



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM—695 011, INDIA.**

(An Institute of National Importance under Govt. of India)

Phone—(91)0471—2443152 Fax—(91)0471—2446433, 2550728

Email-sct@scimst.ac.in Web site—www.scimst.ac.in

Advt.No.P&A.II/ 25(2)/SSSC/SCTIMST/2013

Dated: 05.09.2013

NOTIFICATION

ONLINE APPLICATIONS are invited from the Indian Nationals for the following post(s)

Opening Date for Online Submission of Application –06.09.2013

Closing Date for Online Submission of Application – 05.10.2013

Last date for receipt of hardcopy (print out) of System Generated Application along with necessary documents – 15.10.2013

Date for downloading Admit Card, template for Power Point presentation and mailing Power Point Presentation to rect@scimst.ac.in – Will be intimated to qualified candidates and published in our notice boards/website.

1. **PROFESSOR (NEUROLOGY):** (Vacancy—1) **Qualification & Experience:** Twelve years of teaching and/or research experience after DM or its equivalent qualification in the case of 2 years course and eleven years after DM in the case of 3 years course and seventeen years after MBBS with DM in the case of direct course. **Desirable:** (1) Experience of active participation and sharing of responsibility in administrative and academic activities of a well organised department in the speciality concerned/experience in running research projects. (2) Adequate research experience evidenced by quality research publications in indexed journals. **Pay Band** 37400—67000 (minimum pay ₹51600/-) and academic grade pay ₹10500/. **Upper age limit:** 50 yrs. as on 31.08.2013 (**Online only**).

Note: (i) Candidates 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.

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **31.08.2013** in all respects. Applicants should submit their applications only through ONLINE. The online registration of applications will be available on SCTIMST web site www.scimst.ac.in from 06.09.2013 to 05.10.2013
2. **Application Fee**

₹750/- for General/OBC & ₹150/- for SC/ST candidates

Demand Draft should be drawn in favour of 'DIRECTOR, SCTIMST' payable at 'Thiruvananthapuram'. The fee paid by the candidates 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 along with the System Generated Application.

3. *The following documents should reach on or before 15.10.2013 to 'The Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Medical College P.O., Thiruvananthapuram - 695 011, Kerala, India' in an envelope superscribed as 'APPLICATION FOR THE POST OF.....'(Write name of the post applied for)*

- i. *Duly signed System Generated Application (Hard Copy).*
- ii. *DD in Original*
- iii. *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 application.*

4. **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.

5. **LOGIN facility**

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.

6. **Intimation 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. Intimation to qualified candidates for downloading Admit Card, template for Power Point Presentation and date for mailing Power Point Presentation to the Institute will be sent separately and published in our notice boards/website. **No hard copy of the admit card will be sent.**

7. **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.
- c. 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.

8. Selection Process

Eligible candidates have to appear for an interview. They are required to make a power point presentation about their credentials. At the time of 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. all mark lists & certificates in proof of educational qualifications, registration etc.
- c. 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.
- d. No Objection Certificate from the present employer if employed in Govt./Semi Govt./Autonomous Bodies etc.
- e. Physically Handicapped (Disability – 40% or more) - Certificate issued by Medical Board (if applicable).
- f. any other relevant certificate(s) as shown in the application.

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

9. 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 and experience relaxable in exceptional cases as per rules.
- g. The Institute reserves the right for short-listing the applications on the basis of qualification & length of relevant experience etc. and therefore all minimum qualified candidates may not be called for interview.
- h. Not more than one application should be submitted by any candidate for a single post.
- i. Request for change/correction in the Application Form shall not be entertained under any circumstances.
- j. 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.
- k. Any attempt to influence the selection committee of the Institute directly or indirectly will disqualify the candidate.
- l. In all matters pertaining to this advertisement, the decision of the Institute shall be final and binding.
- m. A candidate's admission to the selection process 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.
- n. 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 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/25(2)/SSSC/SCTIMST/2013 Dated: 05.09.2013) 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. 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 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 Application Fee)

19. Select the appropriate field on fee concession/exemption.
 20. 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 and affix his/her signature on this. This print out and the documents stated in the General Instructions should reach on or before 15.10.2013**, to 'The Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Medical College P.O., Thiruvananthapuram – 695 011, Kerala, India *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, SCTIMST 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 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.**

DIRECTOR

To

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