



## भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

### RECRUITMENT NOTICE

Advertisement No: ICMR/Assistants/2020

Dated: 07.11.2020

Indian Council of Medical Research (ICMR), New Delhi has entered into a memorandum of understanding with Postgraduate Institute of Medical Education & Research (PGIMER), Chandigarh for holding of Direct Recruitment Examination/test for the posts of **ASSISTANT (Group-B Level-6) of ICMR** by PGIMER, Chandigarh.

1. ICMR, accordingly, invites online applications from the citizens of India for recruitment to the regular posts of **ASSISTANT** (Group-B Level-6) at Indian Council of Medical Research Headquarters, New Delhi and its Institutes/Centers across India. Only those applications which are successfully filled through the website and found in order shall be accepted. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/Category etc. as indicated in this Notice. Candidature of applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.

2. Important timelines for the examination/test process will be as under:-

Item(s) / Activities	Timeline (s)/ Remarks
Opening date for online registration for filling up of online application on PGIMER's / ICMR's websites <a href="http://www.pgimer.edu.in">www.pgimer.edu.in</a> and <a href="http://www.icmr.nic.in">www.icmr.nic.in</a> .	07.11.2020
Closing date for online registration & submission of online applications	03.12.2020
Opening date for availability of admit cards for downloading from PGIMER's& ICMR's websites	21.12.2020
<b>Date for Computer Based Test (CBT) for 80 Marks</b>	<b>03.01.2021</b>

Information about vacancies, qualifications and other eligibility criteria, pay level, application process and methodology & other terms and conditions of the recruitment is given in the succeeding sections of these guidelines.

### 3. APPLICATION FEE

- Persons with Benchmark Disabilities (PwBD): Exempted from payment of fee
- SC/ST/EWS/Women: **Rs.1200/-** plus Transaction Charges as applicable
- For all others: **Rs.1500/-** plus Transaction Charges as applicable

### 4. MODE OF PAYMENT

The candidates can deposit the above application fee through online payment gateway available at the APPLICATION PORTAL using Debit/ Credit Card/ Net Banking.

### 5. IMPORTANT NOTE

- All information relating to this recruitment right from the status of application up to the nomination of the selected candidates to the initial place of posting including call letters for the Tests, to the provisionally eligible candidates will be available on the website of ICMR [www.icmr.nic.in](http://www.icmr.nic.in). ICMR will not be responsible for information available from other sources.
- Any Addendum/Corrigendum/updates, all information regarding declaration of results for short listing of candidates based on CBT will be displayed on PGIMER's website at [www.pgimer.edu.in](http://www.pgimer.edu.in) and ICMR's website at [www.icmr.nic.in](http://www.icmr.nic.in). Further information regarding schedule of documents verification, date, time and final result of selected candidates will be announced and displayed only on ICMR's website at [www.icmr.nic.in](http://www.icmr.nic.in). Candidates will not be informed individually in this regard. Therefore, candidates are advised to regularly visit websites of **PGIMER and ICMR for any updates**.
- All applicants are advised to read these Guidelines and the Help Manual carefully before starting online registration and ensure that no column is left blank and all the columns in the REGISTRATION FORM and APPLICATION FORM are filled in correctly as once registered/submitted, candidates will not be able to change the entries and their candidature will be decided accordingly. In the event of rejection of the application form due to INCORRECT entries filled by the candidate, no correspondence/request for reconsideration will be entertained.
- As per Ministry of Human Resource Development Notification dated 10-06-2015, published in Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Council, provided they have been approved by the University Grants Commission. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.
- As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8)(v), the programs in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode.
- However, BTech, Degree/diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

## 5. DETAILS OF VACANCIES

Name of Post: Assistant No. of Vacancies: 80												
Vacancies reserved for SC/ST/OBC/EWS categories				Un-reserved/General	Vacancies reserved for Divyang out of total vacancies				Sub-category of Divyang (Categories of disabled suitable for job)			
SC	ST	OBC	EWS	UR	PwBD = 04							
					VH	HH	OH	Autism/Intellectual	VH	HH	OH	Autism/intellectual etc.
12	06	21	08	33	01	01	01	01	LV	PD	OA/OL/BL	As per DOPT guidelines.

**Abbreviations:-** UR = Un-reserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes, EWS = Economically Weaker Section, PwBD = Persons with Benchmark Disabilities, OL = one leg affected (R and/or L); OA = one arm affected (R or L); LV = Low Vision; BL = both legs affected but not arms; HH = Hearing Handicapped (persons suffering from hearing impairment).

### Note:

- I. This post is meant for ICMR Headquarters, New Delhi and its Institutes/Centres across India. The candidates selected for this post may be posted anywhere by the Competent Authority of ICMR, New Delhi as it carries All India service liability.
- II. The above vacancy is provisional and subject to variation. The competent authority reserves the right to vary the vacancies including reserved vacancies at any stage. The competent authority also reserves the right to withdraw the advertisement at any stage without assigning any reason.

