

**TO BE UPLOADED ON THE WEBSITE OF SAJKS ON 08.10.2020**  
Swasthya Avm Jan Kalyan Sansthan (स्वास्थ्य एवं जन कल्याण संस्थान)  
(Undertaking Institute by Ministry of Health and Family Welfare)  
CGO Complex, Lodhi Road, New Delhi-110003  
(Website: - www.sajks.com)

**ADVERTISEMENT NO. 09/2020/ Selection Posts**

File No. 05/09/2020-14/SAJKS

Date: 07.10.2020

**“SAJKS STRIVES TO HAVE A WORK FORCE WHICH REFLECTS GENDER BALANCE  
AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

1. Applications are invited from eligible candidates with Nationality/Citizenship as indicated under Para- 6 of this Notice, for the Selection Posts indicated in this Notice. Only those Applications which are successfully filled through the Website www.sajks.org shall be accepted.
2. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/ Essential Qualifications (EQs)/ Experience/ Category, etc. as indicated in this Notice. **Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.**
3. All information relating to this recruitment right from the status of application up to the nomination of the selected candidates to the User Department including call letters for the Examination to the provisionally eligible candidates will be available on the website of Swasthya Avm Jan Kalyan Sansthan i.e. www.sajks.org. Note: - candidates are advised to fill their correct and active e-mail address and mobile number in the online application as correspondence may be made by the SAJKS through E-mail/SMS. Candidates should regularly visit website of SAJKS for examination related latest updates/ information.

4. **ABBREVIATIONS USED:**

SAJKS: Swasthya Avm Jan Kalyan Sansthan; M/o: Ministry of, D/o: Department of, O/o: Office of, Age: Age-limit, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Class, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, Persons with Disabilities (PwD), OH: Orthopedically Handicapped, HH:

Hearing Handicapped, VH: Visually Handicapped, OA: One Arm Affected, OL: One Leg Affected, BL: Both Legs Affected, PD: Partially Deaf, LV: Low Vision, CGCE: Central Government Civilian Employee, NA: Not Applicable, OEA: Other Employed Applicant.

**5. DETAILS/ DESCRIPTION OF POSTS.**

| S.No       | Post Name                           | General | OBC  | SC   | ST   | ExS  | PWD |     | Level in the Pay Matrix      |
|------------|-------------------------------------|---------|------|------|------|------|-----|-----|------------------------------|
|            |                                     |         |      |      |      |      | OH  | HH  |                              |
| 1          | Accountant                          | 59      | 35   | 10   | 10   | 13   | 1   | 0   | Level-5<br>(Rs.29200-92300)  |
| 2          | Data Entry Operator                 | 1706    | 1001 | 278  | 278  | 371  | 37  | 37  | Level-4<br>(Rs.25500-81100)  |
| 3          | Upper Division Clerk (UDC)          | 404     | 237  | 66   | 66   | 88   | 9   | 9   | Level-4<br>(Rs.25500-81100)  |
| 4          | Lower Division Clerk (LDC)          | 998     | 586  | 163  | 163  | 217  | 22  | 22  | Level-2<br>(Rs.19900-63200)  |
| 5          | Auxiliary Nursing Midwifery (ANM)   | 174     | 98   | 27   | 27   | 36   | 0   | 0   | Level-4<br>(Rs.25500-81100)  |
| 6          | General Nursing and Midwifery (GNM) | 100     | 56   | 16   | 16   | 21   | 0   | 0   | Level-7<br>(Rs.44900-142400) |
| 7          | Multi-Tasking Staff (MTS)           | 2265    | 1329 | 369  | 369  | 492  | 49  | 49  | Level-1<br>(Rs.18000-56900)  |
| 8          | Lab Attendant                       | 362     | 204  | 57   | 57   | 75   | 0   | 0   | Level-1<br>(Rs.18000-56900)  |
| 9          | Ambulance Driver                    | 77      | 43   | 12   | 12   | 16   | 0   | 0   | Level-1<br>(Rs.18000-56900)  |
| 10         | Car Driver                          | 70      | 41   | 11   | 11   | 15   | 2   | 2   | Level-1<br>(Rs.18000-56900)  |
| Total Post |                                     | 6215    | 3630 | 1008 | 1008 | 1345 | 119 | 118 |                              |

