



## Safdarjung Hospital

(A Central Government Hospital under the Ministry Of Health And Family Welfare)

Ansari Nagar East, near to AIIMS Metro Station, New Delhi, Delhi 110029

### RECRUITMENT NOTICE FOR GROUP B & C POSTS

No. RECTT-1/3/2023-Recruitment Cell

Dated 4/10/2023

Central Government Hospitals under the Ministry Of Health And Family Welfare (MoHFW) namely, **Safdarjung Hospital (SJH)**, **Lady Hardinge Medical College (LHMC)**, **Dr Ram Manohar Lohia Hospital (RML)**, **Kalawati Saran Children's Hospital (KSCH)** and **Rural Health Training Centre (RHTC)** Najafgarh invites online applications from eligible candidates for the following posts.

Sl. No	Posts	No. of vacancy											Level in the Pay Matrix	Educational qualification & experience	Age Limit (as on closing date of applications ie 25-10-2023)		
		UR	SC	ST	OBC	EWS	VH	HH	OH	PWBD	Other	Ex-Service					
1	FAMILY WELFARE EXTENSION EDUCATOR	RHTC-2		1		1									Level 6	<b>Essential :</b> Master Degree in Social Sciences, Sociology, Social Work, Social Psychology, Social Anthropology, Cultural Anthropology, etc. from a recognized University. <b>Desirable :</b> (i) Diploma in Health Education. (ii) Working knowledge in Hindi. (iii) Two years' experience in Health Education and Social Work	18-25 years
2	COMPUTOR	RHTC -1	1												Level 4	<b>Essential :</b> 1. Degree from a recognized University with Mathematics/Statistics as one of the subjects. Or 2. (i) High School or Equivalent qualification with Mathematics/ Statistics as one of the subject, and (ii) Degree from a recognized University, and	18-25 years





16	OCCUPATIONAL THERAPIST	LHMC – 2	2											Level 6	<p><b>Essential :</b>  (i) Bachelor's degree in Occupational Therapy from a recognized University or Institute; and  (ii) Two year experience as Occupational Therapist in a govt. hospital or institute.</p> <p>or</p> i) 12th class pass with Science (Physics, Chemistry, Biology) from a recognized board or institute ii) Diploma of two years duration in Occupational Therapy from a recognized University or Institute iii) Three years' experience as Occupational Therapist in a recognized Hospital or Institute.	Not exceeding 30 years
17	X-RAY TECHNICIAN	LHMC – 9	4	2	1	2				1				Level 6	<p><b>Essential :</b>  a) Matriculation or its equivalent qualification from recognized board  (b) Diploma (2years course) in Radiography with one year experience</p> <p>or</p> Diploma/certificate (one year course) with two years experience	Between 21 years to 30 years
18	OPERATION THEATER TECHNICIAN	LHMC – 13	6	2	1	2	2						4	Level 4	<p><b>Essential :</b>  i) 12th pass in Science with Physics, Chemistry and Biology from a recognized Board.  ii) One year Diploma or Certificate Course from recognized Board, Institution or University.  iii) One year experience of working in Operation Theatre in a minimum fifty bedded hospital.</p>	Between 18 to 25 years
		KSH – 4	3			1										
19	TECHNICIAN (URODYNAMIC STUDIES)	KSH – 2	2											Level 4	<p><b>Essential :</b>  Diploma in Medical Laboratory Technologist from a recognized Board or Institute with six months experience as Laboratory Technician from Government recognized Hospital or Institute.</p>	Between 18 to 25 years
20	SENIOR CARDIAC TECHNICIAN	RML – 2		1		1								Level 6	<p><b>Essential :</b>  10+2 in Science with Physics, Chemistry and Biology from a recognized Board or University and Degree in Electronics and Communication Engineering from an All India Council for Technical Education recognized University/Institute and Five years' experience of handling cardiac equipment like 12 channels electrocardiography, Cardiac monitory, Echo, Defibrillator, TMT and Holter machine in a minimum 20 beds hospital in Medicine or Cardiology.</p> <p>Or</p> Diploma in Electronics and Communication Engineering from recognized University/Institute and	18 - 25 years

