



Recruitment

Advertisement No. I-34/A to R /Rectt/2021-22 (i.e. Total 18 Advertisement A to R) Computer Based Through Online Medium (CRT) Exam 2021

Online Application forms are expected to be active from 1st week of December, 2021 (Tentatively). Please visit the SGPGI website (www.sgpgi.ac.in) regularly for final date.

Special Note : No application/fee will be accepted after date as against the above advertisement till the last date of submission of application and fee as per published Examination scheduled on Institute's website. The applicant will not be able to print out his application unless his fee is adjusted by the bank. Therefore, the fee from the bank should be mandatorily adjusted by the candidate. Candidate can also amend his application form except -Registered Mobile Number, Email, Aadhaar Number, Category, etc. **Candidates are advised to visit Institute's website for the detailed schedule of the Examination and application process.**

Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow invites Online applications from citizens of India for selection through online written examination on various posts of Group 'B' and 'C' under Computer Based Examination-2021 for posts advertised by Advertisement No. I-34/A to R /Rectt/2021-22 (i.e. Total 18 Advertisement A to R) of Sanjay Gandhi Institute of Medical Sciences, Lucknow, whose details of unreserved and reserved category-wise vacancies are given in Table-01 of the next point. For each vacant post applied for, individual application and application fee is required to be submitted/remitted for each post (s) in case of candidates applying for more than one post.

Information required for candidates applying online- Online application system is applicable for applying under the above advertisement. The application sent through any other means will not be accepted. Candidates should apply online only. Candidates to apply online Please ensure compliance with the procedure given below.

Process of filling the application form - The process of filling the application form is divided into the five following parts:

- i. Candidate Registration
- ii. Filling up of balance details of the form
- iii. Uploading photo, signatures and other documents
- iv. Payment of Fees and Application Form Submission
- v. Printout of Application form

Note: The candidate can complete all the above mentioned procedures at once for filling the application form.

The candidate has to click "All Notification/Advertisement Details" on the Institute's website www.sgpgi.ac.in. The advertisement will automatically display when you click

on “Advertisement details”. Candidates should read the said advertisement carefully and understand very well that they have the desired qualifications for the advertised posts and are covered under the prescribed age limit (18 to 40 years) prescribed for the post. Start the process of filling the application form only after that. In User Instruction, the candidates have been given guidelines for filling up of online applications. Therefore, the candidates must read the following User Instructions to fill the application:

The detail of vacant positions category wise (Vertical & horizontal) is here as under-

Table-1

Advertisement No. (To be mentioned in application form)	Name of Posts	Number of vacant posts - Category-wise					Total	Pay Matrix Level as per 7 th CPC
		SC	ST	OBC	EWS	UR		
1	2	3	4	5	6	7	8	9
I-34/A/Rectt/2021-22	Medical Physicist	01	-	01*	-	01	03	Level-10
I-34/B/Rectt/2021-22	Tutor (College of Nursing)	02	-	02	01	03	08	Level-10
I-34/C/Rectt/2021-22	Technical Officer (Sr. Perfusion)	02*	-	01*	-	-	03	Level-7
I-34/D/Rectt/2021-22	Medical Social Service Officer Gr.II	02	-	03	01	04+01*	11	Level-6
I-34/E/Rectt/2021-22	Assistant Dietician	02	-	01+01*	-	02	06	Level-6
I-34/F/Rectt/2021-22	Physiotherapist Gr.-I	02	-	03+01*	01	04	11	Level-6
I-34/G/Rectt/2021-22	Pharmacist Gr. III	03	-	04+01*	01	05	14	Level-5
I-34/H/Rectt/2021-22	House Keeper Gr-II	-	-	01*	-	01+01*	03	Level-3
I-34/I/Rectt/2021-22	Receptionist	03+02*	-	05+01*	01	06	18	Level-5
I-34/J/Rectt/2021-22	Junior Engineer (Civil)	01	-	03	01	04	09	Level-6
I-34/K/Rectt/2021-22	Junior Engineer (Electrical/Electronics)	01	-	01	-	02	04	Level-6
I-34/L/Rectt/2021-22	Junior Engineer (Air-conditioning wing)	01	-	-	-	01	02	Level-6
I-34/M/Rectt/2021-22	Junior Engineer (Mechanical)	01	-	-	-	01	02	Level-6
I-34/N/Rectt/2021-22	Data Entry Operator Group - C	02+01*	00	03	01	04+03*	14	Level-6
I-34/O/Rectt/2021-22	Store Keeper Cum Purchase Asstt.	04	-	04	01	06	15	Level-6
I-34/P/Rectt/2021-22	Personal Assistant	02	-	03	01	04	10	Level-6
I-34/Q/Rectt/2021-22	Stenographer	04+01*	-	07	02	08	22**	Level-4
I-34/R/Rectt/2021-22	Driver (Ordinary Grade)	00	-	01+03*	-	01+05*	10	Level-2

