



**RECRUITMENT OF VARIOUS GROUP 'B & C' POSTS ON
DIRECT RECRUITMENT BASIS IN AIIMS, MANGALAGIRI**

Opening Date: 19.05.2018

Closing Date: 18.06.2018

The Ministry of Health and Family Welfare, Govt. of India has entrusted the responsibility upon AIIMS Raipur for filling up various Group 'B' and 'C' posts on **Direct Recruitment** basis **for AIIMS Mangalagiri, Andhra Pradesh.**

2. AIIMS Raipur invites online applications from the citizens of India for recruitment of various Group 'B' and 'C' posts on Direct Recruitment basis **for All India Institute of Medical Sciences (AIIMS), Mangalagiri, Andhra Pradesh** as per details given below:-

Sr. No.	Name of the Post	Group	Pay Scale	Age Limit	No. of vacancies
1	Personal Assistant	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs. 4200	Between 21-30 years	1
2	Librarian Grade III	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-	Between 21-30 years	1
3	Technical Assistant/ Technician	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-	Between 25-35 years	1
4	Store Keeper	B	Pay Band 2: Rs.9300-34800 with Grade Pay of Rs. 4200/-	Between 18-35 years	2
5	Warden (Hostel Warden)	B	Pay Band- 2 : Rs.9300-34800 with Grade Pay of Rs. 4200	Between 30-45 Years	2
6	Cashier	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/-	Between 21-30 years	1

Sr. No.	Name of the Post	Group	Pay Scale	Age Limit	No. of vacancies
7	Upper Division Clerk	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/-	Between 21-30 years	4
8	Library Attendant Grade II	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2000/-	Between 21-30 years	1
9	Lab Technician	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2800/-	Between 21-30 Years	8
10	Lab Attendant Gr. II	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 1900/-	Between 18-27 Years	8
11	Stenographer	C	Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/-	Between 18-27 years	1
Grand Total					30

Posts identified suitable for PwD: out of the above posts, following posts have been defined suitable for:

Sr. No.	Name of the Post	Physical Requirement	Categories of Disabled Eligible for the post
1.	Personal Assistant	S,H,RW	OA, OL, BL, OAL, B, LV, HH
2.	Cashier	S.W.MF.SE.RW.H.C	OA.BL.OL.MW
3.	Upper Division Clerk	S.ST.W.MF.SE.RW.C.	OA.OL.BL.OAL.B.LV. HH
4.	Library Attendant Grade II	S.ST.W.SE.RW.H	OA.OL.OAL.BL.HH
5.	Lab Attendant Gr. II	S.ST.W.MF.SE.RW.H	OL.LV.HH
6.	Stenographer	S.ST.W.L.MF. SE.RW.H.C.	OA.OL.BL. OAL.B.LV

* Persons with disabilities as per the detail given below:

ABBREVIATIONS USED : S=Sitting, BN=Bending, SE=Seeing, RW=Reading & Writing, C=Communication MF=Manipulation by Fingers, PP=Pulling & Pushing, L=Lifting, KC=Kneeling & Crutching, ST=Standing, W=Walking, BLA=Both Legs & Arms, BA=Both Arms, OL=One Leg, BL=Both Leg, OA=One Arm, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, H=Hearing. MW=Muscular Weakness OH=Orthopaedically Handicapped, CP= Cerebral Palsy, LC= Leprosy Cured, VH= Visually Handicapped, HH= Hearing Handicapped

Sr. No.	Name of the Post, Pay-band & Grade Pay and Essential Eligibility Conditions.	Upper Age limit for Direct Recruitment	Number of Vacancies
1.	<p>Name of the Post: Personal Assistant</p> <p>Pay Scale: Pay Band-2: Rs.9300-34800 with Grade Pay of Rs. 4200</p> <p>Qualification:</p> <p>1. Essential:</p> <p>i. Degree from a recognized University. ii. Skill Test Norms: Dictation : 10 Minutes @ 100 WPM Transcription – 40 Minutes English or 55 Minutes Hindi on a Computer</p> <p>2. Desirable: Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (Written and spoken)</p>	Between 21-30 years	UR-01
2.	<p>Name of the Post: Librarian Grade III</p> <p>Pay Scale: Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-</p> <p>Qualification:</p> <p>1. Essential:</p> <p>i. Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute.</p> <p>Or B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> <p>With</p> <p>ii. 2 years' Professional experience in a library of under Central/ State/ Autonomous/ Statutory organization/PSU/University or recognized research and educational institution.</p> <p>iii. Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p> <p>2. Desirable: Diploma in Computer Application from a recognized University or Institute.</p>	Between 21-30 years	UR-01