## 6. ELIGIBILITY CRITERIA: ESSENTIAL EDUCATIONAL QUALIFICATION AND AGE LIMIT FOR THE POST ARE AS UNDER:

Sr. No.	Name of the Post	Pay Scale (As per 7th CPC)	Age Limit	Minimum Essential Qualification
	<b>Group 'B'</b>			
1.	Assistant	Level 6 (Rs. 35400-112400/-) in the Pay Matrix (Pre-revised Pay Band-2: Rs. 9300-34800/-+ Grade Pay-Rs. 4200/-)	Not exceeding 30 Years	(i) Minimum three years Bachelor's degree in any discipline from a recognized University/Institute; and (ii) Working Knowledge of Computer (MS Office / Power Point)

### Note:

- I. The date for determining age limit/eligibility in respect of Minimum Essential Qualification(s) shall be as on the prescribed closing date for submission of online applications i.e. 03.12.2020.
- II. As per the RRs of ICMR for the post of Assistant, "Qualifying marks for written test are 50% for UR/OBC/EWS and 40% for SC/ST/PwBD candidates, of the total marks prescribed. Only those candidates who qualify in the written test shall be called for skill test.

## 7. **AGE RELAXATION:**

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application is as under:-

<b>Cat. Code</b>	<b>Category</b>	<b>Age relaxation permissible beyond the Upper age limit</b>	
01	SC/ST	5 years	
02	OBC	3 years	
03	PwBD	10 years	
04	PwBD + OBC	13 years	
05	PwBD + SC/ST	15 years	
06	<b>Central Govt. Civilian Employees</b>	<b>For Group A&amp;B posts</b>	<b>For Group C posts</b>
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 <sup>th</sup> March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	10 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	13 (10+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	15 (10+5) years

### **Note:**

- I. The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category candidates.**
- II. Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

## 8. **CONDITIONS FOR SEEKING AGE-RELAXATION, RESERVATION ETC:**

- A person seeking appointment on the basis of reservation must ensure that he/ she possesses the appropriate original caste/ community certificate and submit as and when called for by ICMR, before or after conduct of the Test or at any stage thereafter, otherwise their claims for age-relaxation, reservation etc. shall not be considered. The crucial date for this purpose will be the closing date for receipt of online applications. Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document(s) is verified by the Appointing Authority.

- **For SC/ ST applicants:** SC/ST applicants seeking age-relaxation, reservation, etc. shall invariably submit the requisite Certificate as per format (**Annexure-I**) from competent authority (certifying that their Caste/Sub-Castes/Communities are approved by the Government of India under SC & ST Category).
- **For OBC applicants:** 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 the requisite Certificate as per format (**Annexure-II**). Further, he / she should not fall in creamy layer on the crucial date.
- **For Economically Weaker Sections (EWS) Applicants: -**  
EWS applicants seeking reservation shall invariably submit the requisite Certificate as per Format (**Annexure-III**) from Competent Authority, as and when called for by the ICMR otherwise their claims for reservation etc. shall not be considered.
- For detailed guidelines/eligibility regarding reservation for EWS in direct recruitment, candidate may refer to the O.M. No.36039/1/2019-Estt. (Res) of Government of India, Ministry of Personnel, Public Grievances & Pensions dated 31.01.2019.

#### 9. **Instruction for Government Civilian Employees Applicants**

- Govt. Civilian Employees (Central / State / UT / Autonomous / PSU / Statutory body etc organizations) should have rendered not less than 03 (three) years continuous service on regular basis (and not on ad-hoc /project contract basis) as on the closing date of receipt of applications of the Notice and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment from the ICMR against the current advertisement.
- For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per Format at **Annexure-IV** from the Competent Authority and also submit a Declaration as and when called for by the ICMR, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing “**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.

**NOTE:** Candidates should note that in case a communication is received from their employer by the ICMR withholding permission to the candidate applying for or appearing in the Test at any stage of recruitment process, their applications shall be rejected and candidature shall be cancelled.

#### 10. **For Persons with Benchmark Disabilities (PwBD) [OH/HH/VH/Others] Applicants:**

- Suitability of the posts for the Persons with Benchmark Disability (PwBD) and the nature of disabilities admissible are indicated against each category of post in the table above. PwBD candidates should apply only for the posts for which they are eligible.
- Only those Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) are eligible for fee concession, age-relaxation and for reservation, wherever applicable.

- They shall invariably submit the requisite Certificate as per Format **[Annexure-V (Form-V)/(Form-VI)/(Form-VII)]** as and when called for by the ICMR, otherwise, their claim for PwBD status will not be entertained. The certificate of disability issued under the Persons with Benchmark Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.
- **Special Instructions for PwBD Candidates:**
- As the “Rights of Persons with Benchmark Disabilities Act, 2016” has come into force with effect from 19.04.2017, and beside OH, HH and VH categories, new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc. have been included. Therefore, the candidates with such disabilities may also apply giving detail of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017- Estt (Res) dated 15.01.2018 (para-2.2) may select following PwBD categories in the online Registration / Application Form:

<b>S No.</b>	<b>Type of Disability</b>	<b>Category of disability to be selected in Registration/ Application Form</b>
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness	

- Reservations for persons with benchmark disabilities will be given as per the instructions contained in OM dated 15<sup>th</sup> January 2018 issued by DoPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities.
- As per OM dated 15<sup>th</sup> January 2018 issued by DoPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities, the persons selected against the quota for persons with benchmark disabilities will be placed in the respective category viz. SC/ST/OBC/UR/EWS to which they belong. They will have to compete as per standards prescribed for their respective category viz. SC/ST/OBC/UR/EWS.
- The applicant must have a valid Disability Certificate issued by the competent authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered. The physical disability of finally selected candidates would be ascertained by a Medical Board specifically constituted for this purpose.
- Relaxation for providing facilities of Scribe / Reader and extra time would be allowed to persons having disability of 40% or more, if so desired by the persons. However,

this would be provided only according to instructions issued in this regard by Govt. of India.