## 6. ESSENTIAL QUALIFICATION REQUIRED:

| S.No | Post Name                           | Age Required   | Qualification  |
|------|-------------------------------------|----------------|--|
| 1    | Accountant                          | 18 TO 32 Years | Bachelor of Commerce from a recognized Board or University.  |
| 2    | Data Entry Operator                 | 18 TO 32 Years | Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 25 w.p.m.                 |
| 3    | Upper Division Clerk (UDC)          | 18 TO 32 Years | Bachelor Degree in any discipline from a Recognized Board or University with a Basic Computer Knowledge. |
| 4    | Lower Division Clerk (LDC)          | 18 TO 32 Years | Senior Secondary (10+2) from a recognized board with a Basic Computer Knowledge.                         |
| 5    | Auxiliary Nursing Midwifery (ANM)   | 18 TO 37 Years | Diploma in ANM from a recognized board or University.  |
| 6    | General Nursing and Midwifery (GNM) | 18 TO 37 Years | Diploma in GNM from a recognized board or University.  |
| 7    | Multi-Tasking Staff (MTS)           | 18 TO 32 Years | Matriculation (10 <sup>th</sup> ) from a recognized board.   |
| 8    | Lab Attendant                       | 18 TO 32 Years | Senior Secondary (10+2) in Medical from a recognized board.  |
| 9    | Ambulance Driver                    | 18 TO 33 Years | Matriculation (10 <sup>th</sup> ) from a recognized board. HMV Driving License.                          |
| 10   | Car Driver                          | 18 TO 33 Years | Matriculation (10 <sup>th</sup> ) from a recognized board. LMV Driving License.                          |

## 7. NATIONALITY/ CITIZENSHIP

**A candidate must be either:**

- a. A citizen of India, or
- b. A subject of Nepal, or
- c. A subject of Bhutan, or
- d. A Tibetan Refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
- e. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

7.1. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

7.2. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility

certificate issued to him by the Government of India.

**8. EXAMINATION FEE:**

| <b>S.No</b> | <b>Category</b>           | <b>Amount of Fees for Male Candidate</b> |
|-------------|---------------------------|--|
| 1.          | General                   | Rs. 500/-                                |
| 2.          | Other Backward Class      | Rs. 400/-                                |
| 3.          | Ex-Serviceman             | Rs. 200/-                                |
| 4.          | Persons with Disabilities | Rs. 200/-                                |
| 5.          | Scheduled Caste           | Rs. 200/-                                |
| 6.          | Scheduled Tribe           | Rs. 100/-                                |

**9. CLOSING DATE: -**

Online applications can be submitted through the website i.e. [www.sajks.org](http://www.sajks.org) from 08.09.2020 to 24.10.2019 (Extended) up to 2300 hours

**10. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:**

- i. Essential Qualifications (EQs) & Age Limit for each Post as per the requirement are mentioned in the details/ description of Post(s) given in this Notice.
- ii. The Crucial Date for determining of AGE-LIMIT AND possession of ESSENTIAL QUALIFICATION (EQs)/ EXPERIENCE will be 01.09.2020.
- iii. Before applying for the post, the candidates must ensure that they possess the ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age-Limit as on the crucial date mentioned in Para 10(ii) above.
- iv. For posts where EXPERIENCE in a particular field/discipline for a specified period has been indicated as an ESSENTIAL QUALIFICATION, the applicants should submit self-attested copy of CERTIFICATE in support of their claim of possession of Experience in that field/ discipline from the Competent Authority along with the PRINT OUT OF THE APPLICATION, as and when called for by the SAJKS, failing which their application shall be rejected.
- v. If candidates claim that their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/ Certificates (Order/ Letter with Number & Date) in support of equivalence, issued by the Government of India/ State Government or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.
- vi. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother- tongue of the applicant.

**NOTE:** As per Ministry of Human Resources Development, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, Government of India. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

**11. AGE-LIMIT AND RELAXATION IN UPPER AGE-LIMIT:**

Age limit for a particular category of post(s) against each category of post.

**a) PROOF OF AGE**

The Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the SAJKS for determining the age and no subsequent request for change will be considered or granted.

