

**POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH,
CHANDIGARH-160012**



RECRUITMENT CELL

Advertisement No.: **PGI/RC/031/2014**

Online applications are invited from the citizens of India for recruitment to the post of Receptionist on regular basis, as per details given below:-

Sr. No.	Specialty	Post Code	No. of posts	UR	ST	OBC
1.	Receptionist	RECEP/093	06	04	01	01

PAY SCALE - PB-1, Rs.5200-20200/- + Grade Pay Rs.2800/-.

AGE LIMIT

- a) 18-30 years.
- b) Age and all other qualifications will be counted as on last date of receipt of application.
- c) Age relaxation (upper limit) will be given to following categories:
 - (i) ST - Maximum five years.
 - (ii) OBC - Maximum three years.
 - (iii) Any other category – As per Govt. of India Rules.

The application form will be available on PGI website from 04.09.2014 to 28.09.2014 (2359 hours) and the last date of receipt of application / update of the Challan Receipt is 01.10.2014.

NOTE I : The above vacancies are provisional and subject to variation. The Director, PGIMER, Chandigarh reserves the right to vary the vacancies including reserved vacancies.

Candidates should ensure that they fulfill the eligibility criteria for the posts mentioned above. Candidates are required to apply online through the Institute website www.pgimer.edu.in. For applying online, the candidates should have a valid e-mail ID which should be kept alive during the recruitment process as the Call Letter, Admit Card and other information will be given to the candidates on PGI website.

A. BASIC DETAILS:

- (i) Date of written Examination etc. **will be uploaded on website.**
- (ii) Date for Downloading of call letters will be uploaded on website.
- (iii) Helpline Desks: 0172-2755587 from 0900-1700 hours on all working days.

Abbreviations:- UR= Un-reserved, ST= Scheduled Tribe, OBC= Other Backward Classes

B. ELIGIBILITY CRITERIA:-

i) ESSENTIAL EDUCATIONAL QUALIFICATION(S)/ EXPERIENCE:

Sr. No.	Specialty	Qualification/ Experience
1.	Receptionist	Essential: 1) Degree from a recognized University. 2) Postgraduate Diploma in Journalism / Public Relations. Desirable: 1) Experience in public relations / publications / printing / publishing. 2) Exposure to working on Personal Computer.

NOTE: In case the applications received are less in number i.e. 6 for one post, 9 for two posts and 10 for three posts, no written examination will be held.

C. SELECTION PROCEDURE:-

After the closing of last date of applications, the eligibility of the candidates for written examination will be based on **i)** whether the candidate has deposited the requisite application fee in the bank or not?, **ii)** whether after depositing of fee in the bank it has been entered and updated in the application form or not? **iii)** after reconciliation with the bank statement, the candidates found eligible will be called for the written examination.

NOTE: *If all the above three conditions are affirmative then the candidate is provisionally eligible. If the candidate doesn't fulfill any of the three conditions, he/she is not eligible.*

The eligibility of the candidates regarding educational qualification, age etc. will not be checked at this stage because no certificates/documents are called from the candidates alongwith application forms. These candidates are required to sit in the written examination, which will be held in Chandigarh only. The date of examination, name of examination centre, roll number and instructions for candidates etc. will be intimated to the candidates in Admit Cards which will be available on the website of the PGI. The written examination of One and Half Hours duration will consist of 85 marks. There will be 85 multiple choice objective type questions. Each question will be of 1 mark. There will be no negative marking. During these One and Half hours the candidates will be required to undergo biometrics test so as to check any impersonation in the examination. The syllabus of the examination will be of such nature as the candidate has studied during his/her professional course.

On the basis of written examination a merit will be prepared and based on this merit, candidates, four times of the vacancies (for one post the candidates called would be five times) advertised, will be required to apply again on a given format alongwith all the certificates/documents testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done and only those candidates who are found eligible after scrutiny will be called for interview. **The interview will consist of 15 marks. The minimum qualifying marks (written & interview) will be 40% for General and 35% for ST and OBC category.**

It is, therefore, desired that candidates should make sure themselves that they fulfill all the eligibility criteria before applying for the post. The final selection will be made on the basis of marks obtained by the candidates in the written examination and the marks obtained in the interview. This merit will be made on the basis of marks obtained out of total 100 marks. It is made clear that merely appearing for the written test does not make a candidate eligible for the post for which the candidate has applied.