3.	<p>Name of the Post: Technical Assistant/ Technician</p> <p>Pay Scale: Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-</p> <p>Qualification: Essential:</p> <ul style="list-style-type: none"> i. B. Sc. In Medical Lab Technology or equivalent. ii. 5 Years' experience in the concerned field <p>Or</p> <ul style="list-style-type: none"> i. Diploma in Medical Lab Technology or equivalent. ii. 8 Years' experience in the concerned field <p>Or</p> <ul style="list-style-type: none"> i. For posts in Anesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years' experience in concerned field. ii. 10+2 with science with Diploma in OT techniques or equivalent with 8 years' experience in concerned field 	Between 25-35 years	UR-01
4.	<p>Name of the Post: Store Keeper</p> <p>Pay Scale: Pay Band 2: Rs.9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Qualification: Essential:</p> <ul style="list-style-type: none"> i. Degree from a recognized University/Institution; ii. Post-graduate degree/Diploma in Material Management from a recognized University/Institution; <p>Or</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Material management from a recognized University/Institution and ii. 3 years' experience in store handling (preferably medical stores). 	Between 18-35 years	UR-02
5.	<p>Name of the Post: Warden (Hostel Warden)</p> <p>Pay Scale: Pay Band 2: Rs.9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Qualification: Essential:</p> <ul style="list-style-type: none"> i. Graduate from recognized University/ Institute. ii. Diploma/ Certificate in House Keeping/ Material Management/ Public Relations/ Estate Management. iii. Possessing two years' Experience of handling hostels in Government/ Reputed Organization 	Between 30-45 years	UR-02 (Male-01 Female-01)
6.	<p>Name of the Post: Cashier</p> <p>Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/-</p> <p>Qualification: Essential:</p> <p>Degree in Commerce of recognized University or equivalent and</p> <ul style="list-style-type: none"> i. At least 2 years' experience of handling accounts work of a Government Organization. <p>and</p> <ul style="list-style-type: none"> ii. Having proficiency in Computer application. 	Between 21-30 years	UR-01

7.	Name of the Post: Upper Division Clerk Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/- Qualification: Essential: i. Degree of recognized University or equivalent ii. Proficiency in computers. iii. Skill test norm: same as that of Lower Division Clerk	Between 21-30 years	UR-03, OBC - 01
8.	Name of the Post: Library Attendant Grade II Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2000/- Qualification: 1) Essential: Certificate/ Diploma course in Library Science or Library and Information Service from a recognized University/Institute. 2) Desirable: Ability to use computers- Hands on experience in office applications	Between 21-30 years	UR-01
9.	Name of the Post: Lab Technician Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2800/- Qualification: 1) Essential: i. 10+2 with science. ii. Diploma in Medical Lab Technology. 2) Desirable: B. Sc. In Medical Lab Technology.	Between 21-30 years	UR-05, OBC-02, SC-01
10.	Name of the Post: Lab Attendant Gr. II Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 1900/- Qualification: 1) Essential: i. 10+2 with science. ii. Diploma in Medical Lab Technology. 2) Desirable: Experience 2 years in relevant field.	Between 18-27 years	UR-05, OBC-02, SC-01
11.	Name of the Post: Stenographer Pay Scale: Pay Band- 1: Rs.5200-20200 with Grade Pay of Rs. 2400/- Qualification: 1) Essential: i. 12 th Class or equivalent qualification from a recognized Board or University. ii. Skill Test Norms: Dictation : 10 Minutes @ 80 WPM Transcription – 50 Minutes English or 65 Minutes Hindi on a Computer 2) Desirable: Excellent command over Hindi and English (Written and spoken)	Between 18-27 years	UR-01

NOTE-I:

1. **Age and all other qualifications (Educational and Experience) will be counted as on the last date of receipt of application i.e. 18.06.2018. Experience will be counted after the date of possessing essential educational qualification.**
2. The above vacancies are provisional and subject to variation. The Director, AIIMS, Raipur reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements.
3. The reservation for ST/SC/OBC & PwD candidates will be as per Central Govt. rules.