															one year experience as technician post in the department of cardiology of any hospital.	
21	JUNIOR CARDIAC TECHNICIAN	RML – 10	4	1	1	3	1							Level 4	<p><b>Essential :</b> 10+2 pass in Science with Physics, Chemistry and Biology from a recognized Board or University and Diploma in Electronics and Communication Engineering from an All India Council for Technical Education recognized University/Institute and Two years' experience of handling cardiac equipment like 12 channel ECG, Cardiac monitor, Echo, Defibrillator, TMT and Holter machine in a minimum beds in Medicine or Cardiology.</p>	18 - 25 years
22	TECHNICIAN (E.C.T)	RML – 1	1											Level 5	<p><b>Essential :</b> Bachelor Degree in Physics from a recognized university. <b>Desirable :</b> Experience in handling psychiatric equipment for one year.</p>	18 - 25 years
23	DENTAL MECHANIC	RML – 1	1											Level 4	<p><b>Essential :</b> 1. 10+2 with Science (Physics or Chemistry or Biology) from a recognized university. 2. Diploma in Dental Mechanic 3. Registration with Dental Council of India (DCI)</p>	18 - 25 years
24	CARE TAKER	RML – 2	1				1							Level 4	<p><b>Essential :</b> 1. 12th class pass or equivalent from a recognized board or university. 2. One years' experience in dealing with sanitation in a recognized hospital having minimum 50 beds. <b>Desirable :</b> Diploma in Sanitary Inspector from a recognized institute.</p>	18 - 25 years
25	CHAIR-SIDE ASSISTANT	RML – 2	2											Level 2	<p><b>Essential :</b> 1. 10+2 in General Science from a recognized board or university. 2. Three years working experience under a registered dental surgeon or hospital</p>	18 - 25 years
26	RECEPTIONIST GROUP 'C'	RML – 2		1		1								Level 2	<p><b>Essential :</b> 12th class from a recognized Board or university with experience in the profession of receptionist in a Government or Semi Government Institute or Hospital empaneled under Central Government Health Services.</p>	18 - 25 years
27	JUNIOR PHOTOGRAPHER	RML – 1	1											Level 2	<p><b>Essential :</b> a. 10+2 from recognized Board or Institute.</p>	18 - 25 years

																		b. Diploma or Certificate in Photography from a recognized Institute or University. c. Diploma or Certificate course in Graphic Design with proficiency in Adobe Photoshop.		
28	DRESSER	RML – 9	7				2	1										Level 1	<b>Essential :</b> (i) Matriculation or its equivalent qualification from a recognized Board and (ii) First aid certificate from Central or State Government recognized institute having experience of six months in 100 bedded hospitals.	18 - 27 years
29	PSYCHOLOGIST	LHMC – 1	1															Level 6	<b>Essential :</b> a) Bachelor's Degree in Psychology from a recognized University or Institute. b) Experience: 2 years' of experience in the field of Psychology in a recognized Hospital or Institute. <b>Desirable :</b> Master's Degree in Psychology from recognized university or institute.	Not exceeding 30 years
30	TECHNICAL ASSISTANT IN DENTAL SURGERY	LHMC – 1	1															Level 5	<b>Essential :</b> i. 12th class pass from a recognized Board. ii. Diploma (at least 2 years) in Dental Hygiene/Dental Mechanic/Maxillo-facial prosthesis and Orthodontic appliances from a recognized Institution; and iii. Registered as Dental Hygienist/Dental Mechanic with Dental Council of India (DCI). <b>Desirable :</b> Experience of work in a Dental Department of a recognized hospital for one year.	20 – 27 years
31	TECHNICIAN EEG, EMG, NCV (NEUROLOGY)	LHMC – 2	2															Level 6	<b>Essential :</b> i) B.Tech in Electronics and electrical Communication engineering from a recognized University or Institute and one year experience in Neuro Science Laboratory;  Or ii. 3 years' Diploma in Electronics and Electrical Communication Engineering or Neuro electro Physiotherapy from a recognized University or Institute and 2 years' experience in Neuro Science Laboratory.	Not exceeding 30 years
32	LIBRARY CLERK	LHMC – 1	1															Level 2	<b>Essential :</b> i. 12th pass or equivalent from a recognized Board or Institute. ii. One year certificate or diploma in Library Science from a recognized Board or Institution or University.	18 - 25 years

