श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम, तिरुवनन्तपुरम - 695 011, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
THIRUVANANTHAPURAM - 695 011, KERALA, INDIA
(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)
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Advt.No.P&A.VI/36/GA/SCTIMST/2023   **Dated: 25.5.2023**

NOTIFICATION

Online Application is invited for the post of GENERAL APPRENTICE

Opening Date for Online Submission of Application – 29.5.2023, 10.00 AM onwards

Closing Date for Online Submission of Application – 8.6.2023, 5.00 PM

Download of Admit Card for Examination – from 9.6.2023 4.00 PM to 12.6.2023 5 PM

Tentative Date of Written test: 13.6.2023 at 10.AM

Date of Certificate verification: 14.6.2023 & 15.6.2023.

No hard copy is required to be sent in advance.

No. of Vacancy –   To prepare a panel valid for two years. Existing Vacancy-30, [OBC-4(Backlog), SC-2(Backlog), OBC-6, SC-2, UR-15, EWS-1].

Qualification & Experience: i) **Degree from a recognized University or its equivalent.**

Stipend : 9000/- per month (Consolidated)
Important Note:-

(1) **Candidates who have completed 1 year Graduate/General Apprenticeship/Training at SCTIMST or any other Institute are not eligible to apply again.**

(2) **The vacancy for the post will be filled as per reservation norms of Govt of India.**

(3) **The centre of the examination will be at Thiruvananthapuram.**

(4) **The term of appointment will be for a period of ONE YEAR Only.**

(5) **The Certificate verification will be done only to those candidates who will qualify in the Written Examination.**

GENERAL INSTRUCTIONS

1. The applicants should satisfy eligibility criteria as on **01.05.2023** in all respects. The online registration of applications will be available on SCTIMST web site **www.sctimst.ac.in** from **29.5.2023 to 8.6.2023.**

2. **APPLICATION PROCEDURE**

3. **Age Limit**

   Maximum age limit is 35 years as on 01.05.2023

Category	Age relaxation
Scheduled Caste/Scheduled Tribe	5 years
Other Backward Classes (Non Creamy–Layer)	3 years

Candidates who are claiming age relaxation should submit caste certificate viz.SC/ST/OBC (Non Creamy-Layer) at the time of Written Test/Skill test in the prescribed format applicable for employment in Central Government Institutions issued by a Revenue Officer not below the rank of a Tahsildar.

If you are eligible for age relaxation in addition to eligibility as SC/ST/OBC (Non-Creamy Layer as per Government of India Orders, you have to specify the details in the space provided in the application and produce the relevant certificate(s) from the competent authority at the time of Written Test/Skill test.

4. **Scanning and Uploading of Photograph**

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

   a. Recently taken **colour photograph with white background.**
   b. Photograph should be in '.jpeg' format.
   c. Dimensions - 35mmx45mm. Limit the size of photograph to 50KB.
   d. To upload photograph click 'Browse' button. Select the scanned photograph from the saved location and click 'Open'. Then click 'Upload' button. You can also correct the edges of the photograph using 'crop' option if you want and 'Save' it. Otherwise select 'No' and click 'Next' button to go to STEP - 3.

5. **Date for Downloading Admit Card**

   All eligible candidates can download their Admit Cards and instructions for examination from our website **www.sctimst.ac.in** by entering **their Application Registration Number, Email ID and Date of Birth (as submitted in the application form) from 9.6.2023 at 4.00 p.m onwards using 'LOGIN' facility.** They may also get a message to down load the Admit Card in the email address provided in the application form. **No hard copy of the Admit Card will be sent.**

6. **Selection Process**

   Eligible candidates have to appear for a Written Test as per the Admit Card. **The result of the written Test and the schedule of Verification of Certificates will be published in our notice boards and website. No separate Admit Card will be sent to the candidates. Candidates must bring all original and attested copies of certificates/mark lists/documents at the time of Certificate verification.**viz:

   a. System Generated online application form duly signed by the candidate.
   b. Matriculation Certificate.
   c. All Certificates in proof of qualification (from pre degree/plus two certificate onwards.
   d. Valid Caste Certificate (for SC/ST candidates) / Non-Creamy Layer Certificate (for OBC candidates) / Income and Asset Certificate (for EWS candidates) in the prescribed format applicable for employment in Central Government Institutions issued by a Revenue Officer not below the rank of a Tahsildar, if claiming age relaxation / reservation.
   e. Any other relevant certificate(s) as shown in the application.

Candidates will not be permitted to appear for Written Test without Admit Card.

7. **Important Note**

   a. Not more than one application should be submitted by any candidate.

   b. Request for change/correction in the Application Form shall not be entertained under any circumstances.

   c. Candidates should retain photocopies of the application and other documents for their own records and reference.

   d. Any attempt to influence the selection committee of the Institute directly or indirectly will disqualify the candidate.

   e. A candidate's admission to the Test is strictly provisional. The mere fact that the Admit Card has been issued to the candidate does not imply that his/her candidature has been finally cleared by SCTIMST.

   f. In case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled.