NOTE-II: CANDIDATES WHO WISH TO APPLY FOR MORE THAN ONE POST SHOULD APPLY SEPARATELY FOR EACH POST AND PAY THE EXAMINATION FEE FOR EACH POST.

ABBREVIATIONS:

EQ: Essential Qualification, **DQ:** Desirable Qualification, **UR:** Unreserved, **GEN:** General, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **GOI :** Government of India; **CBT :** Computer Based Test

3. GENERAL CONDITIONS

- i. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of applications will be available only on AIIMS Raipur website www.aiimsraipur.edu.in from **19.05.2018** (11:00 A.M.) to **18.06.2018** up-to 5:00 P.M.
- ii. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the aforesaid post and must fulfil all the eligibility criteria on or before **18.06.2018**, failing which their application will be rejected. Candidature of applicants shall be purely PROVISIONAL at all stages of the recruitment process.

4. HOW TO APPLY:

Candidates must fill in the online application form as per the procedure given in Para 6 of this Notice and take a printout of the same for submission at the time of verification of documents.

Candidates who wish to apply for more than one post should apply separately for each post and pay the application fee for each post.

5. APPLICATION FEE AND MODE OF PAYMENT :

for General/OBC/ExS Candidates :Rs. 1,000/- (Rupees One Thousand Only)
for Women/SC/ST/Person with Disabilities : Exempted.

Application fee is required to be remitted **online** only. Any other instrument of payment is not acceptable. Please make sure to correctly mention the Transaction number, Date/Time and Bank of which remittance is made in your application form for reconciliation. Also make sure to get the confirmation of the successful remittance by your bank and retain the proof of the same which may be required at the time of document verification. The application fee is non-refundable.

6. PROCEDURE TO FILL ONLINE APPLICATION AND PAYMENT OF FEE

- (A) For filling up of online application, candidates must have the following pre-requisites ready:-
- i. Valid e-mail ID
 - ii. Scanned recent Passport size photograph of candidate (in JPG format)
 - iii. Scanned signature of the candidate (in JPG format)
 - iv. Online payment detail of the required application fee
 - v. Aadhar Card

(B) **Guidelines for scanning the photograph & Signature:**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

(i) Photograph:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 80 kb–100 kb
- Ensure that the size of the scanned image is not more than 100 KB.

(ii) Signature:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 50 kb – 80 kb
- Ensure that the size of the scanned image is not more than 80 KB.

- (C) While applying online, in the preview of the form, the candidate's Photo and Signature must be clearly visible to candidate, if photo/signature image is

small in size or not visible in preview on website, then it means that the photo/signature is not as per the AIIMS prescribed format and your application will be rejected. So, be careful while uploading your photo and signature.

(D) Applicants must fill all the fields **carefully** since after submission of online application request for change in any information at any later stage **will not be considered**.

(E) Candidate may access the online application portal by clicking on the link **(RECRUITMENT TO THE VARIOUS GROUP B & GROUP C POSTS AT AIIMS MANGALAGIRI)** mentioned in the website (www.aiimsraipur.edu.in).

(F) Candidate may view various section viz. Advertisement, press release, sample documents (Caste certificate format/PH certificate Format/Ex-service-men certificate format/declaration etc.), helpline number, contact details, along with link to proceed for registration and further processing of the form.

(G) First time user shall click on the new registration link and fill the details correctly as mentioned.

(H) After completing the registration part candidate will receive the user ID and password through SMS on the registered mobile number and through E-mail on the registered email address. The same ID and Password shall be displayed on the logged screen. Candidates are requested to note down the User ID and password. Candidates are also advised to take a print of the Registered Application Form for their records and future reference.

(I) After registration part, the candidate may continue with the form filling process or may log out from the registration part.

(J) The candidates already registered shall click on existing user link and fill the correct user ID and Password for continuing the form filling process. In case of incorrect User ID/Password click on the '*forgot password*' link.

(K) The candidate are requested to fill the correct details regarding name/age/sex/caste/address/educational qualification and other relevant fields mentioned in the application portal. Candidates are advised to upload the relevant documents/photographs in the desired format only.

(L) Once the details are correctly filled the candidate may proceed for the fee payment.

(M) Once a candidate clicks on SUBMIT button, a page containing some important instructions for payment, a Payment Reference Number and a Link to make payment of Application Fee will open. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE. Candidates who want to pay at later stage can use this Payment Reference Number for re-login and making the payment in order to complete his/her Registration.

