

particular post will be useful for efficient discharge of the duties of post. Further, he/she should remain in Government Service holding civil post till the Offer of Appointment against the current advertisement is received.

- (ii) For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per Format at **Annexure-VI** from the Competent Authority and also submit a Declaration as and when called for by the PGIMER, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing "**NO OBJECTION CERTIFICATE**" from their EMPLOYER, failing which their candidature is liable to be cancelled at any stage of recruitment process.

NOTE: Candidates working in Government/ Semi or Quasi Government, Government enterprises or Government funded autonomous institutions are mandatorily required to furnish **NO OBJECTION CERTIFICATE** from their present employer. Candidates should note that in case a communication is received from their employer by the PGIMER withholding permission to the candidate applying for or appearing in the Test at any stage of recruitment process, their applications shall be rejected and candidature shall be cancelled.

5. SELECTION PROCEDURE, EXAMINATION & SYLLABUS :

A. Scheme of examination:

- (i) Candidates who have successfully submitted their online application will be allowed to appear in the online computer based test (CBT). The scheme of examination will be as under:

Sr. No.	Posts	Computer Based Test (CBT)			Total marks
		No. of MCQs	Duration (minutes)	Marks	
1.	Group 'B'	100	100	100	100

The minimum qualifying / eligibility criteria for CBT will be 40% marks for General/EWS category and 35% marks for SC/ST/OBC categories. For Persons with Benchmark Disabilities, the minimum qualifying criteria shall be as per that prescribed for his/her caste category (General/SC/ST/OBC). In case of reserved category candidates applying for unreserved (UR) post, the minimum qualifying criteria shall be 40% for all categories.

- (ii) The Computer Based Test (CBT) in **English** language only comprising of multiple choice questions (objective type) shall be held on all India basis **at examination cities** mentioned in the succeeding paragraphs. Each question shall carry one (01) mark. There will be negative marking to the extent of 0.25 marks for each wrong answer to the objective type questions in the CBT. The venue and time of CBT will be as per the details appearing on the Admit Cards. Candidates will be informed about the availability of the Admit Cards through a notice which will be displayed on the PGIMER's website.
- (iii) The marks of Computer Based Test secured by all candidates will be displayed on the website of the Institute after declaration of final selection result for the post(s) concerned for information of all candidates.

B. Scheme of short listing of candidates:

On the basis of Computer Based Examination, candidates who qualify the exam as per the above prescribed minimum qualifying criteria will be shortlisted category wise (in respect of the categories for which posts have been advertised) for further recruitment process i.e. scrutiny of their applications and documents verification to decide their eligibility as per applicable recruitment rules of the concerned post, if any by using the below mentioned criteria:

Number of candidates that will be short listed = 3 × No. of post advertised + ties (plus reserved category candidates securing marks above the cut off for unreserved category) i.e. for each advertised post, three candidates (plus ties) will be shortlisted.

The result of the online computer based test for short listing of the candidates will be uploaded through a notice on the website i.e. www.pgimer.edu.in of the Institute possibly within fifteen days of the date of holding the examination.

It is however, made clear that success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

C. Scrutiny of applications: The applications of the shortlisted candidates along with documents uploaded by him/her will be scrutinized w.r.t. the applicable recruitment rules of the post to decide his/her eligibility for the post. Accordingly, an eligibility notice will be uploaded on the website of the Institute.

The eligibility of the shortlisted candidates will be decided solely on the basis of scrutiny of entries filled and documents uploaded by him/her in the ONLINE APPLICATION FORM. **If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information and no further correspondence in this regard will be entertained.** Therefore, candidates are advised to exercise due care while furnishing his/her details in the application form as no correspondence/ representation in this regard will be entertained.