*Backlog Posts. **Horizontal

Note:-

1. Applicants who have submitted their applications earlier against (i) Advt No. PGI/I-33/Rectt /2017-2018 (ii) Advt. No. I-55/2015-16 (iii) Advt. No. I-13/2013-14 and Advt No. I-02/Nursing College/2017-18 should also **apply afresh, if they fulfil the requisite qualification and experience**. However, their age shall be considered as per the earlier advertisement and the fees shall not be required to be deposited again, but a (self attested) photo copy of depositing fee/DD/transaction Id and (self attested) photo copy of earlier applied Application form must be uploaded at the appropriate Colum of the present Application Form. These relaxations will apply only after the verification of relevant information provided by the candidate. Any information provided by the candidate and found to be false at any stage of recruitment process, then the candidature of the candidate shall be summarily rejected.
2. The post of Technical Officer (Sr. Perfusion) in Advt. no. I-13/2013-14 at sl. NO. 4 were filled up and the same condition shall not apply for the post of Technical Officer (S r Perfusion).
3. The detailed advertisement can be seen at Institute's website www.sgpgi.ac.in
4. Numbers of posts/positions may increase/decrease.
5. Candidates are required to mention above Advertisement Number (column 1 of the above table) for the post applied for at appropriate column of application form.

Examination schedule and cities of examination and other information about recruitment will be uploaded separately on SGPGIMS, Lucknow website i.e. www.sgpgi.ac.in

In case of any queries, assistance of clarification regarding the advertisement, the Help-desk email id and phone number will be published on the Institute's website according to Examination schedule.

GENERAL CONDITIONS

1. Aspiring applicants satisfying eligibility criteria in all respect can submit their ONLINE application only. On-line application (s) will be available on SGPGIMS, Lucknow websites www.sgpgi.ac.in
2. Applicants must fulfill all essential eligibility criteria, educational qualification, age limit, etc. as per appended Guidelines.
3. Amount of non-refundable fee to be paid in respect of one post is as under:-

SS.N	Category	Application fee	GST @18%	Total
1.	UR	1000/-	180/-	1180/-
2.	OBC/EWS	1000/-	180/-	1180/-
3.	SC/ST	600/-	108/-	708/-

The candidates belonging to the other category (Horizontal) shall have to pay fee according to their original category.

4. Individual application and application fee is required to be submitted/ remitted for each post(s) separately. (in case of candidate applying for more than one post).
5. On-line Registration and submission process schedule will be published on Institute's website; Examination will be conducted according to the published schedule. Candidates are advised to visit Institute's website for the detail schedule of the Examination.
6. As per Acts and GOs on Reservation of Government of Uttar Pradesh may change the number of reserved vacancies in accordance with the prescribed/policy directions in the Ordinances/Orders.
7. Reservation as per UP Govt including reservation of persons (EWSs) belonging to Economically Weaker Sections which is 10% against vacant posts in the above table, as per O.M. of the Government of Uttar Pradesh, Karmik Deptt ,Section-2, no. 1/2019/4/1/2002/ka-2/19 T.C.-II dated 18.2.2019, OM of Karmik Deptt ,Section-2, 5/2019/4/1/2002/ka-2/2019 T.C.I dated 13.8.2019

and OM of the Government of Uttar Pradesh, Karmik Dept ,Section-2 OM No. 6/2019 /4/1/2002/ka-2/2019 T.C.I dated 23.10.2019.

