



केन्द्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्त निकाय, आयुष, मंत्रालय, भारत सरकार)

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body under Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058



Advt. No. 40/2022

Dated: 29.08.2022

Recruitment of Medical Laboratory Technologist

Applications are invited from eligible candidates for filling up of 22 posts of Medical Laboratory Technologist as per following details: -

Name of post:	Medical Laboratory Technologist
No. of posts:	22 [Group-B] (UR-13 SC-01 ST-01 OBC-05 EWS-02) [One post is reserved for physically disabled candidate of OL and HH category]
Level in the Pay Matrix:	Level-6 (Rs. 35,400/- to Rs. 1,12,400/-)
Age Limit:	Not exceeding 35 years
Educational and other qualifications:	(i) Bachelor's Degree in Medical Laboratory Science from a recognized University or Institute. (ii) 02 (two) years' experience as Medical Laboratory Technologist or Laboratory Technologist from a recognized hospital or institution.

The details about other terms and conditions are available on the website of the Council, www.ccrhindia.nic.in. The last date for receipt of applications is 30-09-2022.

(Dr. Praveen Oberai)
Dy. Director General/HOO

On line applications are invited from eligible candidates for filling up of the post of 22 posts of Medical Laboratory Technologist in the Units/Institutes of the Central Council for Research in Homoeopathy. Qualifications and other eligibility conditions are given below:

No. of post (s):	22[Group-B] (UR-13 SC-01 ST-01 OBC-05 EWS-02) [One post is reserved for physically disabled candidate of OL and HH category]
Level in the Pay Matrix:	Level-6 (Rs. 35400-112400)
Age Limit:	Not exceeding 35 years
Educational and other Qualifications:	(i) Bachelor's Degree in Medical Laboratory Science from a recognized University or Institute. (ii) 02 (two) years' experience as Medical Laboratory Technologist or Laboratory Technologist from a recognized hospital or institution.
Duties:	1. Collection/ Receiving of required samples like blood, tissue, etc from the patients referred by the doctors. 2. Processing and analyzing samples as per protocols for respective tests. 3. Conducting tests on new products or experimental processes. 4. Handling and storing chemicals and other materials. 5. Handling of compressed gas cylinders. 6. Keeping laboratory supplies ready by maintaining inventory of stock; placing orders; verifying receipt, etc. 7. Keeping laboratory equipments in operating condition by following operating instructions; maintaining supplies; performing preventive maintenance; calling for repairs. 8. Documenting required information by maintaining daily logs, documenting procedures and equipment records books.

GENERAL CONDITIONS:

1. **The last date for receipt of application is 30.09.2022** Applications received after the last date OR without requisite fee will be summarily rejected and no correspondence in this regard will be entertained. If the last date happens to be a holiday, it will stand extended to the next working day.
2. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to amend the advertisement or postpone/cancel the recruitment exercise for the post at any stage of recruitment.
3. The candidates are required to pay the following fee:

General, OBC and EWS	Women/SC/ST/Physically Handicapped
Rs. 300/- (Three hundred only).	Nil

4. **Eligibility** of the candidate including maximum age limit will be counted as on the closing date of receipt of applications.
5. **Application Form and Documents:** Self-attested copies of the following documents are required to be submitted along with the Application Form:
 - a. **Application:** The application should be in the prescribed format (**Annex-1**) duly completed in all respects and all pages, including enclosures, signed and continuously numbered.
 - b. **Proof of Age:** Matriculation/10th Standard or equivalent certificate indicating Date of Birth or Mark-sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth.
 - c. **Educational qualifications:** Mark-sheets and degree certificates.
 - d. **Experience:** Experience indicated by the candidate in the Application Form should be supported by certificates from the concerned institutions and should be from a recognized Institution/ hospital.
 - e. **Caste/Community/Tribe/EWS** certificate as per the formats prescribed by the Department of Personnel and Training, Government of India for employment under the Central Government – specimen forms are enclosed (**Annex-3-6**). OBC certificate should have been issued within last 03 years.
 - f. **Physically handicapped** candidates are required to submit certificate in the prescribed format from the competent medical authority indicating the degree of physical disability as 40% or more.
 - g. **Application fee:** Should mention the relevant details in the application form. The DD/Pay order should be properly attached on the front page of Application form. Further the candidate should write his name, address and telephone number on the back of the DD/Pay order.
 - h. Original certificates/ documents are required to be produced before joining. The selected candidates will also be asked to produce no objection certificate, if employed, from their employer before issue of offer of appointment.
6. The applications in the prescribed format, duly completed in all respects, should reach the **Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058 by the prescribed closing date.** The Candidates should also fill up the relevant columns of Admission Ticket (**Annex-2**) and submit the same along with the application form.
7. Age relaxation to candidates belonging to SC/ST/OBC (as per Central List of OBCs)/PH etc. will be available as per the orders of the Government of India. Specimen forms are enclosed (**Annex-3 to 4**). Further, the candidates belonging to OBC category (non-creamy layer) may also submit a declaration as per proforma in **Annex-6**.
8. The upper age limit is relaxable for Government servants as per Government of India (DoPT) orders. A candidate seeking age relaxation under this category would have to produce a certificate issued after the date of advertisement from his/her employer on the office letter head as per the proforma attached (**Annex-7**). The age relaxation will be