D. HOW TO APPLY:-

ONLINE MODE:

1. The candidates applying for the post should first confirm their eligibility before going to the website of www.pgimer.edu.in.
2. All eligible candidates should apply online before the last date for registration of application form on the website www.pgimer.edu.in.
3. Before filling up Online Application, a candidate must have his/her photograph scanned in the .jpg format in such a manner that each file should not exceed 500 KB and must not be less than 3 KB in size for the photograph as it has to be uploaded at the time of filling of online form.
4. Candidates are required to have a valid personal e-mail ID which should be kept active during the recruitment process. The candidates should ensure that

the email ID not be shared or disclosed to any body. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.

5. The candidates should fill his/her application form available on the PGIMER website. He/She should fill all the fields of the form. No field should be left blank. After filling application form the candidate should take out a print of challan form (triplicate) and deposit the application fee after 24 hours in any State Bank of India branch as detailed in column 6.
6. **Candidates can go to any Branch of State Bank of India with the fee Payment Challan duly filled in and pay the prescribed Application Fee in the “Power Jyoti” PUL current account of PGIMER. The account No. of PGIMER for recruitment is 32211613319. The candidates after having deposited the fee in the bank must ensure that they have Triplicate Fee Payment Challan with Journal No./Challan No. given by the bank on it. They should mention this Journal/Challan number on the space provided in the application form and keep this challan form with them for future use.**

The amount of fee to be paid is as under:-

Category	Total Amount Payable
ST	Rs. 500/-
For all others	Rs. 1000/-

7. Candidates should ensure that the details to be filled in by the State Bank of India officials are filled in complete in all three copies of the challan form along with the seal, challan no. and signature of the Bank Official of the Branch.
8. **Candidates must ensure that the application number should match with challan number, failing which the application will be rejected and the PGIMER will not be responsible for any remittance of fee.**
9. **The candidate should upload the challan fee on PGI website within the stipulated time.**
10. **The candidates applying through Online Mode and the last date for deposit of application fee in Bank is declared holiday, the same will be received on the next working day.**
11. **Candidates with valid application shall be issued call letters & admit card. These can be downloaded by the candidates directly from the PGI website www.pgimer.edu.in by entering their Registration Number/application Number, Date of Birth. Call letters will not be sent by post. This facility would be available on PGI website 15 days before the actual date of examination.**

12. Further, instructions regarding Written Test etc. will be given to the candidates along with the admit card/call letter as information Hand out on PGI website.

E. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:

1. The candidate should enter his/her name in capital letters by using each block for one. After first & second name with the gap of one box for example:-

R	A	M		S	I	N	G	H		K	A	P	U	R		
---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	--	--

2. The same pattern will also be followed for filling up the Father's/Husband name's.

3. i) The candidate should enter his/her Date of Birth as per example given below:

3	0		J	u	n		1	9	8	7
DAY			MONTH			YEAR				

- ii) The candidate should enter his/her age as on the last date of receipt of application as per example given below:-

2	7		0	0		0	0
YEARS		MONTH		DAYS			

4. The candidate should upload the challan number and date as specified in the application form. Entering wrong information of challan will be liable to rejection.

EXAMPLE:

Detail of Application Fee:

Challan No.	123456789
Challan Date.	21.08.2014

5. The candidate is required to mention clearly his/her Email ID in the specified column of application form.

INSTRUCTIONS TO CANDIDATES APPEARING IN WRITTEN EXAMINATION

F. Answer Sheet particulars

- In the test booklet, write with ball point pen (blue/black) the Centre code number, test booklet series (in bracket) and roll number at the appropriate space provided on the answer sheet at the top. Also encode (in pencil) your Centre code number, booklet series (A, B, C or D, as the case may be), Booklet Number and roll number in the circles provided for the purpose in the answer sheet. In case the booklet series is not printed on the test booklet or

answer sheet is un-numbered, please report immediately to the invigilator and get the test booklet/answer sheet replaced.

- All corrections and changes in writing roll number must be initialed by the candidates as well as by the invigilator and countersigned by the Supervisor.
- Immediately after commencement of the examination, please check that the test booklet supplied to you does not have any un-printed or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.
- Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
- Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
- The applications can be submitted online, so the candidates are to ensure that all the details are correctly filled in before submitting the application form. The challan number after depositing the fee should be updated in the application form.
- No TA/DA will be paid to the candidates for appearing in written examination(s) as well as for interview.
- **The candidates are required to bring with them the original certificates in support of their qualification, Diploma / Degree and fresh OBC certificate, along with "Original Fee Challan Form" at the time of interview.**
- Decision of the PGIMER, Chandigarh in all matters regarding eligibility, conduct of examination and selection would be final and binding on the candidates. No correspondence whatsoever would be entertained by the PGIMER, Chandigarh in this regard.
- You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.
- Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.
- As soon as the candidate receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered he/she should at once get or replace the same by a numbered one immediately.
- The test Booklet Series is indicated by Alphabets, A, B, C, or D at the top right hand corner of the Booklet.