- **Provision of Compensatory Time and assistance of scribe:**
- In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, subject to such requests being made to the PGI/ICMR while filling up the online application form. Since some categories of posts are not identified suitable for the persons with both arms affected (BA) disability, therefore facility of scribes will not be admissible to such candidates.
- In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-VI**.
- The candidates will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the PGI or ICMR. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the Test. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-VII (A & B)**. In addition, the scribe has to produce a valid ID proof in original at the time of Test. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will also be submitted. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- Own scribe should not be a candidate of this Test. If a candidate is detected as assisting another PwBD candidate as scribe in this Test, then the candidatures of both the candidates will be cancelled.
- A compensatory time of 20 minutes per hour of Test will be provided to the persons who are allowed use of scribe as per above paras.
- The candidates referred at paras above, who are allowed use of scribe but do not avail the facility of scribes will also be given compensatory time of 20 minutes per hour of Test.
- The PwBD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time, during the conduct of Computer Based Test, and/or as and when called for by the PGI/ICMR and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the Test.
- No attendant other than the scribe for eligible candidates will be allowed inside the examination Hall. No change in the scribe will be permitted after submission of the details of the scribe to ICMR.
- One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the

Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

- **The candidates applying under the category Persons with Benchmark Disabilities for the above said posts are exempted for payment of any application fee.**

**11. Nationality/Citizenship:**

- A candidate must be either:
  - a. A citizen of India, or
  - b. subject of Nepal, or
  - c. A subject of Bhutan, or
  - d. A Tibetan Refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
  - e. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the
  - f. intention of permanently settling in India.
- Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.
- A candidate in whose case, a certificate of eligibility is necessary may be admitted to the Test, but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/ her by the Government of India.

**12. HOW TO APPLY:**

- The candidates applying for the post should first confirm their eligibility as per advertisement on the website of the Institute i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in). They should also ensure that they have a valid personal e-mail ID and mobile number. Candidate should note that the e-mail ID and mobile number are to be kept active during the recruitment process. The candidates should ensure that the email ID is not shared or disclosed to anybody. 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. The e-mail ID is required for the initial registration.
- 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.
- All eligible candidates willing to apply in response to this advertisement notice should visit ICMR and PGIMER website [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in) and register himself / herself before the last date for registration of application form. For registration, one should select advertisement number of this notice and fill other details i.e. post applied for, Name of candidate, Date of birth, category, e-mail ID, mobile number etc. Upon successful registration, the user name/application number and password will be sent to the e-mail ID used during registration.



- Using the above user name/application number and password, the candidate is to log in at [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in) to fill in the online application form. For filling up of online application form, the candidate are to enter the necessary information as required under the respective fields pertaining to personal information, qualification(s), experience(s) (if any), etc. as first Step. After final save of online application, they are required to pay application fee through online, the candidate(s) are required to update and upload the scanned photograph in the format and size as given above. After successful updating and uploading of photograph, his/her online application form gets submitted finally and candidate(s) may view the filled in application form and should take a print out of the same.

**NOTE:** Candidate(s) should note that no edit option will be available to them after saving the application finally. Therefore, the candidates are advised to fill all the details regarding name, category, qualification, experience etc. carefully. Candidates are also advised to ensure that they have uploaded the correct photograph. Before uploading the photograph, they should check the correctness of the same as no request for any change in this regard will be entertained.

- The intimation regarding written examination, admit card, result of written examination, document verification, final selection result etc. will be given through notice on website only. Such information will not be given through e-mail.
- The candidate should fill his/her application form available on the ICMR and PGIMER website through online mode. He/She should fill all the fields of application form carefully. No field should be left blank.
- The candidate should retain with him/her the printout of duly filled in online application form. The same is to be sent to the ICMR, New Delhi along with his/her offline application, which is to be sent only in case he/she declared qualified in the written examination.
- No request for change of any particulars on the online application form shall be entertained after submission of application form. After final submission of application form, no change will be allowed. Candidate will be solely responsible for any mistake in the data of application form.
- The application fee once remitted shall not be refunded under any circumstances.
- The candidate should ensure that they fill all the details on the application form including uploading of the photograph, payment details etc. Incomplete application will not be accepted and the candidate will not be allowed to sit in the examination.
- Candidates with valid application shall be issued admit card. These can be downloaded by the candidates directly from the PGI website [www.pgimer.edu.in](http://www.pgimer.edu.in) by entering their Registration Number/application Number, Date of Birth. Admit Cards will not be sent by post. This facility would be available on PGI website 15 days before the actual date of examination.
- Further, instructions regarding Written Test result etc. to the candidates along with the admit card/call letter will be uploaded on the website of the Institute i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in).
- The application form will be available on ICMR and PGI website from 07.11.2020 to 03.12.2020 and the last date of deposit of online application fee and submission of online application is 03.12.2020.