**b) RELAXATION IN UPPER AGE-LIMIT**

Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates is applicable as per Government of India norms. No age relaxation would be available to SC/ST/OBC candidates applying for Unreserved (UR) vacancies. Age relaxation for department employees will be as per recruitment rules.

| S. No. | Category              | Age Relaxation permissible beyond the Upper age limit  |
|--------|-----------------------|--|
| 1.     | SC/ST                 | 5 years  |
| 2.     | OBC (NCL)             | 3 years  |
| 3.     | PwD (UR)              | 10 years   |
| 4.     | PwD + OBC (NCL)       | 13 years   |
| 5.     | PwD + SC/ST           | 15 years   |
| 6.     | Ex-Servicemen (UR)    | 03 years after deduction of the military service rendered from the actual age.                   |
| 7.     | Ex-Servicemen (OBC)   | 06 years (3 years+3 years) after deduction of the military service rendered from the actual age. |
| 8.     | Ex-Servicemen (SC/ST) | 08 years (3 years+5 years) after deduction of the military service rendered from the actual age. |

\*For Ex-servicemen up to the extent of service rendered in defense forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service.

Ex-servicemen who have already joined the Government Services on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex- servicemen status for the purpose of this recruitment and such persons will be deemed to be civil employees and accordingly be entitled to only

such of the benefits like relaxation of age etc., as admissible to the civil employees.

**12. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION, ETC.**

**a. For scheduled castes/ scheduled tribes (SC/ST) applicants**

SC/ST applicants seeking FEE CONCESSION, AGE-RELAXATION, RESERVATION etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (Certificate format available on website [www.sajks.com](http://www.sajks.com)) from COMPETENT AUTHORITY certifying that their Sub-Castes/ Communities are approved by the Government of India under SC & ST Category as and when called for by the SAJKS otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

**b. For other backward classes (OBC) applicants**

OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (Certificate format available on website [www.sajks.com](http://www.sajks.com)). A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications. Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are warned that they may be debarred from the examinations conducted by the SAJKS in case they fraudulently claim SC/ST/OBC/ExS/PH (PwD) status.

**c. For persons with disabilities (PWD) [OH/HH/VH/Others] applicants:**

Suitability of the posts for the Persons with Disability (PwD) and the nature of disability admissible is indicated against each category of post. PwD Candidates should apply only for the posts for which they are eligible.

- i. Only those Persons with Disabilities (PwD) who are having 40% or above disability are eligible for FEE CONCESSION, AGE- RELAXATION and RESERVATION etc.
- ii. They shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (Certificate format available on website [www.sajks.com](http://www.sajks.com)) of the Notice as and when called for by the SAJKS, otherwise, their claim for PwD status will not be entertained.

**d. Special instructions for the ex-servicemen (exs) applicants:**

- i. ExS applicants seeking FEE CONCESSION, AGE-RELAXATION, and RESERVATION etc. shall invariably submit, the requisite Certificate as per FORMAT (Certificate format available on website [www.sajks.com](http://www.sajks.com)) from COMPETENT AUTHORITY and also submit a Declaration as per FORMAT (Available on website [www.sajks.com](http://www.sajks.com)) as and when called for by the SAJKS or at the time of Document Verification, otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.
- ii. For any service man of the three-Armed Forces of the Union to be treated as ExS for the purpose of securing the benefits of reservation etc. he/ she must have already acquired, at the relevant time of submitting his/ her application for Post/ Service, the status of EXS;

OR

Is in a position to establish his/ her acquired entitlement by documentary evidence from the COMPETENT AUTHORITY that he/ she would complete specified term of engagement with the Armed Forces within the stipulated period of ONE YEAR from the closing date of receipt of applications as stipulated at Para-9 of this Notice. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application as stipulated at Para 9 of this Notice.

**13. DOCUMENTS VERIFICATION:**

- a. Applicants must submit Self Attested legible Copies of all their Certificates/ Documents, along with the print out of their online Application Form, in support of the information given in their Application Forms about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Age, Proof of Category [SC/ST/OBC/PH(PwD)/ ExS - in the format as given on website] from the Competent Authorities, otherwise their candidature is liable to be rejected at any stage of the recruitment process.
  - b. They shall be in a position to produce all the ORIGINAL CERTIFICATES/ DOCUMENTS in support of the information given in their Application Forms at the time of VERIFICATION OF DOCUMENTS after the Examination, failing which their candidature is liable to be cancelled at that very stage or at any subsequent stage.
- 14.** Candidates are warned that they will be debarred from the examinations conducted by the SAJKS, as per rules, in case they fraudulently claim SC/ST/OBC/PwD/ExS/CGCE status or submit false Certificates/ Documents/ Mark Sheets claiming reservation/ age relaxation admissible to these categories or in support of Essential Qualification/ Experience/ Age-

proof.