33	STATISTICIAN CUM MEDICAL RECORD LIBRARIAN	LHMC – 1	1											Level 3	<p><b>Essential :</b></p> <p>i. 12th class pass from a recognized Board. ii. Certificate in Medical Record Technician Training from a recognized Institution. iii. Knowledge of computer and typing with speed of thirty words per minute.</p> <p><b>Experience:</b> Six months working experience in a Medical Records Department of a recognized Institution</p>	18 - 27 years
34	JUNIOR RADIOTHERAPY TECHNOLOGIST (GRADE I)	LHMC – 6	5											Level 5	<p><b>Essential :</b></p> <p>1.12th class pass with Science from a recognized Board. 2. (a) Two years post graduate radiation therapy technologist diploma course based on the minimum course content prescribed by the competent authority passes from a recognized institution with infield training in radiotherapy; or (b) Three years' radiation therapy technologist B.Sc. Degree course based on the minimum course content prescribed by the competent authority passed from a recognized Institution with infield training in radiotherapy.</p> <p style="text-align: center;">Or</p> <p>(c) Two years' radiation therapy technologist diploma course based on the minimum course content prescribed by the competent authority Atomic Energy Board passed from a recognized Institution with infield training in radiotherapy and minimum three years' of post-diploma experience from a recognized hospital or institute</p> <p><b>Desirable :</b> Experience in working in an advanced radiotherapy centre or Institute with latest techniques or equipment</p>	21 - 27 years

Dates for submission of online applications	<b>05-10-2023 to 25-10-2023</b>
Last date and time for receipt of online applications	<b>25-10-2023 (23:45)</b>
Last date and time for making online fee payment	<b>26-10-2023(23:00)</b>
Tentative date of downloading the Admit Card for CBT	<b>1<sup>st</sup> week of November, 2023</b>

Schedule of Computer Based Examination	<b>4<sup>th</sup> week of November, 2023</b>
Tentative date of declaration of Rank List	<b>1<sup>st</sup> Week of December 2023</b>
Tentative date for document verification of certificates of successful candidates	<b>2<sup>nd</sup> Week of December 2023</b>

## **General Information**

- 1.1 Applications will be accepted through on-line mode only.
- 1.2 Computer Based Examination (CBE) will be conducted only in English and Hindi.
- 1.3 Collection of required original eligibility certificates/ documents from the successful candidates and their verification will be carried out after CBE.
- 1.4 Admit Card for any stage of examination will not be sent by Post. Facility for download of Admit Cards will be provided at the websites of the Institutes i.e. [www.vmmc-sjh.nic.in](http://www.vmmc-sjh.nic.in) or <https://rmlh.nic.in> or <http://lhmc-hosp.gov.in> or <https://rhtcnajafgarh.in> . Candidates are advised to regularly visit the websites of the Institutes for the updates on examination process and download of Admit Cards for each stage of examination.
- 1.5 Relaxation of upper age limit for SC/ST/OBC/Ex-serviceman/PwBD candidates will also be allowed as per Govt. Rules, where reservations of posts are meant for these categories only.
- 1.6 Reservation for STs/SCs/OBCs and EWSs will be as per Govt. of India norms.
- 1.7 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Reservation under Economically Weaker Sections (EWSs) can be availed upon production of Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following competent authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-
  - (i) District Magistrate/Addl. District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/1<sup>st</sup> Class Stipendary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate /Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- 1.8 Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization should submit their applications along with NOC.