- Candidates fulfilling the eligibility criteria for the post(s) mentioned above are required to apply online through the Institute website ([www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://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. The e-mail ID is required for the initial registration only.
- The selection will be in accordance with the **SELECTION PROCEDURE** as prescribed in the succeeding paragraph of these guidelines/ advertisement notice.
- After submission of online application(s), further information regarding eligibility, date(s) of written exam, date for downloading of admit card, result of written exam, document verification, final selection result or any other instructions pertaining to these posts will be given **through notice on website** only. Such information will not be given through individual e-mail.
- The written examination for all the posts will be conducted in **English language** only.
- Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability or failure to login to the ICMR website on account of heavy load on the website during the closing days and internet and connectivity issues.
- The ICMR does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the ICMR.
- Candidates should apply only once for the post.
- After successful submission of online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the ICMR after the conduct of Computer Based Test.
- The information furnished by the candidates in their applications will be verified by the ICMR with reference to the original documents during the Document Verification or even thereafter. In such verification of documents, if it is found that any information furnished by the candidate in the application is wrong or misleading, his / her candidature will be rejected forthwith, at any stage during recruitment process or thereafter the selection. The candidates should ensure that they have furnished correct information in the application form.

### **13. WRITTEN EXAMINATION:-**

- The written examination (in English language only) would be of 80 minutes duration and will consist of 80 multiple choice objective type questions. Each question shall be of one mark. There will be a negative marking to the extent of 0.25 marks per question for a wrong response. During these 80 minutes the candidates will be required to undergo biometrics test or photo matching as to check any impersonation in the examination.
- The Qualifying marks for written test / skill test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PwBD category. As the Government of India has dispensed with the holding of interview for Group 'B' and 'C' (non-gazetted) posts, there will be no interview for these posts and the candidates will be selected on the basis of merit in the written examination and skill test only.

- On the basis of written examination, candidates, five times of the vacancies advertised will be short-listed. The result of the written examination for short listing of the candidates will be uploaded through a notice on the website i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in) of the Institute within one week of the date of holding written examination.
- The shortlisted candidates will be required to apply afresh offline within prescribed time along with all the certificates/ documents/ testimonials etc. on a given format which will be made available on the website of the Institute along with the notice for short listing of the candidates on the basis of written examination. Shortlisted candidates will be required to furnish the following certificates/documents/ testimonials along with their offline application:-
  - (a) Print out of the online application form.
  - (b) Self-attested/attested copy of mark sheet of Matric, 10+2 and other higher qualification as per requirement of the recruitment rules of the post concerned.
  - (c) Self-attested/attested copy of caste/category certificate viz. SC/ST/OBC/EWS/PwBD.
  - (d) No Objection Certificate from the present employer in case a candidate is working in Govt./Semi Govt./Autonomous Body etc.
- A notice of eligibility/ provisionally eligible/ not eligible will be uploaded on the websites. A candidate who will be found eligible/ provisionally eligible by the Scrutiny Committee, his/her result will be compiled provisionally and they will be called for skill test.
- Shortlisted candidates in merit list including those in waiting list who have been declared eligible by the scrutiny committee and qualified in the skill test, where ever prescribed, would be called to appear personally for document verification with originals on a day and time to be intimated to them through a notice on the websites. Accordingly, candidates whose certificates in support of their age, educational qualification and experience, etc. are in order would be finally selected for these posts on merit basis.
- It is made clear that merely appearing for the written test and skill test does not make a candidate eligible for the post for which the candidate has applied.
- The final selection of candidates declared eligible after scrutiny of the applications will be made on the basis of total marks obtained by them in the written test and skill test.
- SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

#### **14. APPLICATION FEE:**

- Fee can be paid online through, Net Banking, by using Visa, Master card, Maestro, Credit or Debit cards.
- Persons with Benchmark Disabilities (PwBD) eligible for reservation are exempted from payment of fee.

- Online fee can be paid by the candidates up to the last date of the online application.
- Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- Candidates who are not exempted from fee payment must ensure that their fee has been deposited through any of the above modes. If the fee is not received by PGI/ICMR, status of Application Form will be shown as “Incomplete” and this information will be printed on the top of the Application Form printout. Further, status of fee payment can be verified at the “Payment Status” link provided in the candidate’s login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Test shall be entertained.