admissible to such Government servants as are working in post which are in the same line or allied cadres and where a relationship could be established that his service already rendered in a particular post will be useful for the efficient discharge of the duties of the post the recruitment of which has been advertised.

SELECTION PROCEDURE

9. Selection will be made through a written test. The test will comprise 150 (One hundred fifty) Multiple Choice Questions (MCQs) – 01 mark for each question and will be of 02 (two) hours duration. There will be negative marking (0.25) for wrong answer. The language of the Questions will be English.

SCHEDULE OF WRITTEN TEST:

10. Details of the date and venue of test will be notified later on.
11. The candidates are required to secure minimum cut-off marks in the written test to be considered for inclusion in the select list or reserve panel. The cut-off marks will be as under:

Category	Cut-off marks
General/OBC/EWS	45%
SC/ST/PH	40%

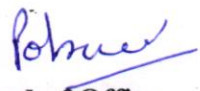
However, the competent authority reserves the right to fix a lower cut-off mark in case of SC/ST/PH for the written test in case the candidates meeting the prescribed cut-off marks are not available to fill up the posts reserved for them.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

12. The candidate should keep the following documents ready before initiating the process of filling up of application form online.
- (i) A recent coloured photograph (in white background (size 200kb).
 - (ii) Signature on plain paper (size 50kb).
 - (iii) Identity Proof (size 50kb).
 - (iv) Proof of Date of Birth, that, Matriculation/Tenth Standard certificate issued by the Central Board/State Board of Education.
 - (v) 12th Standard pass of equivalent from a recognized Board or University Certificate/Mark Sheet (size 200kb).
 - (vi) Bachelor's Degree in Medical Laboratory Science from a recognized University or Institute (200kb).
 - (vii) 2 (two) years' experience as Medical Laboratory Technologist or Laboratory Technologist from a recognized hospital or institution (200 kb).
13. Detailed guidelines for filling up the online application form are attached (**Annex-8**)

MISCELLANEOUS:

13. A provisional examination of the application will be made and details of such examination will be made available to the candidates through the website of the Council. An opportunity will be given to the candidates to represent against rejection of their application.
14. The number of vacancies may vary subject to the requirement at the stage of final selection.
15. The jurisdiction for all legal matters for this recruitment will be exclusively at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
16. Council will not be held responsible for any postal delay.
17. Candidates are requested to see Council's website (www.ccrhindia.nic.in) on regular basis for any new announcement in this regard. Any new announcement will be made only through the website of the Council. Candidates are advised to indicate an e-mail ID's in their application and keep it active.
18. The appointment will be subject to medical examination and verification of character and antecedents of the candidates from the competent authorities.
19. The selected candidates will be governed by the Rules and Regulations as are applicable to other employees of the Council and necessary undertaking will have to be given before appointment.
20. New Pension Scheme (NPS) 2004 will be applicable.
21. The individuals selected against the above vacancies will be posted in any of the Institute/Units of the Council. The exact place of posting will be decided after the selection is finalized. The Institute/Units of the Council are located throughout India and the details are available on the website of the Council.
22. In case any information given or declaration by the candidate is found to be false or if the candidates has willfully suppressed any material information, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
23. The candidates selected for appointment are liable to be transferred anywhere in India.
24. No TA/DA will be admissible for attending the written test.
25. **Canvassing through any source will lead to disqualification of the concerned candidate.**


Head of Office

Annex-1

APPLICATION FOR THE POST OF
MEDICAL LABORATORY TECHNOLOGIST IN CCRH
(Advt. No. /2020)