8. Before applying, candidates must read the mandatory qualifications (academic) and others prescribed for vacant posts and ensure that they hold the required mandatory qualification (educational) and other for the post and only those who are covered under the prescribed age limit can apply online.
9. The Uttar Pradesh, Public Services, (Reservation for physically handicapped, dependent of freedom fighters and ex servicemen) Act 1993 , dated 29.12.1993 , and (Amendment) Act 2018 dated 01.09.2018 & (Amendment) Act 2021 vide Notification No. 450 (2/LXXIX-V-1-21-1-ka-12-21 Lucknow dated 10.03.2021 shall apply in the reservation under other category (i.e. Horizontal) and will be applicable only to the identified posts.
10. It is mandatory for the candidate to tick the requested post while registering; otherwise his/her application will not be accepted.
11. The number of vacancies mentioned in the above Table may increase or decrease.
12. Age relaxation for SC/ST & OBC candidates up to a maximum period of 05 years, as per appended guidelines and relevant GOs of Govt of UP.
13. In case of Orthopedic Physical Handicapped (OPH) candidates, age relaxation is up to maximum period of 10 years for General Category, 13 years for OBC category and 15 years for SC/ST category candidates as per appended guidelines and relevant GOs of Govt of UP.
14. In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field relax able up to maximum period of 5 years as per appended guidelines and relevant GOs of Govt of UP.
15. Relaxation to upper age limit in favor of Ex-serviceman will be as per Govt. of India rules.
16. No document including printed/ hard copy of online application forms are required to be sent by post. However, applicants are advised to keep one printed / hard copy of their application forms .
17. Candidates are required to give their preferences amongst three choice of Cities in which Exams to be conducted (list of cities will be published with the application forms). Exact centre will be given at time of issue of admit card. Effort will be made to allot centre to a candidates according to their given preferences. However, in case of non-availability of a slot at their preferred choices, closest other cities will be allotted. Decision of SGPGIMS, Lucknow will be final in this regard.
18. Applicants in regular employment must submit a “NO OBJECTION CERTIFICATE” from employers.
19. Candidates with valid application shall be issued call letter & admit card. These can be downloaded by candidates directly from Institute’s website www.sgpgi.ac.in by entering their registration number / application number,

Date of birth. Call letters will not be sent by post. This facility would be available on website accordingly as per published scheduled of examination.

20. No TA/DA shall be admissible for appearing in Written Test / Skill Test/ Interview.
21. All Disputes/differences or litigations shall be subject to territorial jurisdiction of Lucknow Court only.
22. Director SGPGIMS, Lucknow reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.

Age -Limit

- 1- The decisive date of age calculation for recruitment to all the posts mentioned in the above table is 1st July, 2021 (as, in case if Advt is released in between 1st July to 31 December) and 1st January (in case if Advt is released in between 1st January to 30th June). As such on 1st July, 2021, the candidate has attained the age of 18 years and has not attained the age of more than 40 years.
- 2- In case of candidates belonging to Scheduled Castes, Scheduled Tribes, OBCs and other such categories of candidates in Uttar Pradesh, the upper age limit will be as high as specified by the Government.
- 3- In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field relax able up to maximum period of 5 years as per GOs of Govt of UP, Karmik Anubhag -4 Ref No. -2-E.M./2001-Ka-42013 dated 27.08.2013

Reservation-

The Scheduled Tribes/Scheduled Castes/ Other Backward Castes (OBC) , EWS & other categories (i.e. horizontal) reservation will be admissible as per the periodic/ existing orders of the Government of Uttar Pradesh.

Horizontal reservation:**

- (a) As indicated in Table 01
- (b) The Uttar Pradesh, Public Services, (Reservation for physically handicapped, dependent of freedom fighters and ex servicemen) Act 1993 , dated 29.12.1993 and (amendment) Act 2018 dated 01.09.2018 &(Amendment) Act 2021 vide Notification No. 450 (2/LXXIX-V-1-21-1-ka-12-21 Lucknow dated 10.03.2021 shall apply in the Horizontal reservation and will be applicable only to the identified posts.

Essential Educational Qualification

For recruitment to all the vacant posts mentioned in the above Table-1, it is mandatory for the candidate to hold the following mandatory qualifications (educational and other preferential qualifications) as on 1st July 2021 as per guidelines appended.

Table – 2

S.N.	Advt No.	Name of the post	Group	Essential Eligibility Criteria
1	I/34/A /Rectt /2021-22	Medical Physicist	B	Qualification: A medical physicist/ radiation physicist/radiological physicist shall have: (i) a post graduate degree in Physics from a recognized university; (ii) a Post M.Sc. diploma in radiological/ medical physics from a recognized university; and (iii) an internship of minimum 12 months in a recognized well-equipped radiation therapy department. OR (i) a basic degree in science from a recognized university, with physics as one of the main subjects; (ii) a post graduate degree in radiological/medical physics from a recognized university; and (iii) an internship of minimum 12