**15. CITIES/CENTERS FOR COMPUTER BASED TEST**

1. Agra (U.P)
2. Ahmedabad (Gujarat)
3. Ambala (Haryana)
4. Belagavi (Belgaom)
5. Bengaluru
6. Bhopal
7. Bhubaneswar
8. Chandigarh (Tricity)
9. Chennai
10. Delhi (NCR)
11. Dehradun (Uttarakhand)
12. Dibrugarh (Assam)
13. Gaya (Bihar)
14. Guwahati
15. Hamirpur (Himachal Pradesh)
16. Hyderabad
17. Jabalpur (M.P)
18. Jalandhar (Punjab)
19. Jodhpur
20. Kolkata
21. Kottayam (Kerala)
22. Lucknow
23. Madurai
24. Mumbai
25. Nagpur
26. Noida
27. Patiala (Punjab)
28. Patna
29. Pune
30. Raipur (Chhattisgarh)
31. Ranchi (Jharkhand)
32. Srinagar (Kashmir)
33. Thiruvananthapuram
34. Varanasi
35. Vijayawada

- Candidates may carefully note that the ‘Centre’ for computer-based test, once opted in the very first online application for any category of post, shall be frozen for all purposes and no request for change of City/Centre will be entertained.

- PGI will endeavor to accommodate the candidates in centres opted by them. However, the PGI/ICMR reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. PGI/ICMR also reserves the right to divert candidates of any centre to some other Centre to take the Test.

**16. SCHEME OF TEST:**

The details of subjects, marks and number of questions (MCQ) subject-wise will be as given below: -

Part	Subject	No. of Questions	Max. Marks	Total Duration
A	General Intelligence	20	20	80 Minutes
B	General Awareness	20	20	
C	Quantitative Aptitude (Basic Arithmetic Skills)	20	20	
D	English Language (Basic Knowledge)	20	20	

- 80% marks/weightage will be for the written/Computer Based Test (MCQs).
- There will be negative marking of **0.25** marks for each wrong answer.
- Marks scored by candidates in Computer Based Test will be normalized by using the formula published by the Govt of India, through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks. For the purpose of normalization, VH candidates will be considered only with the candidates of main shift.
- For VH candidates of 40% and above visual disability, there will be no component of Maps / Graphs/ Diagrams / Statistical Data in the General Intelligence / Quantitative Aptitude subjects.
- Skill Tests where prescribed in the Essential Qualification, will be conducted and 20% marks / weightage would be given.
- Indicative Syllabus for Computer Based Test. Question papers will be in English language only. Questions may be picked up from among the following subjects / specialties.
- **General Intelligence:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern – folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

- **General Awareness:** Questions will be designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity & Scientific Research.
- **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- **English Language:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

#### 17. **ADMISSION TO THE TEST:**

- All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the PGI/ICMR as per the terms and conditions of this Notice of Test will be assigned Roll numbers and issued Admit Card (AC) for appearing in the Computer Based Test (CBT). Subsequently, CBT qualified candidates will be issued Admit Card/Instructions, for the next stage of the recruitment process.
- ICMR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Test and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age etc. as per the requirements of the Post-category, they wish to apply for and satisfy themselves that they are eligible for the post(s). Copies of self-attested supporting documents along with print out of the online application form will be sought at the time of Scrutiny Stage from the shortlisted candidates for the said stage of scrutiny as per Selection Procedure and at the time of Document Verification. When scrutiny of documents is undertaken at any stage of the recruitment process, if any claim made in the application is not found substantiated, the candidature will be cancelled automatically and the ICMR's decision shall be final.
- Admit Card for the Test will be uploaded on the website of the PGI/ICMR. Admit Card will not be issued by post for any stage of Test. Therefore, candidates are advised to visit the website of PGI/ICMR regularly for updates and information about the Test.
- Candidate must write his/her Registration-ID, Roll Number, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the Test, while addressing any communication to the ICMR. Communication from the candidate not furnishing these particulars shall not be entertained.

- Candidate must bring printout of the Admit Card to the Examination Hall.
- In addition to the Admit Card, it is mandatory to carry at least two passport size recent color photographs (without cap and spectacle), Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, failing which they will not be allowed entry, such as:
  - Aadhaar Card/ Printout of E-Aadhaar,
  - Voter's ID Card,
  - Driving License,
  - PAN Card,
  - Passport,
  - Card issued by School/ College,
  - Employer ID Card (Govt./ PSU/ Private), etc
  - Any other photo ID card issued by the Central/State Govt.
- If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the Date of Birth mentioned in the Admission Card and photo ID / Certificate brought in support of Date of Birth, the candidate will not be allowed to appear in the Test.
- PwBD candidates using the facility of scribes shall also be required to carry required Medical Certificate / Undertaking / Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the Test.
- Any other document mentioned in the Admit Card may also be carried by the candidates while appearing in the Test.
- Applications with blurred photograph and / or signature will be rejected.

**18. DOCUMENTS VERIFICATION OF THE SHORTLISTED CANDIDATES:**

- All the candidates qualified for Document Verification are required to appear for Document Verification in the designated Office, along with the self-attested photocopies and original documents.
- Admission Card for Document Verification will be available in the website of ICMR.
- Candidates have to bring two passport size recent color photographs (without cap and spectacle) and one original Photo ID Proof as listed above, while appearing for the Document Verification.
- Candidates will have to produce original documents like:
  - Matriculation/ Secondary Certificate.
  - Educational Qualification Certificates, as per the requirement of the Post-category applied for.
  - Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent.
  - Experience Certificates, if any, required for the post.