- 1.9 Candidates applying against post reserved for OBC category must submit a valid (up-to-date) “Non Creamy Layer” certificate from the appropriate authority.
- 1.10 The decision of the Institutes as to eligibility or otherwise of a candidate will be final.
- 1.11 The crucial date for determining the age limit shall be the closing date for receipt of the application from the candidates.
- 1.12 The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
- 1.13 Canvassing of any kind will be a disqualification.
- 1.14 In case response to the post is large in number, screening will be restricted to those with higher percentage of marks.
- 1.15 Incomplete applications will not be considered.
- 1.16 Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be considered for appointment.
- 1.17 Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
- 1.18 The Institutes will not be responsible for non-submission of any application by the candidates through online mode.
- 1.19 The Institutes reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons arising thereof.

2. **Pay Scale:** Pay Level-1(Rs.18,000 to 56,900), Pay Level -2 (Rs.19,900 to 63,200), Pay Level -3 (Rs.21,700 to 69,100), Pay Level -4 (Rs.25,500 to 81,100), Pay Level-5 (Rs. 29,200-92,300) and Pay Level-6 (Rs. 35,400-1,12,400) for the respective posts.

3. **Nationality/ Citizenship:** Candidate must be a citizen of India.

4. **Age Limit :** Age limit for each post is mentioned above tabular column against the respective post

4.1 Permissible relaxations in upper age limit for different categories are as under:

Code No	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	Ex-Servicemen	3 years after deduction of the military service rendered from the actual age as on the date of reckoning.

04	PWBD	Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such Disabilities, subject to the condition that maximum age of the applicant on the last date of application shall not exceed 56 years. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
05	For Government servants	up to 3 years for Group C posts provided Government servant has put on minimum 3 years of service in Central Government in accordance with the instructions or orders issued by the Govt. of India.

- 4.2 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Institutes for determining the age and no subsequent request for change will be considered or granted.

## 5 **Process of Certification:**

- 5.1 Candidates who wish to be considered against vacancies reserved/ or seek age-relaxation are required to submit requisite certificate from the competent authority, in the prescribed format and the same is to be uploaded in the online application later to be submitted to Institutes' authorities for document verification when asked for. Otherwise, their claim for SC/ ST/ OBC/EWS category will not be entertained and their candidature/ applications will be considered under Un- reserved (UR) category.
- 5.2 Crucial date for claiming SC/ ST/ OBC/ EWS status will be the closing date for receipt of online applications.
- 5.3 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.
- 5.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Institute in case they fraudulently claim SC/ ST/ OBC/ EWS/ ESM status or avail any other benefit.
- 5.5 All the candidates who are called for Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by the Institute.

## 6. Application Fee

- 6.1 Fee payable: Rs 600/- (Rupees Six Hundred Only).
- 6.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and PwBD eligible for reservation are exempted from payment of fee.
- 6.3 Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards
- 6.4 Online fee can be paid by the candidates up to **26-10-2023 (23:00 hours)**
- 6.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited online. If the fee is not received by Institutes, status of Application Form is shown as '**Incomplete**' and this information is 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 Examination shall be entertained.
- 6.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

## 7. Centres of Examination

- 7.1 Center for CBT examination will be in **Delhi & NCR** region.
- 7.2 Institutes will endeavour to accommodate the candidates in Delhi & NCR region. However, Institute reserves the right to cancel any city/ Centre and ask the candidates of that center to appear from another center. Institutes also reserve the right to include additional cities/ centres of examination and divert candidates of any city/ centre to some other Centre to take the examination.