Self attested
passport size
photograph

1. Name of the candidate :
(in block letters)
2. Father's/Husband's Name :
3. Gender : Male/ Female/ Transgender
4. Category : SC/ST/OBC/PH/EWS/GENERAL
5. If exempted from payment of fee, state the category:
6. Particulars of Demand Draft/Pay Order:

Name of the Bank	Branch	Amount	No. of DD/Pay Order

7. Address (in block letters):
 - a) Permanent:
 - b) Email I.D:
 - c) Mobile Phone No.
 - d) Landline Phone No. (With STD code):
8. Date of birth (in Christian era) :
9. Age as on closing date:
10. Whether seeking age relaxation: Yes/No
If 'Yes' state the category:
11. Nationality:
12. Aadhar No.

13. Educational qualification:

a) General

Examination Passed	Institute/University	Subject studied	Year of Passing	% of Marks	Division Obtained

b) Technical

Examination Passed	Institute/University	Subject studied	Year of Passing	% of Marks	Division Obtained

14. Experience:

Name of Organization	Post held	Pay Scale	Duration of service		Nature of Duties
			From	To	

15. Prescribed criteria and qualifications/experience possessed by the candidate

		Qualifications/experience required	Qualifications/experience possessed by the candidate
Essential	(1)		
	(2)		
	(3)		

Desirable	(1)		
	(2)		
	(3)		

16. Details of the employment in chronological order (enclose separate sheet showing status of the post etc., duly signed)

Office/Institution/ Organization	Post held	From	To	Pay Band/Scale of Pay and present basic pay, Grade Pay	Nature of duties

17. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.
18. In case the present employment is held on deputation/contract basis please state:
- Date of initial appointment
 - Period of appointment, on deputation/contract
 - Name of the present office/organization to which you belong
19. Additional details about present employment:
- Whether working under – Central Government/Autonomous Organization/Government Undertaking/State Government/Universities
 - Total emoluments receiving per month:
20. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)
21. Please enclose attested photocopies in support of your qualifications (general & technical) mark sheets of all the examinations conducted by Board/Council/University for the technical courses, Internship training, Registration Certificate, experience etc.
22. List of Enclosures:
23. Remarks:

UNDERTAKING

I hereby declare that the information & particulars furnished by me as above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

Date:

Signature of candidate
Complete Postal Address of the candidate
with **PIN CODE**

Note: Every page of the application, along with enclosures, should be continuously page numbered and also self-attested by the candidate.

Annex-2

Admit Card (to be filled in duplicate)

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: MEDICAL LABORATORY TECHNOLOGIST (Advt. No. /2019)

Self attested
passport size
photograph

Name

Father's/Husband's Name

Address

Tel. No.

Whether belong to: SC/ST/OBC/PH/EWS/Gen

Roll No. (to filled in by CCRH)

Sign. of the Candidate

Sign. of Rep. of CCRH

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

POST: MEDICAL LABORATORY TECHNOLOGIST (Advt. No. /2019)

Self attested
passport size
photograph

Name

Father's/Husband's Name

Address

Tel. No.

Whether belong to: SC/ST/OBC/PH/EWS/Gen

Roll No. (to filled in by CCRH)

Sign. of the Candidate

Sign. of Rep. of CCRH

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Shrimati/ Kumari
Son/daughter* of.....of village/town*
..... District/Division* of the State/Union.....
Territory*.....belongs to the
..... Caste/Tribe which is recognized as Scheduled Caste/Scheduled Tribe*under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[as amended by the Scheduled Caste and Schedule Tribes Lists (Modification) Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribe Order (Amendment) Act 1976
- The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) the Scheduled Castes Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- The Constitution (Goa, Daman & Diu) Scheduled Castes, Order, 1968
- The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim) Scheduled Castes Order, 1978:

2. Shri/Smt.*/Kumari*.....and*/or his/her* Family ordinarily reside(s)
in village/town*..... of..... District/
Divisions of the State/Union territory of.....

Signature.....

Designation.....
(With Seal of Office)
State/Union Territory

Place.....
Date.....

*Please delete the words which are not applicable.

NOTE: The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Shrimati/ Kumari
Son/daughter* of.....of village/town*
..... District/Division* of the State/Union.....
Territory*.....belongs to the
..... Caste/Tribe which is recognized as Scheduled Caste/Scheduled Tribe*under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[as amended by the Scheduled Caste and Schedule Tribes Lists (Modification)Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribe Order (Amendment) Act 1976
- The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) the Scheduled Castes Order, 1964
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- The Constitution (Goa, Daman & Diu) Scheduled Castes, Order, 1968
- The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim)Scheduled Castes Order, 1978:

2. Shri/Smt.*/Kumari*.....and*/or his/her* Family ordinarily reside(s)
in village/town*..... of..... District/
Divisions of the State/Union territory of.....