				months in a recognized well-equipped radiation therapy department.
2	I/34/B /Rectt /2021- 22	Tutor (College of Nursing)	B	(a) B.Sc. in Nursing from recognized Institution /University. OR registered nurse and midwife with sister Tutors Diploma. (b) Minimum of 03 years teaching experience in nursing after obtaining the B.Sc. Nursing qualification.
3	I/34/C /Rectt /2021- 22	Technical Officer (Sr. Perfusion)	B	B.Sc. degree with certificate of perfusion Technology awarded by recognized Institution/Association /Authority (Such as Association of CVTS of India) after training 5 years experience in the field as perfusionist.
4	I/34/D /Rectt /2021- 22	Medical Social Service Officer Gr. II	C	i) Master's Degree in Social Work from a recognized University/Institution. ii) Experience in the line with a Welfare of Health Agency, preferably dealing with Medical/ Public Health Service. Desirable: Specialization by experience or qualification of training in Medical Social Work including psychiatric services. Ability to use computers.
5	I/34/E /Rectt /2021- 22	Assistant Dietician	C	(1) M.Sc. (Food & Nutrition) from a Recognized University/ Institution (2) 2 years experience in the line Preferably in a large teaching Hospital.
6	I/34/F /Rectt /2021- 22	Physio Therapist Gr. I	C	Intermediate with science with 3 years Diploma in Physiotherapy.
7	I/34/G /Rectt /2021- 22	Pharmacist Gr.III	C	Diploma in Pharmacy from a recognized Institute and with 03 years experience in the line in a large (more than 200 bedded) hospital.
8	I/34/H /Rectt /2021- 22	House Keeper Gr-II	C	Diploma in catering or hotel management or House keeping with 3 years exp. in Guest House/ Canteen/Hotel or similar establishment.

9	I/34/I/ Rectt/ 2021- 22	Receptionist	C	Graduate with High Second Class (Marks above 55%) with one of the following subjects: Social Work/ Sociology/ Psychology with diploma in Journalism/ Mass Communication / Public Relation
10	I/34/J /Rectt /2021- 22	Junior Engineer (Civil)	C	First class Diploma in Civil Engineering with 02 years experience.
11	I/34/K /Rectt /2021- 22	Junior Engineer (Electrical/Ele ctronics)	C	Diploma in Electrical /Electronic Engineering in First Division with two years experience in the line.
12	I/34/L /Rectt /2021- 22	Junior Engineer (Air- Conditioning wing)	C	03 years Diploma in Mechanical Engineering with specialized course in Refrigeration and A/C desirable experience in the line.
13	I/34/ M/Rec tt/202 1-22	Junior Engineer (Mechanical)	C	Diploma in Mechanical Engineering in First Division with two years experience in the line.
14	I/34/N /Rectt /2021- 22	Data Entry Operator Group - C	C	Graduate preferably with Maths/ Physics/ Statics + DOE Diploma (O level) + 1 year experience.
15	I/34/O /Rectt /2021- 22	Store Keeper cum Purchase assistant	C	Graduate in Science / Commerce (above 55%) with Diploma in Material Management of two years duration, two years experience of stores and knowledge of computers.
16	I/34/P /Rectt /2021- 22	Personal Assistant	C	Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer application with three years experience. In absence of candidates with bilingual stenography candidates with English Stenography may be considered eligible.
17	I/34/Q /Rectt /2021- 22	Stenographer	C	Candidate should be Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer applications. In absence of candidates with bilingual stenography candidates with English Stenography may be considered

				eligible.
18	I/34/R /Rectt /2021- 22	Driver (Ordinary Grade)	C	<ul style="list-style-type: none"> i) Valid Driving License for driving heavy vehicles. ii) Knowledge of Motor Mechanism iii) Experience: 3 years Desirable: 8 th passed. 3 years service as Home Guard/Civil Volunteer.

Guidelines/ Procedure for Direct Recruitment of

Group - B (non-gazetted) & Group - C Posts

Full advertisement is being hosted at the Institute website <http://www.sgpgi.ac.in>

Application Form:

Application form is made available online at the Institute website <http://www.sgpgi.ac.in> as per schedule. Applicants can submit their application online. There is no provision for offline application.

Application Fee: Payable online at the link given at appropriate place.