## 8. Scheme of Examination:

- 8.1 **Computer Based Examination:** The Computer based examination will consist of one objective type paper containing 60 questions carrying 4 marks each and the time allotted for completing the CBT is 60 minutes.
- 8.2 All questions will be of Objective Multiple Choice Type. The computer based examination will be conducted in English and Hindi only.
- 8.3 There will be a negative marking of 1 mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 8.4 The dates of examinations will be informed to candidates through the website of the Institutes and through the Admit Cards for the examination.
- 8.5 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.
- 8.6 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Institutes after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of

Rs 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Institute in this regard will be final. On scrutiny of the representation regarding the Answer Key made by a candidate and the initial answer key is found to be wrong as represented by a candidate, examiner shall correct the answer key accordingly and publish the final answer keys. In such cases, the candidates will be refunded Rs.100/- per question for which he/she has represented.

8.7 Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Hall/ Lab.

8.8 The syllabus for the Examination will be syllabus for the qualifying examination.

## 9. Admission to the Examination

9.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are provisionally accepted and found to be in order by the Institute as per the terms and conditions of this Notice of Recruitment, will be assigned Roll numbers and issued Admission Certificate (AC)/ Admit Cards for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued call letters for the next stages of the recruitment processes.

9.2 The Institute will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of Computer Based Examination, therefore, candidature will be accepted only provisionally. The candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. If any claim made in the application is not found substantiated when scrutiny is undertaken, the candidature will be cancelled and the Institute's decision shall be final.

9.3 Admission Certificates for all stages of examination will be issued through online mode only. Admission Certificate/ Admit Card for any stage of examination will not be sent by post. Candidates are therefore advised to visit the websites regularly for any update on the recruitment process.

9.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Institute about two weeks before the date of examination. If any candidate does not find his detail on the website of the Institute or couldn't download the Admit card one week before the date of examination, he must immediately contact the Help Line Number with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

9.5 Candidates must write Registration-Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Institute. Communication from the candidate not furnishing these particulars shall not be entertained.

9.6 Facility for downloading of Admit Card for the Computer Based Examination will be made available about 7-10 days before the examination on the website of Institutes.

9.7 In addition to the Admission Certificate, it is mandatory to carry two passport size recent color photographs, original valid Photo-ID proof having the **date of birth** printed on the Admission Certificate/ Admit Card, such as:

9.7.1 Aadhaar Card/ Printout of E-Aadhaar,

9.7.2 Voter's ID Card,

- 9.7.3 Driving License,
- 9.7.4 PAN Card,
- 9.7.5 Passport,
- 9.7.6 ID Card issued by University/ College/ School,
- 9.7.7 Employer ID Card (Govt./ PSU),
- 9.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
- 9.7.9 Any other photo bearing ID card issued by the Central/ State Government.

9.8 If the Photo Identity Card does not have the **date of birth** printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of his date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate/Admit card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

9.9 Applications with blurred photograph and/or signature will be rejected.

#### 10. Important instructions to candidates

1	BEFORE APPLYING, CANDIDATES MUST GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF RECRUITMENT, VERY CAREFULLY. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
2	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 ONLINE APPLICATION LINK ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
3	Collection of original documents from the candidates and their verification will be carried out only after the CBT Examination. Therefore, candidature will be accepted only provisionally. Before applying, candidates should go through the requirements of educational qualification, age, experience etc. and satisfy themselves that they are eligible for the posts. When scrutiny of document is undertaken at the time of Document verification, if any claim made in the application is not found substantiated, the candidature will be cancelled.