(N) Once a candidate clicks on button for making the payment, they will be redirect to the Payment gateway site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards. Additional charges viz. bank charges, service tax

etc. incurred while making online payment of application fees will be borne by the candidate.

(O) **Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking:** After making the successful Payment they will immediately be redirected to (www.aiimsraipur.edu.in) for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.aiimsraipur.edu.in

(P) Once form is submitted there shall be no provision for making changes in the application form.

(Q) Payment of application fees by any other mode viz Cash, Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted. Such applications will be summarily rejected. The decision of Director, AIIMS Raipur in this regard shall be final and binding.

7. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:

(i) Essential Qualifications (EQs) & Age Limit for each Post are mentioned in Para - 2 of this Notice.

(ii). The Crucial Date for determining the possession of 'AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE' will be the closing date for filling up Registration Part/Application part of the application i.e. **18.06.2018**

(iii) Before applying for the post, the candidates must ensure that they possess the ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit as on the crucial date mentioned in Para 7(ii) above.

(iv) For posts where EXPERIENCE in a particular field/discipline for a specified period has been indicated as an ESSENTIAL QUALIFICATION, the applicants should submit self-attested copy of CERTIFICATE in the prescribed format [**APPENDIX-I**] in support of their claim of possession of Experience in that field/discipline from the Competent Authority along with the print out of the application, failing which their application shall be rejected.

(v) If candidates claim that their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.

8. AGE RELAXATION:

Relaxation in age will be as per Government of India rules. Relaxation in upper age limit is admissible only when the applicant claims the same in the online application form & also properly fill the CATEGORY CODE. Relaxation in upper age limit is admissible to eligible categories of applicants as under:

Category Code No.	Category	Age Relaxation permissible beyond the Upper age limit.
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
06	Ex-Servicemen and Commissioned Officers including ECOs/SSCOs – for Group A & B posts	<p>(a) Five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the AIIMS, Raipur.</p> <p>NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> <p>b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-</p> <p>(i) In case of Commissioned Officers including ECOs/SSCOs: Army: Dte. of Personnel Services, Army Headquarters, New Delhi. Navy: Dte. of Personnel Services Naval Headquarters, New Delhi. Air Force: Dte. of Personnel Services, Air Headquarters, New Delhi.</p> <p>(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.</p> <p>NOTE- Other provisions relating to ExS will be as per the existing GOI instructions.</p>

07	Central Govt. Civilian Employees – for Group B posts	
	1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 (5 +3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years

9. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION, ETC.- CERTIFICATES TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION

A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

i) SC/ST applicants seeking FEE CONCESSION, AGE-RELAXATION, RESERVATION etc. shall invariably submit, at the time of document verification, the print out of their Application Forms and the requisite Certificate as per FORMAT (**Appendix-II** of this Notice) from COMPETENT AUTHORITY certifying their Sub-Castes/Communities are approved by the Government of India under (SC & ST Category) on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

i) OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. shall invariably submit (at the time of document verification), along with the print out of their Application Forms, the requisite Certificate as per FORMAT prescribed for employment to posts under the Central Government (**Appendix-III** of this Notice). Applicants are also required to submit a declaration in the prescribed format (**Appendix-IV**) regarding non-creamy layer status. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the date of document verification. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are warned that they may be debarred from the examinations conducted by AIIMS Raipur in case they fraudulently claim SC/ST/OBC/ExS/PH (PWD) status.

C. FOR PHYSICALLY HANDICAPED (PH) (PERSONS WITH DISABILITIES) APPLICANTS:

i) PH (PWD-OL) persons having 40% or above disability are eligible for FEE CONCESSION, AGE-RELAXATION, RESERVATION etc.

ii) At the time of document verification, they shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT applicable [**Appendix-V (Form-II)/ III/IV**] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

C. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) APPLICANTS

Only the posts given under para 2 are identified suitable for specified types of disabilities. Persons with any other form disability are not eligible.

i) Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-7 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

ii) For claiming the benefit of age relaxation, Central Government Civilian Employees they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-VI** of this Notice) from the COMPETENT AUTHORITY and also submit a Declaration that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process [**Appendix-VI(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.

Candidates should note that in case a communication is received from their employer by AIIMS, Raipur withholding permission to the candidates to apply for or to appear in the examination, their applications shall be rejected and candidature shall be cancelled.

