr Diploma in Medical Lab. Technology from a recognized institution. 3) 3 years experience in a clinical lab of a multi speciality hospital of not less than 200 beds or a nationally reputed research Institute. **OR** 1) 60% marks in B.Sc (MLT) – (4 yrs. Course) 2) 3 yrs. Experience in a clinical laboratory of a multispecialty hospital of not less than 200 beds or a Nationally reputed research Institute. NOTE : If B.Sc (MLT) is of 3 yrs. course, experience required will be 4 yrs. **Desirable**: Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400 - 112400.**   [WT& Skill Test]

3. **Technical Assistant (Anaesthesia) –A:** Existing Vacancy - 1 [ST-1]; Qualification & Experience: 1) B.Sc. 2) Recognised 1 year certificate course of specialization in Anaesthesia. 3) 3 years experience in the job in a hospital of not less than 200 beds. **Desirable**: Knowledge in computer operation. **OR** 1) Diploma in Electronics/ BME/ Instrumentation (3 year course). 2) 2 year Diploma in Operation Theatre Technology or equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. **Desirable**: Knowledge in computer operation **OR** 1) BSc (Anaesthesia Technology/ Operation Theatre and Anaesthesia Technology) from a recognized Institution/ University 2) 4 years experience in the job in a Hospital with minimum 200 beds. **Desirable**: Knowledge in computer operation **Pay Matrix Level 6 Rs.35400 - 112400.** [WT& Skill Test].

4. **Technical Assistant (Neurology)—A:** Existing Vacancy - 1 [SC-1]; Qualification & Experience: 1) B.Sc. 2) 1 year Certificate/ Diploma in Neuro Technology or its equivalent. 3) 3 years experience in the job in a hospital of not less than 200 beds. **Desirable**: Knowledge in computer operation. **OR** 1) B.Sc. 2) 2 year Certificate/ Diploma in Neuro Technology or its equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. **Desirable**: Knowledge in computer operation **OR** 1) B.Sc. (Neuro Technology) from a recognised University/ Institute 2) 4 years experience in the job. **Desirable**: Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400 - 112400.** [WT& Skill Test].

5. **Medical Records Assistant—A:** Existing Vacancy - 1 [ST-1]; Qualification & Experience: 1) B.Sc. (Biological Science). 2) DMRSc/BMRSc. (1 year Course). 3) 3 years experience in the job in a multi speciality hospital. Note: If DMRSc/BMRSc. is of two years duration, only 2 years experience is required. **OR** 1) BMRC (3 year degree course from a recognised University/ Institution) 2) 4 years experience in the job in a multi speciality hospital with not less than 200 beds. **Desirable**: Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400-112400.**[WT& Skill Test]

6. **Technical Assistant (IS&IR)-A:** Existing Vacancy - 1 [ST-1]; Qualification & Experience: 1) Pass in Pre-degree or equivalent examination. 2) 2 years Diploma/Certificate course for Radiographers conducted by a Medical College or a recognised institution (DRT/CRA or equivalent). 3) 2 years Diploma in Advanced Imaging Technology or equivalent with 3 years experience in the job in a multi speciality hospital of not less than 200 beds. Or 5 years experience in the job in a multi speciality hospital of not less than 200 beds. **Desirable**: (1) Hands on experience in DSA/ Angiographic System. (2) Knowledge in computer operation. **OR** 1) B.Sc. (3 year course) in Radiography from a recognised institution. 2) 4 years experience in the job in a multi speciality hospital of not less than 200 beds. **Desirable**: (1) Hands on experience in DSA/ Angiographic System. 2) Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400-112400.** [WT& Skill Test].

7. **Upper Division Clerk – A**: Existing Vacancy – 1 [SC-1]; 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. **Pay Matrix Level 4 Rs.25500- 81100.** [WT&TT]

8. **Driver—A:** Existing Vacancy - 1 [ST-1]; Qualification & Experience: 1) Pass in std. X. 2) Should have valid driving license for light & heavy vehicles. 3) Five years experience in driving motor vehicles out of which 3 years experience in driving heavy passenger/ goods carrier with public service badge in a reputed organisation. **Pay Matrix Level 2 Rs.19900- 63200**. [WT& Skill Test]

9. **Cook – A:** Existing Vacancy - 1 [ST – 1]; Qualification & Experience: 1) Pass in std. X. 2) Certificate Course in Cooking/Catering. 3) 2 years experience in cooking in a large hospital of 100 or more beds or hostel with 100 or more inmates. **Pay Matrix Level 3 Rs.21700- 69100.** [WT& Skill Test]

RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)

10. **Medical Records Assistant—A:** Existing Vacancy –1 (One), PWD Category : Low vision(LV) ; Qualification & Experience: 1) B.Sc. (Biological Science). 2) DMRSc/BMRSc. (1 year Course). 3) 3 years experience in the job in a multi speciality hospital. Note: If DMRSc/BMRSc. is of two years duration, only 2 years experience is required. **OR** 1) BMRC (3 year degree course from a recognised University/ Institution) 2) 4 years experience in the job in a multi speciality hospital with not less than 200 beds. **Desirable**: Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400-112400.**[WT & Skill Test]

11. **Jr. Social Worker – A:** Existing Vacancy – 1 (One); PWD Category: Locomotive disability (Dwarfism only); Qualification & Experience: 1) 60% marks in 2 year Masters Degree in Social Work (MSW). **Desirable**: 1 year experience in the job. Knowledge in computer operation. Job Description: The recruitee may be engaged in the reception work in front office, handling electronic communication systems (Telephone Exchange, paging etc.), interaction with patients/bystanders and assisting them for registration, external financial support, evaluation of patient satisfaction level, assessment of income for levying hospital charges etc. **Pay Matrix Level 6 Rs.35400 - 112400**.[WT& Skill Test].

12. **Lib-cum-Documentation Asst-A**: Existing Vacancy – 1 (One) PWD Category :Hard of Hearing (HH) ; Qualification & Experience: 1) 60% marks in Degree 2) 60% marks in BLISc 3) 3 years experience in the job. **Desirable**: Knowledge in computer operation. **Pay Matrix Level 6 Rs.35400 - 112400** .[WT& Skill Test]

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **01.02.2019** in all respects. Applicants should submit their applications only through ONLINE. The online registration of applications will be available on SCTIMST web site **www.sctimst.ac.in** from **21.02.2019 09:00 AM to 18.03.2019 05:00 PM**.

2. **APPLICATION PROCEDURE**
   Please visit Institute Website: http://www.sctimst.ac.in for submitting online application.

3. **Age Limit**

   Maximum age limit is 35 years for posts upto SI.No.1-6 & SI.No. 10-12 & 30 years for posts mentioned in Sl.No. 7 - 9 as on 01.02.2019 (Relaxable for vacancies reserved for SC/ST categories as per Govt. of India orders as follows). **PWD candidates are also eligible for age relaxation** as per Govt. of India orders.

Category	*Age relaxation for vacancies reserved for that particular category*
Scheduled Caste/Scheduled Tribe	5 years

   If you are eligible for age relaxation (applicable to those other than SC/ST) 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.

   Candidates applying under any of the notified reservation category viz.SC/ST will be considered against that category, subject to the submission of Caste Certificate at the time of 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 failing which their candidature will be treated as Unreserved Category if they satisfy all the eligibility criteria prescribed in the notification.

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**

   SC/ST/ Physically Handicapped Candidates (40% or more) are exempted from depositing any fee. The concession/exemption in application fee for SC/ST/Physically Handicaped 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. **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 Written test/Skill test on production of original tickets as per Government of India rules.

7. **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.** They may also get a message to down load the call letter in the email address provided in the application form. **No hard copy of the call letter will be sent.**

8. **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 Trade Test will be sent to the candidates. A**t the time of 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. Photo ID Card bearing name as in the application form.
   c. Matriculation Certificate
   d. All Certificates in proof of qualification (from pre degree/plus two certificate onwards)
   e. 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.

f. Caste certificate as applicable (SC/ST category) in the prescribed format applicable for employment in Central Government Institutions issued by a Revenue Officer not below the rank of a Tahsildar.

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

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

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

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

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9. **Important Note**

a. Ranklist will be valid till the entire backlog vacancies as per the notification for respective posts are filled based on the reservation roster. Backlog vacancies may vary upward/Downward upon final verification of Reservation Roster. Recruitment to posts, if any, due to revision of reservation roster will be filled in from this ranklist.

b. **Apprenticeship/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 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.

j. A candidate's admission to the 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.

k. 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.

10. **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. C**arefully 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 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, PWD, 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. Select your educational qualification/experience for the post.
17. 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'.
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 Application Fee)

19. Select the appropriate field on fee concession/exemption.
20. 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 <u>affixing their signature</u>, 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.

Sd/-

DIRECTOR

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

Copy to:

Administrative Officer

SSO (Hospital)   For information and necessary action.