Schedule of Fee-

For Group B, C posts	Rs. 1,000/- Rs. 600/- for Reserved Candidates
For Group D posts	Rs.500/- Rs. 300/- for Reserved Candidates

(Application Fee is '**Non-refundable**')

Age, Qualifications and Experience:

- i) Age for all posts shall be applicable, as notified by the State (UP) Government from time to time.-(Maximum – 40 years , Minimum- 18 years) vide Notification no. 18/2/81-Ka-2/2012 dated 06.06.2012 Karmik Anubhag-2 UP Govt
- ii) Age relaxation shall be applicable, as notified by the State (UP) Government from time to time.
- iii) Cutoff date for age, qualifications and experience
 - (a) If an advertisement is released between 01st January to 30th June then it will be 1st January of that year.
 - (b) If an advertisement is released between 01st July to 31st December then it will be 01st July of that year.

Reservation:

Reservation Rules shall be applicable, as notified by the State (UP) Government from time to time. Vide "The U.P. Public services (Reservation for SC,ST and Other Backward Classes) Act, 1994" and "The UP Public Services (Reservation for Economically weaker sections) Act 2020"

Status of the Application:

Will be displayed at the Institute website. www.sgpgi.ac.in

Screening:

The candidates are advised to go through the requirements of age, educational qualification, experience, etc. as mentioned in the advertisement and satisfy themselves before applying that they are eligible for the respective post. In anticipation of a huge number of applicants, scrutiny of the eligibility criteria e.g. age, qualifications, experience, etc. will not be undertaken at the time of the Common Recruitment Test (CRT). Applications without application fee will be rejected. All applications with application fee shall be accepted provisionally and all candidates will be allowed to appear provisionally in the Common Recruitment Test (CRT).

If any candidate is found not fulfilling the prescribed age, qualification, experience and any other eligibility criteria as per the advertisement, at any stage of the recruitment process, even if the candidate figures in the merit list of the Common Recruitment Test (CRT), his/her candidature will be treated as cancelled without any further notice and the post will be forfeited. Candidature will be cancelled at any stage if any information or claim is not substantiated on the scrutiny of the documents by the Institute.

Selection Process:

The selection will be done on the basis of the marks obtained in the Common Recruitment Test (CRT) only.

Hall Ticket for the Common Recruitment Test (CRT):

The applicants can print their hall ticket for the Common Recruitment Test (CRT) online from the Institute website www.sgpqi.ac.in

Common Recruitment Test (CRT):

For all posts, a Common Recruitment Test (CRT) will be held. The Common Recruitment Test (CRT) will be of **02 hours duration** and will be of **100 marks**. It will contain multiple choice questions (MCQs)

60 marks on the subject(s) related to the post and of the level of the qualifications required

10 marks on General English

10 marks on General Knowledge

10 marks on Reasoning

10 marks on Mathematical Aptitude.

1 (one) mark will be given for the correct answer and 1/3 (one-third) mark will be deducted for the wrong answer (i.e. there will be negative marking)

Minimum qualifying marks of the Common Recruitment Test (CRT) for all posts will be:-

50% for General, EWS, OBC.

45% for SC & ST

Skill Test/ Technical Examination:

A Skill Test/ Technical Examination will be conducted after the Common Recruitment Test (CRT), wherever required e.g. for the posts of Stenographer, Personal Assistant (PA), Lower Division Assistant (LDA) at present. Candidates equal to three times the number of posts advertised in each category will be shortlisted after the Common Recruitment Test (CRT) to appear for the Skill Test/ Technical Examination in Stenography/ Typing Test etc. In case of a tie at the last place, all applicants who tie at the last place at the Common Recruitment Test (CRT) will be called for the Skill Test/ Technical Examination. This list will be declared in order of Roll No./ in alphabetical order (NOT in order of merit). In such cases, however, the Skill Test/ Technical Examination will be only qualifying in nature and such marks (of the Skill Test/ Technical Examination) shall not be counted in the overall selection procedure i.e. the final selection will be made on the basis of the marks obtained in the Common Recruitment Test (CRT) only by the candidates who qualify the Skill Test/ Technical Examination.

Eligibility Status for the Skill Test/ Technical Examination:

The list of applicants eligible for the Skill Test/ Technical Examination (wherever required) after the Common Recruitment Test (CRT) will be declared on the Institute website.

Final Merit List:

The final merit list will be prepared based on the marks obtained in the Common Recruitment Test (CRT) **only** for all categories (i.e. GENERAL, OBC, SC, ST, EWS, etc) separately and rank will be awarded to all qualified applicants. While preparing the merit list for the General category, all applicants (including those from the reserved categories) will be taken into consideration, but while preparing the merit list for a reserved category, **only** applicants of that category will be taken into consideration. The same method will be applicable in all reserved categories.