- Caste/Category Certificate, if he/she belongs to reserved categories.
- OBC certificate issued in last one year will only be accepted.
- Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- Relevant Certificate if seeking any age relaxation.
- No Objection Certificate, in case already employed in Government/ Government undertakings.
- A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- Any other document specified in the Admission Card for Document Verification.
- Candidate should also submit one set of self attested photocopies of all the relevant documents produced for Document Verification.

**19. SELECTION PROCEDURE:**

- Recruitment to Selection Posts will be made through Written Test in Computer Based Mode consisting of Objective Type Multiple Choice Questions.
- All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the ICMR, as per the terms and conditions of this Notice of Test, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Test where the candidate opted for Centre of Test.
- Candidates will have to appear at the selected exam centre at their own cost. No TA/DA etc. will be paid for attending the exam and document verification.
- Applications which have blurred / no photographs, blurred / no signature / fee not received / incomplete application/ etc. will be rejected.
- Candidates scoring less than cut-off marks as decided by ICMR will not be considered for the next stage of recruitment:



- The candidates who are shortlisted for the next stage of selection will be required to submit self-attested copies of all the supporting documents in respect of Educational Qualification (EQ), Experience, Category, Age, Age-relaxation, etc. (as applicable) in hard copy, along with the print out of their online application form.
- Skill Test, wherever prescribed for any category of post will be conducted from amongst the candidates whose hard copies of documents are received and found in order at Scrutiny stage, by the Regional / Sub-Regional Offices of the ICMR.
- The information furnished by the candidates in their applications will be verified by the ICMR with their original documents after the Computer Based Test or thereafter. During verification of documents, if it is found that any information furnished by the candidate in the application form is wrong or misleading, his / her candidature will be rejected forthwith during or after the recruitment process. No appeal or representation against such rejection of candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.
- Scores / Marks of the selected candidates will only be disclosed / made available on the website of ICMR, New Delhi.
- The SC, ST, OBC, EWS and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general / unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwBD candidates.
- The SC, ST, OBC, EWS and PwBD candidates who qualify on the basis of any of the relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his / her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- A person with disability (PwBD) who is selected on his / her own merit can be appointed against an unreserved vacancy, provided the post is identified suitable for Persons with Benchmark Disability of relevant category.
- Success in the Test confers no right of appointment unless ICMR is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service / post.
- The candidates applying for the Test should ensure that they fulfill all the eligibility conditions for admission to the Test. Their admission at all stages of the selection process will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written Test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the Test, appointment or thereafter will be cancelled.
- Candidates selected for appointment are strictly liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

- Candidates on final selection may be allotted initial place of posting on All India basis. No requests for specific postings shall be considered by ICMR.
- In case, during the stage of Scrutiny of documents /final Document Verification, the ICMR observes that the vacancy(ies) for a particular category of Post(s) is / are not getting filled up completely, an additional number of candidates who have qualified in the Computer Based Test, in the order of merit, shall be called only for one more time, at the discretion of the ICMR for filling up the number of vacancies not getting filled up.
- 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 online or not?, *ii)* whether after depositing of fee online it has been entered and updated in the application form or not? *iii)* After reconciliation with the bank statement.
- ***If all the above three conditions are affirmative then the candidate is provisionally eligible to appear in the written examination. If the candidate doesn't fulfill any of the three conditions, he/she is not eligible.***

**Note:** The eligibility of the candidates based on educational qualification, age etc. as per recruitment rules prescribed in the notice will not be checked at this stage because no certificates/documents are being called from the candidates along with their online application forms.

- The eligible candidates will be allowed to sit in the written examination for which candidates will be informed through a notice on the website of the Institute containing therein the details regarding schedule of examination and the dates from which admit cards will be available for downloading. The Date of Examination, Centre of Examination, Roll Number and Instructions for candidates etc. will be intimated to the candidates in Admit Cards, which will be available on the website of ICMR and PGIMER i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.pgimer.edu.in](http://www.pgimer.edu.in) as per dates in the notice mentioned above.

## **20. RESOLUTION OF TIE-CASES:**

- In the event of tie in the normalized scores of candidates in the Computer Based Test, such cases will be resolved by applying following criteria, one after another, till the tie is resolved:
  - First by using number of wrong answers / negative marks in the objective type written examination wherein the candidate(s) with less wrong answers / negative marks will be placed higher.
  - If not resolved by (i) above, the aggregate percentage of marks obtained in 10+2 examination wherein a candidate with higher aggregate percentage (%) of marks will be placed higher in merit.
  - If not resolved by (i) & (ii) above, the aggregate percentage of marks obtained in Matric standard, the candidate having higher aggregate percentage of marks (%) will be placed higher in merit.
  - Date of Birth, with older candidates placed higher.
  - Alphabetical order of names.