**15. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

**Applications/ candidature of applicants are liable to be cancelled/ rejected at any stage of the recruitment process in the event of all or any of the following:**

- a. Applications being incomplete.
- b. Any variation in the Signatures. [All the SIGNATUREs (in FULL, NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be the same.]
- c. Application without CLEAR PHOTOGRAPH and LEGIBLE SIGNATURE.
- d. Non-payment of Examination Fees, if not otherwise exempted.
- e. Fee not paid as per instructions.
- f. Under aged/ over aged candidates.
- g. Non-forwarding of Self Attested legible Copies of all the relevant Certificates/ Documents issued by the competent authority, along with the print out of Application Forms, in support of the information given in their Application Forms about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Age, Proof of Category [SC/ST/OBC/PwD/ExS/CGCE], as and when called for by the SAJKS after conduct of OMR Sheet Based Examination(s).
- h. Not having the requisite Educational Qualification/ Experience/ Category Status as on the closing date.
- i. Incorrect information or misrepresentation or suppression of material facts.
- j. Non-receipt/ Late receipt of the printout of the Application Form along with self-attested copies of the relevant documents.
- k. For carrying mobile phones / accessories in the Examination premises/Hall.
- l. Any other irregularity.
- m. Non-production of Original Certificates at the time of Verification of Documents
- n. Non-production of Print Out of Application Form duly signed and affixing the same photograph used for filling up online Application Form.

**Note:** Candidates are not allowed to bring mobile phones/ any other communication devices inside the examination premises/hall and any infringement of these instructions will entail debarment from SAJKS's future examinations without prejudice to initiation of criminal proceedings against the candidates.

**16. SELECTION PROCEDURES:**

- i. Recruitment to Selection Posts will be made through Computer Based Examination consisting of Objective Type Multiple Choice Questions.
- ii. All the candidates whose online Applications are in order will be called for computer based examination.



- iii. Applications which have blurred/ no photographs, blurred/ no signature, duplicate applications for a single post/ fee not received/ incomplete application/etc. are liable to be rejected).
- iv. The SAJKS reserves the right to make changes in the Scheme of Examination.
- v. The Roll number will be uploaded on the website of the SAJKS 07 (seven) days prior to the date of commencement of the examination.
- vi. Candidates who apply for more than one post in the same Region/ apply for different posts in different Regions/ apply for posts of different levels (Matriculation, Higher Secondary and Graduate & Post Graduate) in the same or different Regions are common candidates. Such 'Common candidates' will be issued Separate Roll number for all posts.
- vii. After conduct of the Examination, Tentative Answer Keys will be uploaded by the HQs on the SAJKS's website for a specific period (minimum three days) to call for challenges from the candidates, if any, on payment of prescribed fee.
- viii. For qualifying Examination, candidates are required to score minimum marks as per details given below

UR : 35%  
 OBC : 30%  
 Other categories : 25%

- ix. SAJKS will call the required number of candidates for Document Verification (DV) for a particular category of post subject to availability of eligible candidates.
- x. A single Document Verification will be done for a candidate who has applied for more than one post of one level (e.g. Matriculation) in the same recruitment Phase. Document Verification of such candidates will be conducted at SAJKS office.
- xi. Final scores of the candidates will only be disclosed/ made available on the website of SAJKS.

## 17. Marks Distribution

| S.No | Post Name                           | <u>Computer Based Examination</u>       |
|------|-------------------------------------|---|
| 1    | Accountant                          | 200 Marks<br>Typing test will Conducted |
| 2    | Data Entry Operator                 | 200 Marks & Typing test will Conducted  |
| 3    | Upper Division Clerk (UDC)          | 200 Marks                               |
| 4    | Lower Division Clerk (LDC)          | 200 Marks & Typing test will Conducted  |
| 5    | Auxiliary Nursing Midwifery (ANM)   | 200 Marks                               |
| 6    | General Nursing and Midwifery (GNM) | 200 Marks                               |
| 7    | Multi-Tasking Staff (MTS)           | 200 Marks                               |

|    |                  |           |
|----|------------------|-----------|
| 8  | Lab Attendant    | 100 Marks |
| 14 | Ambulance Driver | 100 Marks |
| 15 | Car Driver       | 100 Marks |