8. **How to Apply Online**

   Candidates can apply ONLINE only and no other means/mode of application will be accepted.

   Candidates are first required to go to the SCTIMST's website **www.sctimst.ac.in.** Click on the link **'RECRUITMENT> GENERAL APPRENTICE'**, candidates can view three links.
   1. NOTIFICATION AND GENERAL INSTRUCTIONS
   2. APPLY ONLINE
   3. LOGIN (To view online submitted application / Down load Admit Card)

   Click on the link **'APPLY ONLINE'** to open the online application.

   Pre-Requisites for Applying Online

   Before applying online, candidates should:
   a. **Have a valid Email ID.** In case candidate does not have a valid email ID he/she should create his/her new email ID before applying online.
   b. Scan your photograph within the required specifications as given in general instructions.
   c. Keep particulars of educational qualifications, caste certificate (if claiming age relaxation) and other relevant details as per the notification.

   JUST FOLLOW 5 STEPS TO SUBMIT ONLINE APPLICATION . YOU WILL BE PROMPTED TO MAKE CORRECTIONS IF ANY IN EACH STEP. IF EACH STEP IS FILLED CORRECTLY A GREEN CHECKMARK ICON WILL BE SHOWN AT THE TOP OF THE PAGE. OTHERWISE A RED CHECKMARK ICON WILL BE DISPLAYED AGAINST ERRED STEP.

STEP - 1 (Important Instructions)

   Candidate can view **'Important Instructions'** and will also get a link to the 'NOTIFICATION AND GENERAL INSTRUCTIONS'. Candidate should read the instructions carefully before making any entry or selecting options. Then click on the checkbox against '**I HAVE READ THE INSTRUCTIONS'**. Click 'Next' button to go to STEP - 2.

STEP – 2 (Select Post applied for and Upload Photo)

   1. Select the post applied for
   2. Upload the photograph
       Click 'Next' button to go to STEP - 3.

STEP - 3 (Personal Details)

   3. Enter name of the candidate as in Matriculation Certificate, **but initials must be at the end.** Do not use any prefix such as Mr./Mrs/Kum etc.
   4. **Carefully enter your valid email-ID.**
   5. Select male or female
   6. Select your date of birth.
   7. Select nationality
   8. Select State/UT which you belong
   9. Select religion
   10. Select the category SC/ST/OBC (Non Creamy Layer)/EWS
   11. Enter address for correspondence with Pin Code.
   12. Enter permanent address with Pin Code.
   13. Enter your land phone and mobile number.
   14. Enter Father's name, occupation & address
   15. Enter marital status
       Click 'Next' button to go to STEP - 4.

STEP – 4 (Details of Educational Qualification/Experience)

      16. Select your educational qualification for the post.

      17. Select educational qualifications from standard X onwards.

      18.Click 'Next' button to go to STEP – 5.

STEP – 5 (Details of Application fee)

Fees not applicable to apply this post.

      19. Click "Next" Button to go to STEP- 6

STEP – 6 (Preview of the Filled Application)

In this step you can see preview of the filled application. Candidate can edit the entered details if needed by clicking in STEP - 2, STEP - 3, STEP - 4 and STEP -5 buttons at the top of the page. Enter Image Verification Code at the bottom of STEP – 6 in the column next to the image. Candidates are advised to verify the correctness of the entries before clicking 'Submit' button for registering application. When 'Submit' button is clicked, a confirmation message 'Are you sure to submit the application?' will be displayed. Click 'OK 'to submit the application. Otherwise click 'Cancel' to go to previous steps.

If the online submission has been successfully completed, a System Generated Application with Application Registration Number can be viewed and the candidate should immediately take a printout of the same.

On successful submission of application, an intimation regarding your Application Registration Number, Name of Post applied for, Date of submission etc. may be sent to the candidate's email ID. Please check 'INBOX' or 'SPAM' folder to view the message. However, SCTIMST WILL NOT BE RESPONSIBLE FOR THE FAILURE OF THIS AUTO RESPONSE.

Candidate is also provided with a 'LOGIN' (To view online submitted application) facility after successful submission of the application. He/She can take print out of System Generated Application by entering the Application Registration Number, Email ID and Date of Birth that were provided in the application at the time of online submission.

When the online submission is not successfully completed, a message will be displayed **'Your online submission was unsuccessful. Please register again'**. Candidates may then revisit the 'APPLY ONLINE' link and fill in their application details again.

Candidates are advised to apply online much before the closing date to avoid the possibility of disconnection/inability/failure to log on the SCTIMST's website on account of heavy load. They have to remain in touch with SCTIMST's website for any information which may be put for further guidance.

                                           Sd/-
                                         DIRECTOR

To

    Notice Board (Hospital Wing / AMC HSS/ BMT Wing, Website)