Signature.....

Designation.....
(With Seal of Office)
State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

NOTE: The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950

Annex-4

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT OF POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....Son/daughter
of.....
of villageDistrict/Division
in the State.....belongs to
the..... community which is recognized as a backward class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution
No..... dated*.
Shri/Smt./Kumari.....and/or his/her family ordinarily reside(s) in
the..... District/Division of the
State/Union Territory. This is also to certify that he/she does not belong to the persons/sections
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department
of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993 **.

Dated:

**District Magistrate,
Deputy Commissioner etc.**

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

Authorities competent to issue the Caste/Tribe/Community certificates

1. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Government of
(Name & Address of the authority issuing the certificate)

INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/ daughter/ wife of _____ permanent resident of _____ Post Office _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/ her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yard and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognised as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport
size attested
photograph of the
applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/ cities have been clubbed while applying the land or property holding test to determine EWS status.

Annex-6

**DECLARATION TO BE SUBMITTED BY A CANDIDATE BELONGING TO
OTHER BACKWARD CLASSES AT THE TIME OF SELECTION**

"I, -----son/daughter of
Shri -----
-----resident of
village/town/city.....district.....State.....hereby
declare that I belong to the.....community which is recognized as a
backward class by the Government of India for the purpose of reservation in services as
per orders contained in Department of Personnel and Training Office Memorandum
No.36012/22/93-Estt. (SCT), dated 8.9.1993. It is also declared that I do not belong to
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above
referred Office Memorandum, dated 8.9.1993 as amended from time to time."

Signature

Proforma for claiming age concession

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing authority)

This is to certify that Shri/Ms..... S/o, D/o, W/o Shri..... is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under: -

.....
.....
.....

Certified that:

*(a) Shri/Shrimati/Kum holds substantively a permanent post of in the Officer/Department of with effect from

*(b) Shri/Smt./Kum has been continuously in temporary service on a regular basis under the Central Government in the post of In the Office/Department with effect from

Place.....
Date.....

Signature.....
Name.....
Designation.....
Ministry/Office.....
Address.....
Office SEAL

* Please delete the words/paragraph not applicable.

(Procedure for filling Online Application)

The process of filling online application consists of two parts:

- (i) One Time Registration
- (ii) Filling of online Application form.

Part-I (One-Time Registration)

Please read the instructions given in the Advertisement carefully before filling up the online "Registration" and "Application".

1. Before proceeding with One-Time Registration, keep the following information/documents ready:
 - (i) Mobile Number
 - (ii) Email ID

For 'One-Time Registration', please follow the following steps:

- i. Fill your name exactly as given in Matriculation (10th Class) Certificate.
- ii. Fill your date of birth exactly as given in Matriculation (10th Class) Certificate.
- iii. Your Mobile Number.
- iv. Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Council may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
- v. When the Basic Details provided are saved, you will be required to confirm email ID. On confirmation, your data will be saved. When the new application form is opened then your Registration Number will be displayed on the screen. Your Registration Number and Password will displayed to you.
- vi. Select your Gender that is, Male, Female or Transgender.

After completion of registration process, "Basic Details" cannot be changed.
THEREFORE, BE EXTREAMLY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.

YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'SNAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/WRONG INFORMATION.

Part-II (Online Application Form)

Personal Details

1. Login to online system through your login name (your e-mail ID is your login name) and password.
2. Information in some columns will be automatically filled from your One-time Registration Data which is non-editable.

3. In the column **Advertisement For** choose the Advertisement no. – in this case **20/2021.**
4. Choose the Title of the post in the column **Post Applied For, in this Medical Laboratory Technologist..**
5. In the column **Applied Caste / Class Type**, choose whether you belong to SC or ST or OBC or EWS.
6. In the column **Category**, indicate whether you are PH or not.
7. Provide information about your Category – Whether you belong to Scheduled Caste, Scheduled Tribe, Other Backward Community, Physically Handicapped, EWS or General.
8. You have to select the Marital Status.
9. You have to provide any identification mark.
10. You have to select your State of Origin.
11. You have to fill your complete Permanent and Present Address. This includes Address, State, District, City/ Village and PINCODE. All the field are mandatory here.
12. You have to fill your Sub Caste (for Scheduled Caste), Tribe (for Scheduled Tribe), Community (for OBC).
13. If you select Physical handicap in One Time Registration Form, you have to fill physical handicap type and percentage.