## 18. **SYLLABUS**

### 1. Accountant

- 1.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 1.2. The Question Paper will be in Hindi & English.
- 1.3. There Will be Negative Marking of 1/4 Marks.
- 1.4. The Question Paper will be as Follows -
  - 1.4.1. Accounts 50 Marks
  - 1.4.2. Computer Knowledge 30 Marks
  - 1.4.3. General Knowledge 30 Marks
  - 1.4.4. General Mathematics 30 Marks
  - 1.4.5. General Hindi 40 Marks
  - 1.4.6. General English 20 Marks

### 2. Data Entry Operator

- 2.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 2.2. The Question Paper will be in Hindi & English.
- 2.3. There Will be Negative Marking of 1/4 Marks.
- 2.4. The Question Paper will be as Follows -
  - 2.4.1. General Knowledge 50 Marks
  - 2.4.2. Computer Knowledge 30 Marks
  - 2.4.3. Mental Ability 30 Marks
  - 2.4.4. General Mathematics 30 Marks
  - 2.4.5. General Hindi 40 Marks
  - 2.4.6. General English 20 Marks

### 3. Upper Division Clerk (UDC)

- 3.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 3.2. The Question Paper will be in Hindi & English.
- 3.3. There Will be Negative Marking of 1/4 Marks.
- 3.4. The Question Paper will be as Follows -
  - 3.4.1. General Knowledge 50 Marks
  - 3.4.2. Computer Knowledge 30 Marks
  - 3.4.3. Mental Ability 30 Marks
  - 3.4.4. General Mathematics 30 Marks
  - 3.4.5. General Hindi 40 Marks
  - 3.4.6. General English 20 Marks

### 4. Lower Division Clerk (LDC)

- 4.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 4.2. The Question Paper will be in Hindi & English.
- 4.3. There Will be Negative Marking of 1/4 Marks.
- 4.4. The Question Paper will be as Follows -
  - 4.4.1. General Knowledge 50 Marks
  - 4.4.2. Computer Knowledge 30 Marks
  - 4.4.3. Mental Ability 30 Marks
  - 4.4.4. General Mathematics 30 Marks
  - 4.4.5. General Hindi 40 Marks
  - 4.4.6. General English 20 Marks

## **5. Auxiliary Nursing Midwifery (ANM)**

- 5.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 5.2. The Question Paper will be in Hindi & English.
- 5.3. There Will be Negative Marking of 1/4 Marks.
- 5.4. The Question Paper will be as Follows -
  - 5.4.1. Technical Subject 160 Marks
  - 5.4.2. General Knowledge 10 Marks
  - 5.4.3. General Mathematics 10 Marks
  - 5.4.4. General Hindi 10 Marks
  - 5.4.5. General English 10 Marks

## **6. General Nursing and Midwifery (GNM)**

- 6.1. The Computer Based Examination will be of objective type and of 200 Marks with time duration of 03 hours.
- 6.2. The Question Paper will be in Hindi & English.
- 6.3. There Will be Negative Marking of 1/4 Marks.
- 6.4. The Question Paper will be as Follows -
  - 6.4.1. Technical Subject 160 Marks
  - 6.4.2. General Knowledge 10 Marks
  - 6.4.3. General Mathematics 10 Marks
  - 6.4.4. General Hindi 10 Marks
  - 6.4.5. General English 10 Marks

## **7. Multi-Tasking Staff (MTS)**

- 7.1. The Computer Based Examination will be of objective type and of 100 Marks with time duration of 02 hours.
- 7.2. The Question Paper will be in Hindi & English.
- 7.3. There Will be Negative Marking of 1/4 Marks.
- 7.4. The Question Paper will be as Follows -
  - 7.4.1. General Knowledge 25 Marks
  - 7.4.2. General Mathematics 25 Marks
  - 7.4.3. General Hindi 25 Marks
  - 7.4.4. General English 25 Marks

## **8. Lab Attendant**

- 8.1. The Computer Based Examination will be of objective type and of 100 Marks with time duration of 02 hours.
- 8.2. The Question Paper will be in Hindi & English.
- 8.3. There Will be Negative Marking of 1/4 Marks.
- 8.4. The Question Paper will be as Follows -
  - 8.4.1. General Knowledge 50 Marks
  - 8.4.2. Medical Knowledge 30 Marks
  - 8.4.3. Mental Ability 30 Marks
  - 8.4.4. General Mathematics 30 Marks
  - 8.4.5. General Hindi 40 Marks
  - 8.4.6. General English 20 Marks