## **21. REASONS FOR REJECTION/CANCELLATION OF APPLICATION/ CANDIDATURE: -**

- Applications / candidature of applicants are liable to be cancelled/ rejected at any stage of the recruitment process in the event of all or any of the following:

- Applications being incomplete.
- Any variation in the Signatures (signatures done on the Print out of the Application Form and also on other Documents must be the same).
- Application without clear photograph and legible signature.
- Non-payment of Fees by the fee non-exempted candidates.
- Fee not paid as per instructions.
- Under-aged /over aged candidates.
- Not having the requisite educational qualification, experience, age as on the closing date of the application.
- Incorrect information or misrepresentation or suppression of material facts.
- For carrying prohibitive items to the Examination premises / Hall.
- Non-production of original certificates at the time of Document Verification.
- Indulging in any of the malpractices listed in this Notice.
- Candidates who are found in an inebriated condition in the Examination Hall.
- Any other irregularity.

**22. PENALTY/DEBARMENT OF CANDIDATES FOR MALPRACTICES: -**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of the Test, their candidature for this Test will be cancelled and they will be debarred from the Tests of the ICMR for the period mentioned below.

<b>S No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of Test.	2 Years
2	Leaving the Examination Venue uninformed during the Test	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or authorized representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in "switched on" or "switched off" mode.	3 Years
8	Appearing in the same Test more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the examination with forged Admit Card, identity proof etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years

13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or authorized representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop software/ Apps/ LAN/ WAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and Examination systems at any point before, during or after the Examination.	7 Years

**23. ICMR'S DECISION IS FINAL AND BINDING:**

The decision of the ICMR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of Test(s), allotment of examination centre and preparation of merit list, debarment for indulging in malpractices, initial posting etc will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

**24. JURISDICTION OF COURTS/TRIBUNALS:**

Any dispute in regard to this recruitment/selection process will be subject to Courts having jurisdiction at New Delhi.

## 25. IMPORTANT INSTRUCTIONS TO CANDIDATES:

(a)	Before applying, candidates are advised to go through the instructions given in the notice of test very carefully.
(b)	The candidate must write his name and date of birth strictly as recorded in the matriculation/ secondary certificate. If any variation in the date of birth is observed at the time of entry in the examination venue, he/she shall not be allowed to appear in the examination. Further, if any variation in the name and date of birth is observed at the time of document verification, his/ her candidature will be cancelled.
(c)	Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load, internet connectivity issues etc., on the website during the closing days.
(d)	ICMR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of self-attested supporting documents along with print out of the online application form will be sought at the time of Scrutiny Stage from the shortlisted candidates for the said stage of scrutiny as per Selection Procedure mentioned in this Notice and at the time of Document Verification. When scrutiny of documents is undertaken at any stage of the recruitment process or thereafter, if any, claim made in the application is not found substantiated, the candidature/ selection will be cancelled and the ICMR's decision shall be final.
(e)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwBD/ EWS etc must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(f)	Candidates with <b>benchmark physical disability</b> only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Benchmark Disabilities.
(g)	When application is successfully submitted, it will be accepted 'Provisionally'. <b>Candidates should take printout of the application form</b> for submission at the scrutiny stage as and when called for by ICMR after conduct of the Computer Based Test as well as for their own records.
(h)	Only one online application is allowed to be submitted by a candidate for the post. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected for one post, all applications will be rejected and his/her candidature for the recruitment process shall be cancelled.
(i)	The candidates must write their father's name and mother's name strictly as given in the Matriculation/ Secondary Certificates, otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of ICMR.
(j)	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(l)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the ICMR through e- mail/ SMS only.

(m)	The candidates must carry two passport size recent colour photographs (without cap and spectacle) and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/State Government to the Examination Venue, failing which they will not be allowed to appear for the same. <b>If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the Test.</b> PwBD candidates using the facility of scribes, shall also be required to carry required Medical Certificate / Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(n)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(o)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(p)	No admission certificates for aforesaid Test will be issued by post. Candidates are required to download admission certificate for the Test from the website of ICMR.
(q)	<b><u>After successful submission of online Application Form, candidates must take a print out of the online Application Form for submitting the same along with requisite documents, duly self-attested, as and when called for by the ICMR after the conduct of Computer Based Test.</u></b>
(r)	If a candidate is finally selected and does not receive any correspondence from ICMR within a period of one month after declaration of result, he/ she must communicate immediately with ICMR.
(s)	Fee payable: Rs 1200/- (Rs. Twelve hundred only) + transaction charges as applicable for Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and EWS. For all others Rs. 1500/- + transaction charges as applicable. Persons with benchmark disability (PwBD) eligible for reservation are exempted from payment of fee.
(t)	<b>All the candidates qualified for Document Verification will be required to appear for Document Verification at the designated office.</b>
(u)	All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for the post. No enquiry seeking advice as to the eligibility will be entertained.
(v)	The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be selected for the post. The candidates should mention all his/her qualifications and experience over and above the minimum qualifications of which they have appropriate legal documentary evidences in original.

**26. DISQUALIFICATIONS:**

- No person, (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**27. CANVASSING:**

Canvassing in any form will disqualify the applicant.

**28. GOOD MENTAL AND BODILY HEALTH OF THE CANDIDATE:**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his / her duties except for benchmark persons with benchmark disabilities. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
 \_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
 \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the  
 \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under:

\*The Constitution Scheduled Castes Order, 1950.