D. INSTRUCTIONS FOR EX-SERVICEMEN:

Candidates fulfilling the conditions for claiming relaxation as Ex-Servicemen are required to submit the certificates in the prescribed format (**Appendix-VII**) at the time of document verification.

NOTE 1: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary should be submitted.

NOTE 2: Formats of certificates (SC/ST/OBC/PH) are also available in the website of AIIMS, Raipur.

10. VERIFICATION OF DOCUMENTS:

No verification of documents will be carried out before the Computer Based Test (CBT), therefore candidates are advised that before applying for the

post they should satisfy themselves regarding their eligibility for the aforesaid post. Candidates who are declared qualified in the CBT will be called for verification of documents the schedule of which will be intimated in due course. At the time of document verification, candidate will be required to bring **(in original)** all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the information given in their Application Forms about their Educational Qualification; Experience; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX] etc. along with the print out of Application Form.

11. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- i. Applications being incomplete.
- ii. Any variation in the Signatures.
[All the SIGNATUREs (in FULL NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be THE same.]
- iii. Scanned copy of photograph and signature uploaded are not as per specification given and/or blur or distorted or not clear.
- iv. Non-payment of Examination Fees or non-receipt of fee through online mode, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Failure to bring **(in original)** all relevant Certificates/Documents issued by the competent authority, along with self attested legible copies in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX].and the print out of Application Form at the time of verification of document.
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Not having the requisite experience after possessing essential qualification.
- x. Incorrect information or misrepresentation or suppression of material facts.
- xi. For carrying mobile phones / accessories in the Examination premises/Hall.
- xii. Any other irregularity.

Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM FUTURE EXAMINATIONS OF AIIMS RAIPUR WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

Note II. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

12. SELECTION PROCEDURE :

(a) Normally, all the candidates whose application forms are accepted will be called for the Computer Based Examination. However, if deemed necessary, the Competent Authority reserves the right to shortlist candidates for the computer based examination by duly appointed Search cum Selection Committee as per the criteria fixed.

(b) While shortlisting the candidates on the basis of marks scored at Graduation level, AIIMS, Raipur will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. AIIMS, Raipur will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final Year Marks Statement.

(c) Where the Merit of the candidate is indicated in the Final Year Marks statement in CGPA without indicating the corresponding percentage of marks, AIIMS, Raipur will follow the criteria indicated by the University/Institution in the Certificate, if any, for arriving at the corresponding percentage. In all other cases, the conversion formula of CGPA (as indicated in the Final Year Marks Statement) multiplied by (x) 9.5 will be applied.

(d) Criteria followed in shortlisting candidates will be final. No appeal or representation will be entertained against such shortlisting.

13. SCHEME & SYLLABUS OF EXAMINATION:

Scheme of examination and Syllabus will be notified in due course in the website of AIIMS, Raipur.

IMPORTANT NOTE: The date of computer based examination will be announced later on the website of AIIMS Raipur (www.aiimsraipur.edu.in). The examination will be held only in the selected Cities/Centres and AIIMS Raipur reserves the right to call candidates to any of the identified centres for the examination. Decision of AIIMS Raipur regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of centre.

RESOLUTION OF TIE CASES: In case two or more candidates secure same marks in the Computer Based Examination, the tie will be resolved by the following procedure:

- i) On the basis of Date of Birth with the older candidate being placed higher in merit.
- ii) If date of birth is also similar, by arranging the names of candidate in alphabetical order.

14. RECOMMENDATION FOR APPOINTMENT

- (i) AIIMS, Raipur will have the full discretion to fix separate minimum qualifying marks in Computer Based Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ ST/OBC/PH (PWD)/ ExS / General (UR)].
- (ii) After the Examination and Skill Test, wherever applicable, AIIMS, Raipur will draw up the Merit List, on the basis of the marks obtained by the candidates in the Computer Based Examination. AIIMS, Raipur may prescribe minimum qualifying cut-off marks in the Computer Based Examination for different categories of candidates. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut -off marks prescribed by the AIIMS, Raipur for different categories of candidates.
- (iii) SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the General (Un-Reserved) vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for respective category.
- (iv) A PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- (v) An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
- (vi) In case of Ex- Serviceman/PH candidates, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- (vii) Success in the examination confers NO right of appointment unless the competent authority in AIIMS, Raipur is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.
- (viii) Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- (A) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document.