Educational Qualification and Additional Details

14. Educational Qualification and Other Details:

Matriculation (10th Class) Examination Details which include:

- i. Roll Number / Enrollment Number
- ii. School/College Name
- iii. Subject Studied
- iv. Name of Education Board
- v. Date Of Result
- vi. Total marks
- vii. Grade
- viii. Marks/Grade Obtain
- ix. Aggregate
- x. Division Obtain

15. Senior Secondary (12th Class) Examination Details which include:

- i. Roll Number /Enrollment Number

- ii. School/College Name
- iii. Subject Studied
- iv. Name of Education Board
- v. Date Of Result
- vi. Total marks
- vii. Grade
- viii. Marks/Grade Obtain
- ix. Aggregate
- x. Division Obtain

16. Bachelor's Degree in Medical Laboratory Science from a recognized University or Institute

- i. Qualification Name
- ii. Roll Number
- iii. Institute Name
- iv. Subject Studied
- v. Name of Education Board
- vi. Date Of Result
- vii. Total marks
- viii. Grade
- ix. Marks/Grade obtain
- x. Aggregate
- xi. Division Obtain

17. If you have any additional qualification, you can fill the following details. You can add multiple qualifications also.

- xii. Qualification Name
- xiii. Roll Number
- xiv. Institute Name
- xv. Subject Studied
- xvi. Name of Education Board
- xvii. Date Of Result
- xviii. Total marks
- xix. Grade
- xx. Marks/Grade obtain
- xxi. Aggregate
- xxii. Division Obtain

18. If you have any experience, you can fill the following. You can add multiple Experience also.

- i. Trade
- ii. Name Of Organization
- iii. Post held
- iv. Pay Scale
- v. Institute Type
- vi. Service type
- vii. Nature Of Duty
- viii. Service From
- ix. Service To

Other Details

19. If you belong to Scheduled Caste or Scheduled Tribe or OBC or EWS of PH, you have to fill the relevant Certificate as under:

- i. Certificate number
- ii. Issue Date
- iii. Authority Name

20. You have to fill Particulars of Registration with CCH or State Board. Remember one is mandatory.

- i. Registration Number
- ii. Issue Date
- iii. Authority Name

21. If you are a Central Government Employee you have fill some other details like

- i. Date Of Appointment
- ii. Name Of Organization
- iii. Name Of Post
- iv. Office Address
- v. NOC Details, If Applicable

Uploading Documents

22. Document Uploading

- i. You have to upload the following documents in jpg Format. Maximum size allow per documents is 200 KB except signature.
- ii. Photo
- iii. Signature
- iv. Identity Card (Any One of AADHAR/PAN/DRIVING License/VOTER ID)
- v. 10th /SSC Certificate
- vi. Caste/Tribe/Community Certificate
- vii. EWS Certificate
- viii. PH Certificate
- ix. BHMS Mark Sheet (Final Year)
- x. BHMS Degree Certificate
- xi. MD Mark Sheet/Certificate Part-I
- xii. MD Mark Sheet Certificate Part-II
- xiii. MD Degree Certificate
- xiv. Proof of studying MD (H) in the College/Institutions mentioned under the column "Educational Qualification and Other Details" if not indicated either in the marksheet or Degree Certificate of MD (H).
- xv. Registration Certificate

23. Except the above-mentioned documents, if you want to upload any other document, then you can upload them in the other documents section.

Declaration

24. Finally, you have to select "The acceptance of declaration and submit the application with entering the Place".

25. Save the information provided and verify the same. Once all information has been verified, click on the "Submit" button. Once, the form is submitted, you cannot edit any information.
26. Once you submit your application, the system will inform you about acceptance or rejection of your application. If you are a fee exempted candidate (SC, ST, Female, PH), the process of submission of application is over at this stage and you can take a print-out of the application for future reference. You will be required to submit a copy of the online application at the time of interview. Therefore, please take a print-out and keep it in safe custody.
27. In case you are not a fee exempted candidate, then you have to make the payment of fee through the online payment gateway otherwise your application will be rejected. Please also take a print-out of the fee receipt for submission at the time of interview.