\*The Constitution Scheduled Tribes Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

\* The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.

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

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

\*The Constitution (Dadra 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) Orders (Amendment) Act, 1990.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /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\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Designation \_\_\_\_\_  
 (with seal of Office) State/Union Territory \_\_\_\_\_

\*Please delete the words, which are not applicable. @ Please quote specific Presidential Order % Delete the Paragraph, which is not applicable.

Note: (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950 The Caste Certificate must be issued by the Competent Authorities in the above prescribed format.

**The Competent Authorities are enumerated here under :**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides. Ref no:- (O.M.NO.36012/6/88- Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93- Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estt(Res) dated 02.09.2009).



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

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or  
Deputy Commissioner etc.  
Seal:

- NOTE-I:(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below :-
- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar.
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

**DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I ..... son/daughter of Shri ..... resident of  
village/town/city ..... district..... state  
.....certificate enclosed) hereby declare that I belong to  
the..... community which is recognized as a backward  
class by the Govt. of India for the purpose of reservation in services as per orders  
contained in Department of Personnel and Training Office Memorandum No.36012/22/93-  
Esstt(SCT)dated 8-9-1993. It is also declared that I do not belong to the Persons/Sections  
(Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India,  
Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 &  
its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004,  
27.05.2013, 13.09.2017.

Place.....

(Signature of applicant in running handwriting)

Date.....

**Note: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for as summing that the candidate does not fall in the creamy layer.**

**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

a) This is to certify that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her **“family”**\*\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- a. 5 acres of agricultural land and above;
- b. Residential flat of 1000 sq. ft. and above;
- c. Residential plot of 100 sq. yards and above in notified municipalities;
- d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

b) Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer

\_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport  
size attested  
photograph of the  
applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

\* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\* **Note2:** The term **“Family”** for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* **Note3:** The property held by a **“Family”** in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**(Format of certificate to be submitted by Government Employees seeking age – relaxation)**

(To be filled by the Head of the Office or Department in which the candidate is working)

1. It is certified that Shri/Smt/Kum. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 03 years regular/continuous service in the grade as \_\_\_\_\_.

2. There is no objection to his appearing for the post of \_\_\_\_\_ and document verification for the said recruitment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Tele No. \_\_\_\_\_

Office Seal \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(\*Please delete the words which are not applicable)

Certificate of Disability  
(In cases of amputation or complete permanent paralysis of limbs  
and in cases of blindness)  
[See rule 18(1)]

(Name And Address Of The Medical Authority Issuing The Certificate)

Recent Passport 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
- dwarfism
- blindness

(Please tick as applicable)

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

(C) He/ She has .....% (in figure)..... percent (in words)  
permanent Locomotor Disability/dwarfism/blindness in relation to his/her .....  
(part of body) as per guidelines (.....number and date of issue of the  
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 Authorized Signatory of  
notified Medical Authority)

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

Certificate of Disability  
(In case of multiple disabilities)  
[See rule 18(1)]

(Name and Address of the Medical Authority Issuing the Certificate)

Recent size Photograph (Showing only) person disability	Passport Attested face of the 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..... (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 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 (.....number and date of  
issue of the 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.	Muscular Dystrophy			
3.	Leprosy Cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			

16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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

# e.g. Single eye

£ 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 certificate of disability is issued.
---

Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(Name And Address Of The Medical Authority Issuing The Certificate)  
[See rule 18(1)]

Recent Passport 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:-

	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy Cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(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)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. 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

Signature/Thumb impression of the person in whose favour certificate of disability 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 by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Certificate regarding physical limitation in an examination to write**

This is to certify that I have carefully examined Shri/Smt./ Kum .....(name of the candidate with disability) a person with.....(nature and percentage of disability as mentioned in the certificate of disability, son/wife/daughter Of Shri ..... a Resident of ..... Village/District/State and to ensure that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government Health Care Institution

Name and Designation

Name of Govt Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability-Prthopaedic specialist/PMR)

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_  
(name of the disability) appearing for the \_\_\_\_\_ (name of the  
examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the  
centre) in the District \_\_\_\_\_, \_\_\_\_\_ (Name of the  
State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the  
service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently  
it is found that his qualification is not as declared by the undersigned and is beyond my  
qualification, I shall forfeit my right to the post and claims relating thereto.

**(Signature of the candidate with Disability)**

**Place:**

**Date:**

**LETTER OF UNDERTAKING FOR USING SCRIBE**

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe. PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate .....
2. Roll No .....
3. Name of Examination Centre .....
4. Qualification of Candidate .....
5. Disability Type .....
6. Name of the Scribe .....
7. Date of Birth of the Scribe .....
8. Father's Name of the Scribe .....
9. Address of the Scribe :
  - (a) Permanent Address .....
  - .....
  - (b) Present Address .....
  - .....
10. Educational Qualification of the Scribe .....
- .....
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the PGIMER regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
  
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
  
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
  
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
<b>Left thumb impression of the Candidate in the box given above</b>	<b>Left thumb impression of the Scribe in the box given above</b>

**Signature of the Observer/Office Supdt. of the Examination Centre**