If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

(B) Without prejudice to criminal action/debarment upto 3 years from examinations conducted by AIIMS, Raipur wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following activities:-

- (i) In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or representative of AIIMS, Raipur
- (x) Intimidating or causing bodily harm to the staff employed by AIIMS, Raipur for the conduct of examination.

16. OTHER IMPORTANT POINTS

- i. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate
- ii. The candidate should not have been convicted by any Court of Law.
- iii. The selected candidate is expected to confirm to the rules of conduct and discipline as applicable to the employees of the Institute.
- iv. The appointment will be subject to review and probation of two years.
- v. The selected candidate may have to work in shifts and can be posted at any place in the Institute
- vi. The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority.
- vii. The vacancies are provisional and subject to variation. The Director, AIIMS, Raipur reserves the right to vary the vacancies including reserved vacancies. No correspondence whatsoever would be entertained in this regard.
- viii. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- ix. In case, any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his/her appointment, he/she will be liable to be

- removed from the service and any action taken as deemed fit by the appointing authority.
- x. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
 - xi. Appointment of selected candidates is subject to his/her being declared medically fit by competent Medical Board AIIMS Raipur.
 - xii. Name of the shortlisted candidates will be displayed in the institute website. No separate individual intimation will be sent. Beside, all information regarding examination will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e. **www.aiimsraipur.edu.in** for updated information regarding the recruitment.
 - xiii. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
 - xiv. The applicant will be responsible for the authenticity of submitted information, their documents and photograph. Submission of any false, fake and/or suppression /concealment of facts shall lead to rejection/cancellation of selection/ recruitment.
 - xv. No correspondence/queries will be entertained from candidates regarding, conduct and result of written Test and reasons for not being called for Written Test.
 - xvi. In case of need of any assistance or clarifications regarding the recruitment please contact: recruitment@aiimsraipur.edu.in - please mention your Application ID & Post applied in the Subject line of your e-mail or call on 0771-2573777.
 - xvii. If you need any **technical support during filling the online form** send e-mail at **helpdesk.aiimsraipur@gmail.com** please mention your Application ID & Post applied in the Subject line of your e-mail, or call on **700669535, 07554031427.**
 - xviii. For any updates please visit the Institute website i.e. www.aiimsraipur.edu.in regularly.
 - xix. All disputes will be subject to jurisdictions of Court of Law of Chhattisgarh.

Deputy Director (Admin)
AIIMS, Raipur.

**The form of certificate to be produced by Candidates for claiming experience
Experience Certificate**

Letter Head of the Institution/Issuing Authority

Telephone No: _____

Fax No.: _____

Name of Organization

Address of the Organization

Dated _____

This is to certify that Shri/Ms _____
S/o,D/o,W/o Shri _____ was/is an
employee of this Organization/Department/Ministry and duties performed by him /her
during the period(s) are as under:

Name of post held	From dd/mm/yyyy	To dd/mm/yyyy	Total period dd/mm/yyyy	Nature of Appointment- Permanent,regular ,Temporary, Part- time, Contract,Guest, Honorary etc.	Department/Sp ecially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
Pay Scale and last salary drawn	Duties performed / experience gained in brief in each post (please give details, if need to be, in attached sheet) (in case of Medical posts, please mention field of specialization)		Place of posting		Worked at supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)
1					
2					
3					

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature
Name of competent authority
Stamp of competent authority

SC/ST CERTIFICATE PROFORMA

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrirnati/Kumari* _____
 son/daughter* _____ of _____ of
 _____ village/town* _____ in
 _____ District/Division* _____
 _____ of the State/Union Territory* _____ belongs to the
 _____ caste/tribe* _____ which is
 recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on tile basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati* _____
Father/Mother _____ of
Shri/Shrimati/Kumari _____ of village/town* _____ District/Division* _____ of the State/Union Territory* _____ who belongs to the caste/tribe* _____ which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____ issued by the dated _____.

