



## Jawaharlal Institute of Postgraduate Medical Education and Research

Jipmer Campus Rd, Gorimedu, Dhanvantari Nagar, Puducherry,  
605006

The candidates are strictly advised to read the detailed advertisement and confirm themselves whether they are fulfill their required educational qualification, experience, age etc. in the respective post before starting online registration.

Pre-verification of generated application will not been conducted. Successfully registered applicants will be provisionally permitted to take part in the online exam. Even though, if the candidate is provisionally shortlisted in the recruitment exam but if he/she does not fulfill the required educational qualification, experience, age etc. as per the advertisement notification during post verification, his/her name will be automatically removed from the short list.

No further correspondence in this regard will be entertained.

<b>Post Code No</b>	122020
<b>Name of the Post</b>	<b>EXECUTIVE ASSISTANT</b>
<b>Vacancy</b>	<b>1 (UR-1)</b>
<b>Essential qualifications</b>	Degree from a recognized University its equivalent

<b>Essential Experience</b>	2 years" experience in relevant field in Government Departments/Institutes/Autonomous Bodies
<b>Pay scale</b>	Level-6 in the Pay Matrix (Rs.35,400 - 1,12,400)
<b>Age limit</b>	Up to 35 Years

## GENERAL INSTRUCTION

1. The Cut-off date to determine maximum age limit, essential qualifications & experience will be last date of submission of online application.
2. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
3. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on online application that means photo/signature is not as per the AIIMS Bibinagar prescribed format and in that case, your application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on their online application form.
4. **In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only and separate application fees will be applicable.**
5. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.
6. The decision of the Competent Authority of AIIMS Bibinagar in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection (CBT/Skill Test), conduct of examination(s), allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
7. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority, in case of selection.
8. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.

9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel the selection process and the same may be communicated any mode to the candidate.

10. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

11. All information/updates pertaining to this advertisement including syllabus, CBT/Skill Test and result etc. will be displayed on the JIPMER website, which is <https://www.jipmer.edu.in>

### **IMPORTANT**

a. **The photograph must be taken with a placard** while the placard is being held by the candidate indicating name of candidate.

b. The name on the photograph should be legible.

### **Example:**

**18.12.2019**

**NOTE :** Candidate must upload the Photograph, Signature and Certificates in the correct specified fields. Do not make any mistake in uploading signature and photograph.

a) Candidate must have in softcopy/digital of **PASSPORT SIZE PHOTOGRAPH** (30mm width x 45mm Height) and save it as “**Candidate Photograph.jpg**” provided by photographer. Keep size of photograph minimum size 10KB, as the maximum size limit is 80KB.

b) Candidate has to affix his/her **SIGNATURE** in an area of 80mm Width X 35mm Height on paper with a black ball point pen. Scan that paper. Cut Signature is of 80mm Width X 35mm Height and save it as “**Candidate Signature.jpg**”. Keep size of Signature minimum size 10KB, as the maximum size limit is 80 KB.

### **INSTRUCTION FOR UPLOADING LIST OF CERTIFICATES (IF APPLICABLE)**

In addition to that, the following list of certificates to be uploaded separately

**1. COMMUNITY CERTIFICATE (EWS/OBC/SC/ST) CERTIFICATE (If applicable)**

**2. PERSONS WITH DISABILITY (PwD) CERTIFICATE (If applicable)**

**3. EXSERVICEMEN CERTIFICATE (If applicable)**

**4. EXPERIENCE CERTIFICATE (If applicable)**

**5. NO OBJECTION CERTIFICATE (If applicable)**

Candidate should scan the certificates separately (Whichever is applicable) and save it as JPEG/JPG/PDF format. Keep size of Certificate within limit is 800 KB (Maximum size will be allowed for uploading the certificates) 16

**DISCLAIMER:**

- a. Mere completion of “REGISTRATION FOR PAYMENT” does not confer right for issue of Hall Ticket.
- b. The process of submission of application On-line is completed only after clicking the “submit button” after Uploading personal details, \*Scanned Photograph and Scanned Signature & Scanned Community /PwDs / Other Certificate (if applicable) (Refer to the Flow chart appended to the prospectus).
- c. The candidates are advised to download a copy of their filled in application, which contains Application No., Personal details, scanned photograph, scanned signature and the payment details.
- d. Fees will not be refunded under any circumstances.
- e. Request for change in the details provided in the application will not be considered, after submission of On-line application by clicking the “submit button”.
- f. Incomplete application, application with false details will be rejected
- g. Candidates are advised not to se