4	Candidates seeking reservation benefits such as SC/ ST/ OBC/ EWS/ PWBD/ESM or any other relaxation as per the provisions of the Notice of Recruitment must ensure that they are entitled to such reservation/ relaxation. They should be in possession of the relevant certificates in the prescribed format in support of their claim when the copies of the certificates are sought.
5	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 Institutes through e-mail/ SMS.
6	Fee payable: Rs 600/- (Rs. Six hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), PWBD eligible for reservation are exempted from payment of fee.
7	In the online application form, candidates are required to upload the scanned color passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and frontal view of the face should be visible. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
8	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, the candidates wishes to apply for multiple post, they need to apply separately.
9	Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Institute and will be summarily rejected.
10	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, the printout of the 'Application Form' is not required to be submitted to the Institute at any stage.

## How to Apply

- (i) The candidates should go through detailed advertisement before applying for any post and ensure that they fulfill the eligibility criteria as laid down in the advertisement for that post. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. Institutes reserves the right to reject any application without assigning any reason whatsoever.
- (ii) The tentative date of examination through Computer Based Test (CBT) mode will be in the 3<sup>rd</sup> week of November 2023 and the same will be communicated to the eligible candidates through Call Letters/ Admit cards which could be downloaded from the system. Candidates are advised to visit Institutes' website and their registered E-mail ID from time-to-time to get the latest information regarding the recruitment process.
- (iii) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection. Candidates are required to verify their eligibility before paying the examination fee.
- (iv) Candidates applying for more than one post should apply separately for each post and submit fee for each post.
- (v) Candidates should have a valid personal E-mail ID. It should be kept active during this recruitment process. The candidates are requested to regularly check their E-mail/Institutes' website for any communication/ updates from the Institutes.
- (vi) Before registering / submitting applications on the website, the candidate must possess the following:
  - a. Valid E-mail id: The E-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID including Admit card for On-line examination and Call Letter for Documents verification, if shortlisted.
  - b. Scanned copy of latest passport size colored photograph (not more than 03 months old) and scanned signature in digital format for uploading in the application.
  - c. Scanned copy of all relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC (NCL)/EWS], Experience Certificate and Disability Certificate.
  - d. A facility to take printout of the Registration Slip is also made for future reference.

### **Registration to be completed in 4 steps:**

Visit Institutes' website [www.vmmc-sjh.nic.in](http://www.vmmc-sjh.nic.in) or <https://rmlh.nic.in> or <http://lhmc-hosp.gov.in> or <https://rhtcnajafgarh> and click on the link or enter the URL <https://hll.cbtextam.in/> in the browser address bar.

**Step 1: Enter contact details for First Step registration. SMS & Email with login details will be received.**

**Step 2: Complete the First step by filling demographic detail and select the post applying.**

**Step 3: Enter Education Details/Work Experience**

**Step 4: Upload Photo, Signature and all relevant Certificate's scanned Images (.jpeg less than 100KB).**

**Step 5: Application Preview or Modify**

**Step 6: Payment Online Mode** (via credit card, Debit card, net banking, UPI etc.)

An Application Processing Fee of Rs. 600/- for General, EWS & OBC category is payable through payment gateway except Women, SC, ST & PwBD candidate. There is no fees required to be paid by Women, SC, ST & PwBD for online application. However, all candidates are advised to make sure before submission of the application that they meet the required eligibility criteria prescribed for the post.

Candidate can click in 'Login' button on the website to preview their application form.

**Note: In case of candidate not fulfilling eligibility criteria (age/qualification), application form will be cancelled, and no query will be entertained.**

**CANDIDATES ARE REQUESTED TO APPLY ONLY ONLINE AGAINST THIS ADVERTISEMENT THROUGH THE LINK <https://hll.cbtxam.in//>** 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 at least the essential qualifications laid down for various posts. Candidate should take printout of the application form for their own records and to be submitted to the Institute, at any stage, if required by the institute.

**Last date of submission of online applications is 25-10-2023**

**HELP LINE NUMBERS – 9453819385**

**HELP LINE EMAIL ID : [hllifecarehelpdesk@gmail.com](mailto:hllifecarehelpdesk@gmail.com)**

Sd/-  
**Medical Superintendent**