Note: Candidates should note that the experience certificate(s) in support of the experience wherever prescribed should be dated on or before the closing date for submission of online application and should reveal clearly the period ("from" to "to") during which the concerned person has worked on the mentioned post(s), nature of duties performed, pay scale, etc. The experience certificate submitted by the candidate should be issued by the competent authority of concerned organization and also contain proper reference no. and issuance date. Candidates should also note that the experience obtained after acquiring the essential qualification would only be reckoned for deciding eligibility.

D. Interview: For Group 'B' (Non-Gazetted) posts, the Government of India has dispensed with the holding of interview, so there will be no interview

for these posts and the candidates will be selected on the basis of merit in the CBT only.

E. Provisional result (selected/ waitlisted): For Group 'B' posts, result will be compiled for candidates who have been declared eligible/ provisionally eligible by the scrutiny committee. Accordingly, based on merit in the CBT, a provisional result of selected/ waitlisted candidates will be declared.

F. Document Verification: The provisional selected/ waitlisted candidates would be called to appear personally for document verification with originals on a day and time to be intimated to them through a notice on the Institute's website. During document verification, candidates will also be required to submit the following certificates/documents/testimonials:-

- i) Print out of the online application form.
- ii) Self attested /attested copy of certificate alongwith mark sheet of Matric, 10+2 and other higher qualification as per requirement of the recruitment rules of the post concerned.
- iii) Self attested/attested copy of experience certificate(s), wherever required.
- iv) No Objection Certificate from the present employer in case a candidate is working in Govt./Semi Govt./Autonomous Body etc.

A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

- a) In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- b) In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- d) In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

G. Final selection: After document verification, candidates whose certificates in support of their age, educational qualification and experience, etc. will be in order, would be finally selected on merit only based on the marks obtained in the CBT.

In case, during the stage of Scrutiny of documents/final Document Verification, the Institute observes that the vacancy(ies) for a particular category of post(s) is/are not getting filled up completely, an additional

number of candidates who have qualified in the Computer Based Examination, in the order of merit, shall be called **only for one more time, at the discretion of the Institute** for filling up the number of vacancy not getting filled up.

H. Examination Centres:

- (i) Applicants should indicate his/her choice of city of examination at the time of filling online application form. The city of examination shall be allotted on first-come first-serve basis subject to availability of nodes in respective city.
- (ii) The city of examination once chosen and allotted will not be changed and any request in this regard will not be entertained. **Applicants should therefore indicate the choice of city with utmost care.** Applicants are advised to complete the process of online application at the earliest without waiting for the last date, to avoid not getting the city/centre of their choice.

LIST OF CITIES WHERE EXAMINATIONS ARE LIKELY TO BE HELD

S. No.	NAME OF CITIES	STATE
1.	Agra	Uttar Pradesh
2.	Ahmedabad	Gujrat
3.	Ambala	Haryana
4.	Amritsar	Punjab
5.	Bathinda	Punjab
6.	Bengaluru	Karnataka
7.	Bhopal	Madhya Pradesh
8.	Bilaspur	Himachal Pradesh
9.	Chandigarh/Mohali	Chandigarh/Punjab
10.	Dehradun	Uttarakhand
11.	Delhi/NCR	Delhi/NCR
12.	Guwahati	Assam
13.	Haldwani	Uttarakhand
14.	Hamirpur	Himachal Pradesh
15.	Hyderabad	Telangana
16.	Jammu	Jammu & Kashmir
17.	Kangra	Himachal Pradesh
18.	Kanpur	Uttar Pradesh
19.	Kolkata	West Bengal
20.	Kullu	Himachal Pradesh
21.	Kurukshetra	Haryana
22.	Lucknow	Uttar Pradesh
23.	Nagpur	Maharashtra
24.	Palampur	Himachal Pradesh
25.	Patiala	Punjab
26.	Patna	Bihar
27.	Phagwara	Punjab
28.	Roorkee	Uttarakhand
29.	Una	Himachal Pradesh

Note: While PGIMER Chandigarh shall make all possible efforts to allocate candidates in the cities chosen by them, however due to technical, logistic and other unforeseen reasons including non-availability of sufficient