

C. **SELECTION PROCEDURE:-**

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 in the bank or not?, *ii)* whether after depositing of fee in the bank it has been entered and updated in the application form or not? *iii)* after reconciliation with the bank statement.

NOTE: If all the above three conditions are affirmative then the candidate is provisionally eligible. If the candidate doesn't fulfill any of the three conditions, he/she is not eligible.

The eligibility of the candidates regarding educational qualification, age etc. will not be checked at this stage because no certificates/documents are called from the candidates alongwith application forms. These candidates are required to sit in the written examination, which will be held in **Chandigarh only.** **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 the PGI.**

FOR GROUP 'A' POSTS (Sr. No.1 to 5):-

The syllabus of written examination in English language will be of such nature as the candidate has studied during his/her professional course.

The written examination would be of 1½ hours (90 minutes) duration and will consist of 85 marks. There will be 85 multiple choice objective type questions. Each question will be of 1 mark. There will be negative marking to the extent of 0.25 marks per question for a wrong response. During these One and Half hours the candidates will be required to undergo biometrics test so as to check any impersonation in the examination.

On the basis of written examination, candidates, four times of the vacancies advertised will be short-listed and a merit list will be prepared based on this merit. The candidates will be required to apply afresh on a given format alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done and only those candidates who are found eligible after scrutiny will be called for interview. The interview will consist of 15 marks. The minimum qualifying marks (written & interview) will be 40% for General and 35% for SC/ST and OBC category.

It is, therefore, desired that candidates should make sure themselves that they fulfill all the eligibility criteria before applying for the post. The final selection will be made on the basis of marks obtained by the candidates in the written examination and the marks obtained in the interview. This merit will be prepared on the basis of marks obtained out of total marks. It is made clear that merely appearing for the written test does not make a candidate eligible for the post for which the candidate has applied.

FOR GROUP 'B' and GROUP 'C' POSTS (non-gazetted) (Sr. No.6 to 16):-

The written examination in English language would be of 105 minutes (five minutes for biometric capturing) duration and will consist of 100 questions (each question shall be of one mark). During these hours, the candidates will be required to undergo biometrics test so as to check any impersonation in the examination. There will be negative marking to the extent of 0.25 marks per question for a wrong response.

On the basis of written examination, candidates, three times of the vacancies advertised will be short-listed. The candidates will be required to apply afresh on a given format alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done, which would be based on the recruitment rules advertised for educational qualification, age relaxation and other notified criteria. The candidates who are found eligible on this basis, their merit list will be prepared alongwith a waiting list thereof from the shortlisted candidates based on marks obtained by the candidate in written examination. The minimum qualifying marks will be 40% for General and 35% for SC/ST and OBC category. As the Govt. of India has dispensed with the holding of interview for Group 'B' and Group 'C' posts (non-gazetted), there will be no interview for these posts and the candidates will be selected on the basis of merit in the written examination only.

Syllabus for written examination:-

- (i) The syllabus of written examination for the posts of **Tutor (Bioinformatics) Sr.No.6, Staff Nurse Grade-II (Sr.No.7), Physiotherapist (Sr.No.8), Assistant Dietician (Sr.No.9), Store Keeper (Sr. No.10) and Junior Engineer (Telephone) (Sr.No.11)** will be of such nature as the candidate has studied during his/her professional course.
- (ii) For the posts of **Dark Room Assistant Grade-III (X-ray) (Sr.No.14), Staff Car Driver Ordinary Grade (Sr.No.15), and Sanitary Attendant Grade-III (Sr.No.16)**, the written examination will be of such nature as the candidate has studied during his/her matriculation level.
- (iii) The syllabus of written examination for the posts of **Stenographers (Sr.No.12) and Lower Division Clerks (Sr.No.13)** would be as under:-

Sr. No.	Syllabus
1.	English (12 th standard)
2.	Maths (Matric standard)
3.	General Knowledge
4.	Hindi (Matric standard)
5.	Reasoning

On the basis of written examination, candidates, ten times of the vacancies advertised will be short-listed and a merit list will be prepared based on this merit. The candidates will be required to apply afresh on a given format alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the scrutiny of the applications will be done and only those candidates who are found eligible after scrutiny will be called for skill test (typing/shorthand) as the case may be.

SKILL TEST:-

(a) For Lower Division Clerks:

The candidates found eligible by the Scrutiny Committee will be called for skill test i.e. type test at the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. The candidates who qualify the skill test of 10 minutes (Type test) would only be considered for selection. There will be no marks for skill test i.e. type test. To qualify, the passing of skill test is essential. Those who do not qualify the skill test will not be considered for selection and they will not have any claim whatsoever for selection irrespective of the marks in the written examination.

(b) For Stenographer:

- (i) The candidates ten times of the vacancies advertised will be called for skill test i.e. dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.

- (ii) The skill test will be of maximum 100 marks. Total 800 words will be dictated at the speed of 80 wpm for 10 minutes. 5% mistakes will be allowed to qualify the shorthand test and a candidate who commits more than 5% mistakes i.e. more than 40 mistakes, will be declared as fail. 0.5 marks each will be deducted for committing a single mistake and on this merit, the candidates will be asked to submit their all testimonials/certificates/documents etc. Based on these documents, the scrutiny of the same will be done to check their eligibility and only those candidates who are found eligible will be considered for selection on merit basis. To qualify for selection, the passing of skill test is essential. Those who could not qualify the skill test will not be considered for selection and they will not have any claim for selection irrespective of the marks in the written examination.