Resolution of Tie: In cases where more than one candidate secures equal marks, the tie will be resolved (i) First by using the date of birth, with older candidate placed higher (ii) If not resolved by the date of birth, it will be resolved by the number of wrong answers/ negative marks, those with less wrong answers/ negative marks placed higher.

Results:

All results will be declared on the Institute website.

NOTE:

All selections made against a specific advertisement shall be applicable only for that specific advertisement, and wait list would be prepared as per the provisions of the State (UP) Government in this regard.

Canvassing in any form will be a disqualification.

Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Lucknow Courts only.

Recruitment Cell (under the overall charge of the Joint Director (Administration)):

Will conduct the recruitment process including posting of the advertisement on the Institute website, receiving and screening (regarding submission of application fee only) the application forms, declaration of the results at various stages of the recruitment process on the Institute website, sending the formal appointment letters (through email, SMS, speed-post/registered AD, etc) and any other function related to the recruitment process.

Examination Cell:

The Examination Cell of the Institute will obtain the MCQs for the Common Recruitment Test (CRT) and will conduct the Skill Test/ Technical Examination, wherever required, with the concerned Departments/ Sections and coordinate with the Recruitment Cell and the Common Recruitment Test (CRT) conducting agency.

Supervising Committee:

The Director will constitute a Committee to supervise the recruitment process being conducted by the Recruitment Cell, Examination Cell and the Common Recruitment Test (CRT) conducting agency.

Other observations-

1. Higher qualification will not be considered a disqualification for any post.

2. Working experience in Government/ semi government organization wherever applicable will include experience either on regular post or outsourced/contractual, with accompanying evidence based certificate. Applicant will submit an affidavit that experience mentioned in the certificate is true and SGPGIMS may verify the facts from the concerned Institution/ Party.
3. For posts having experience as an Essential Criteria, the experience which has been acquired only after obtaining essential qualification will be considered as valid.
4. Any dispute with regard to any matter referred herein shall be subject to the jurisdiction of Lucknow court alone.

Note :

1. The Notification of “The Uttar Pradesh Direct Recruitment to Junior Level Posts (Discontinuation of interview) Rules 2017” Notification Miscellaneous No. 4/2017/1/1/2017-Ka-2 Dated 31 August 2017, the earlier provisions/guidelines in respect of recruitment of group ‘B’ (Non Gazetted), group ‘C’ and group ‘D’ are superseded by this rule 2017 and recommended to adopt these Rules for recruitment of group ‘B’ (Non Gazetted), group ‘C’ and group ‘D’ posts of the Institute.
2. Section 4(C) of the said Rule about Skill Test or Technical Examination was discussed in detail. It currently applies for the following posts
 - a. **Stenographer:-** Candidate should be Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer applications. In absence of candidates with bilingual stenography candidates with English Stenography may be considered eligible.
 - b. **Personal Assistant (PA):-** Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer application with three years experience. In absence of candidates with bilingual stenography candidates with English Stenography may be considered eligible.
 - c. **Lower Division Assistant (LDA):-** Graduate with knowledge of noting & drafting and 1 year experience in Govt./ Semi Govt. organization with knowledge of typing having speed of 35 w.p.m. in Hindi & 40 w.p.m. in English and knowledge of Computer.
3. The Certificate for the required skill e.g. stenography speed, typing speed, computer applications, etc is available from any competent authority/recognized institution, then that certification will suffice. However, if such a certificate is not available, Skill Test/ Technical Examination will be held. Candidates equal to three times the number of posts advertised in each category will be shortlisted after the Common Recruitment Test (CRT) to appear for the Skill Test/ Technical Examination in Stenography/ Typing Test etc. In case of a tie at the last place, all applicants who tie at the last place will be called for the Skill Test/ Technical Examination. This list will be declared in order of Roll No./ in alphabetical order (NOT in order of merit). In such cases, however, the Skill Test/ Technical Examination will be only qualifying in nature and such marks (of the Skill Test/ Technical Examination) shall not be counted in the overall selection procedure i.e. the final selection will be made on the basis of the marks obtained in the CRT only by the candidates who qualify the Skill Test/ Technical Examination. It may, therefore, so happen that a candidate who stands high in the merit list

of the CRT may not be selected finally because he/she fails to qualify the Skill Test/ Technical Examination. For this reason, the final merit list of the CRT will be declared after the qualifying Skill Test/ Technical Examination only. It needs to be noted that the Skill Test/ Technical Examination which is qualifying in nature has to be held after the written examination because of logistic reasons, considering a large number of applications.

DIRECTOR