- All that is required is to blacken completely the circle marks as per example given below:-

Centre Code Number	Booklet Series	Booklet Number	Roll Number
01	(B)	2580	17855
● 0	A	0 0 0 ●	0 0 0 0 0
1 ●	●	1 1 1 1	● 1 1 1 1
2 2	C	● 2 2 2	2 2 2 2 2
3 3	D	3 3 3 3	3 3 3 3 3
4 4		4 4 4 4	4 4 4 4 4
5 5		5 ● 5 5	5 5 5 ● ●
6 6		6 6 6 6	6 6 6 6 6
7 7		7 7 7 7	7 ● 7 7 7
8 8		8 8 ● 8	8 8 ● 8 8
9 9		9 9 9 9	9 9 9 9 9

IMPORTANT: Please ensure that you have carefully en-coded your Centre Code No., Booklet Series, Booklet No. and Roll No. *with Ball Pen*. If you make any mistake, erase it completely and remark correctly.

This is just illustrative and may not be relevant to your examination.

G. **GENERAL INSTRUCTIONS:-**

- Candidates are advised in their own interest to apply much before the closing date and should not wait till the last date.
- The candidates must ensure that they fulfill eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere appearance for the written examination by a candidate does not imply that the candidate is eligible for the post. If at any stage it is found that the candidate has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after the appointment, his/her services will be summarily terminated.
- The question paper shall contain multiple-choice questions with four options and single correct answer. Un-attempted questions shall be awarded zero marks and multiple responses shall also carry zero marks. The correct way of marking answer options is given below. For example, if your response to question No.12 is **B** then mark it as below:

A **B** C D

Example: 12. ☐ ☒ ☐ ☐

- Candidates will mark the answer on a separate OMR Answer-Sheet using **BLUE/BLACK BALL PEN**.

- The answer-Sheets will be scanned by the Optical Mark Reader (OMR) and scores will be generated.
- **Qualifying marks:** The candidates are required to get minimum 40% and 35% qualifying marks out of 100 (the marks obtained by the candidate in Written as well as in Interview) for General Category and ST/OBC category respectively. The selection will be made purely on merit basis.
- The candidates shall ensure that they should bring with them the admit card for appearing in the examination. In the absence of Admit Card candidate will not be allowed to appear for the examination.
- Do not bring any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s) etc. into the Examination Hall.
- **All the candidates appearing for the written examination are instructed NOT TO BRING mobile phones/pager/wrist watch/ring/wallets/ladies purse/ornaments (earrings, nose pin, bangles, rings etc.) or any other electronic device to the examination hall. The candidates with these devices will not be permitted to enter in the examination hall. The officials in the examination centre are not responsible for the safe custody of the belonging of the candidates and they have to make their own arrangement for their safe custody.**
- **Videography/Still Photography and Biometric finger print capturing will also be done during the examination for this, 10 minutes extra time will be given to the candidates.**
- **Candidates are allowed to appear in the written examination provisionally. The entry of the candidate in the examination hall will be atleast 1½ hrs. before the written examination, only on the production of admit card issued by the Institute. The entry to the examination hall will be closed 15 minutes before the commencement of the written examination.** Frisking of all the candidates will be carried out at the entry gate of the examination centre. The candidate should bring his/her identity proof viz. voter's card, driving license, Aadhar Card etc. which can be demanded by the Invigilator Staff in case of any doubt.
- Candidates are advised in their own interest not to bring any of the banned item including mobile phones etc. to the venue of the examination, as arrangements from safekeeping cannot be assured.
- If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct, the same will also be treated as wrong answer.

- If a question is left blank i.e. no answer is given by the candidates, there will be no penalty for that question.
- No candidates shall copy from the papers of any other candidate nor permit his papers to be copied/give/attempt to give/obtain/attempt to obtain irregular assistance of any description.
- No candidates should misbehave in any manner create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of the examination. Any such misconduct will be severely penalized.
- **Cut-Offs (Minimum Qualifying Marks) on Objective tests will be decided based on the Group performance.**
- The candidates will be short-listed for scrutiny in the ratio of **1:4** against the advertised vacancies.
- The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.
- The candidates who are working in Govt./Semi Govt./Autonomous Body etc. must obtain the **"NO OBJECTION CERTIFICATE"** from present employer.
- The interview of the Selection Committee is mandatory failing which the candidate will not be considered for appointment.
- Appointment of selected candidates is subject to his/her being declared medically fit by the PGIMER, Chandigarh.
- The candidates are advised to visit PGI website regularly for further Instructions, if any.

DIRECTOR