## **9. Ambulance Driver**

- 9.1. The Computer Based Examination will be of objective type and of 100 Marks with time duration of 02 hours.
- 9.2. The Question Paper will be in Hindi & English.
- 9.3. There Will be Negative Marking of 1/4 Marks.
- 9.4. The Question Paper will be as Follows -
  - 9.4.1. General Knowledge 25 Marks
  - 9.4.2. General Mathematics 25 Marks
  - 9.4.3. General Hindi 25 Marks
  - 9.4.4. General English 25 Marks

## **10. Car Driver**

- 10.1. The Computer Based Examination will be of objective type and of 100 Marks with time duration of 02 hours.
- 10.2. The Question Paper will be in Hindi & English.
- 10.3. There Will be Negative Marking of 1/4 Marks.
- 10.4. The Question Paper will be as Follows -
  - 10.4.1. General Knowledge 25 Marks
  - 10.4.2. General Mathematics 25 Marks
  - 10.4.3. General Hindi 25 Marks
  - 10.4.4. General English 25 Marks

## **19. RECOMMENDATION FOR APPOINTMENT**

- i. The SAJKS will have the full discretion to fix separate minimum qualifying marks in OMR Sheet Based Examination/ Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH (PwD)/ExS/General (UR)].
- ii. After the Examination and Skill Test, wherever applicable, the SAJKS will draw up the Merit List, on the basis of the marks obtained by the candidates in the OMR Sheet Based Examination. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut-off marks prescribed by the SAJKS for different categories of candidates.

- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and shortlisting criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the General/ Unreserved vacancies as per their position in the overall Merit List. T h e reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for their respective categories.
  - iv. A PwD candidate who meets the standards fixed for candidates of his/ her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, will be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
  - v. An Ex-Serviceman or PwD category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
  - vi. In so far as cases of Ex-Serviceman/ PwD candidates are concerned, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
  - vii. Success in the examination confers no right of appointment unless the Government is satisfied, after such enquiry/ verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/ post.
20. Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority

21. **GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/ her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**Note:** In the case of the disabled Ex-Defense Services personnel, a certificate of fitness granted by the Demobilization Medical Board of the Defense Services will be considered adequate for the purpose of appointment.

## **22. SAJKS'S DECISION FINAL**

The decision of the SAJKS in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## **23. PENALTY / DEBARMENT OF CANDIDATES FOR MALPRACTICES**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the SAJKS for the period mentioned below:

| <b>S.No</b> | <b>Type of Malpractice</b>  | <b>Debarment Period</b> |
|-------------|---|-------------------------|
| 1.          | Taking away any Examination related material such as OMR sheets, Rough Sheets, SAJKS Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the Conduct of examination. | 2 Years                 |
| 2.          | Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or SAJKS's representatives etc.  | 3 Years                 |
| 3.          | Obstruct the conduct of examination/ instigate other candidates not to take the examination.  | 3 Years                 |
| 4.          | Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.   | 3 Years                 |
| 5.          | Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.   | 3 Years                 |
| 6.          | Possession of Mobile Phone in 'switched on' or 'switched off' mode.   | 3 Years                 |
| 7.          | Appearing in the same examination more than once in contravention of the rules.   | 3 Years                 |
| 8.          | A candidate who is also working on examination related matters in the same examination.   | 3 Years                 |
| 9.          | Damaging examination related infrastructure/ equipment's.   | 5 Years                 |
| 10.         | Appearing in the Exam with forged Admit Card, identity proof, etc.  | 5 Years                 |
| 11.         | Possession of fire arms/ weapons during the examination.  | 5 Years                 |
| 12.         | Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or SAJKS's representatives etc.  | 7 Years                 |
| 13.         | Threatening/ intimidating examination functionaries with weapons/fire arms.   | 7 Years                 |
| 14.         | Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.   | 7 Years                 |
| 15.         | Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.   | 7 Years                 |

|     |   |         |
|-----|---|---------|
| 16. | Impersonate/ Procuring impersonation by any person.   | 7 Years |
| 17. | Taking snapshots, making videos of question papers or examination material, labs, etc.  | 7 Years |
| 18. | Sharing examination terminal through remote desktop Software's/ Apps/ LAN/ VAN, etc.  | 7 Years |
| 19. | Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. | 7 Years |

**24. CANVASSING**

Canvassing in any form will disqualify the applicant.

**25. JURISDICTION OF COURTS/ TRIBUNALS**

Any dispute in regard to this recruitment will be subject to Courts/ Tribunals having Delhi jurisdiction.