%3. Shri/Shrimati/Kumari* _____ and/or* his/her* family ordinarily resides in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Signature: _____

* * Designation: _____

(With Seal of Office)

State/Union Territory*

Place : _____

Date : _____

*please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate/ #Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. (#not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. *Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 3601 2/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated: _____

Seal : _____

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I _____
son/daughter of Shri _____
resident of village/town/city _____ district
_____ state _____ hereby declare
that I belong to the _____ community which is
recognized as a backward class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No 36 102/22/93- Estt.(SCT) dated 8-9-1993. It is
also declared that I do not belong to persons/sections/sections (Creamy Layer)
mentioned in column 3 of the Schedule to the above referred Office Memorandum
dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and
O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature : _____

Full Name : _____

Address : _____

Form-II
Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size Attested
Photograph (Showing
face only) of the person
with disability

Certificate No.

Date:

.....
This is to certify that I have carefully examined Shri/Smt/Kum.....
son/wife/ daughter of Shri..... Date of Birth

(DD/ MM/ YY)

Age years, male/female

Registration No. permanent resident of House No.

Ward/Village/Street Post Office District

..... State

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

= locomotor disability

= blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has% (in figure)..... percent (in words)
permanent physical impairment/blindness in relation to his/her (part of
body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Form-III
 Disability Certificate
 (In case of multiple disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability
--

Certificate No.
 Date:

This is to certify that we have carefully examined Shri/ Smt/Kum. /son/wife/daughter of Shri
 Date of Birth..... Ageyears,
 male/female.....
 (DD) (MM) (YY)

Registration No..... permanent resident of House No.....
 Ward/Village/Street..... Post Office
 District.....State whose photograph is affixed above, and
 are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:-percent
 In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till

(DD) (MM)

(YY)

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

Form-IV
 Disability Certificate
 (In cases other than those mentioned in Forms II and III)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size
 Attested Photograph
 (Showing face
 only) of the person
 with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
 son/wife/daughter of Shri Date of Birth.....

(DD)

(MM) (YY)

Age years, male/female.....

Registration No. permanent resident of House No..... Ward/Village/Street
 Post Office District..... State

whose photograph is affixed above, and am satisfied that he/she is a case of
 disability. His/her extent of percentage physical impairment/disability
 has been evaluated as per guidelines (to be specified) and is shown against the relevant
 disability in the table below:-

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :
- (i) not necessary
- Or
- (ii) is recommended/ after years months, and therefore this certificate shall be valid till (DD) (MM) (YY)
- @ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes
 £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.
 Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.

The form of certificate to be produced by Central Government servants for claiming Age concession

(Please see para 9(D)(ii) of the notice)

(Letter Head of the Department/Issuing Authority)

This is to certify that Shri/Ms _____ S/o,D/o,W/o_____ is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under :-

- i)
- ii)
- iii)

It is further certified that:

*(a) Shri/Smt/Kum. _____ holds substantively a permanent post of _____ in the Office/Department_____ of _____ with effect from _____ in the Pay Scale/Pay Band with GP/Level _____.

*(b) Shri/Smt./Kum. _____ has been continuously in temporary service on a regular basis under the Central Government in the post _____ of _____ in the Office/Department_____ with effect from _____ in the Pay Scale/Pay Band with GP/Level _____.

Signature : _____

Name : _____

Designation : _____

Ministry/Office : _____

Address : _____

Office SEAL : _____

Place : _____

Date : _____

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS
INCLUDING CENTRAL GOVERNMENT CIVILIAN EMPLOYEES**

[Please see Para- 9(D)(ii) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application. I will be in position to submit NOC from my employer on the date of verification of document. I further submit the following information:

Date of Appointment:

Holding present Post & Pay Scale :

Name & Address of Employer with Tel. No./FAX/E-mail :

.....

Place & Date:

*Full Signature of the applicant

Name of applicant:

CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name _____
_____ whose date of birth is _____ has rendered
service from _____ to _____ in Army/Navy/Air Force.

2. He has been released from military services:

- % a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: _____

Date : _____

Signature, Name and Designation of the
Competent Authority**
SEAL

% Delete the paragraph which is not applicable.

B. form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____
_____ is serving in the Army/Navy/Air Force from _____.

2. He is due for release retirement on completion of his specific period of assignment on _____

3. No disciplinary case is pending against him.

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority* *
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place : _____

Date : _____

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No. _____ Rank _____ Name _____
whose date of birth is _____ is serving in
the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on and is on extended assignment till _____.

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority**
SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch, Army Hqrs., New Delhi
Navy - Directorate of Personnel, Naval Hqrs., New Delhi
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force - Air Force Records, New Delhi