

## APPLICATION – REGISTRATION & SUBMISSION

### SUBMISSION OF APPLICATION: THROUGH ON-LINE MODE ONLY.

Log on to link in the Home page <https://www.jipmer.edu.in> and navigate to the link “**RECRUITMENT TO THE POST OF SENIOR RESIDENT ON REGULAR BASIS AT PUDUCHERRY–JAN 2025**”.

Read the Advertisement in detail and instructions carefully.

The flow chart for filling application on-line given as Appendix (ANNEXURE-I) in the Advertisement.

Candidate should acquaint themselves with all requirements with regard to filling up the application on-line.

### Filling up of application

1. Online Registration
2. Entry of candidate details & uploading required documents
3. Online payment
4. Confirmation page

### 1. Online Registration

- ❖ Click the link in the Home page [www.jipmer.edu.in](http://www.jipmer.edu.in) in and navigate to the link “**RECRUITMENT TO THE POST OF SENIOR RESIDENT ON REGULAR BASIS AT PUDUCHERRY – JAN 2025**” and start the registration process.
- ❖ FULL NAME entered by the candidate in the application must match with both his/her Govt. Photo ID Card (Aadhaar Card / Pan Card / Identity Card / Driver’s License etc.) and undergraduate Degree Certificate. (Spelling and order must be same – if it is not same, the candidate is advised to get it changed in the above-mentioned document/documents before applying)
- ❖ A candidate can apply in any one of the discipline subject to fulfilling the essential eligibility criteria

### 2. Entry of candidate details & uploading required documents

#### Candidate details

The candidates should fill the details carefully. No request for change in the details provided by the candidate in the application will be considered or entertained after submission of the online application.

#### Photograph

- ❖ Softcopy of one (1) recent colour passport size photograph with light background is required. Black & White / Polaroid photographs are not acceptable.
- ❖ The photograph must be taken with a placard held by the candidate indicating the name of candidate and the date of taking photograph. If the name and date are edited on the photograph after taking it, the application will be rejected. The name and date on the photograph should be legible.
- ❖ Specifications of the photograph: 30 mm width × 45 mm Height, named of the file: “Candidate Photograph.jpg” (eg. Meera Photograph.jpg). Size of file: between 20 KB and 80 KB.

Example:



## Signature

Candidate must sign on a plain white sheet in an area of 80 mm Width × 35 mm Height with a black ball point pen. The signature should be scanned, cropped to size of 80 mm Width × 35 mm Height, and saved as “*Candidate* Signature.jpg” (eg. Meera Signature.jpg). The file size should be between 20 KB and 80 KB.

## Upload Certificates while applying

The following list of certificates to be uploaded separately. Candidate should scan the certificates separately (Whichever is applicable) and save it as JPEG/JPG/PDF format. Keep size of Certificate within limit is 1 MB (Maximum size will be allowed for uploading the certificates)

1. Age proof certificate (Birth certificate/10th/12th Mark sheet).
2. MBBS/BDS (Provisional/Degree certificate) and Internship Completion certificate.
3. MD/MS/DNB/MDS/DM/M.Ch (Provisional/Degree certificate)

or

### **For the candidate currently appearing PG final examination**

Course completion / Study / Bonafide certificate issued by the Institute / College / University clearly mentioning the date of completion of candidate’s PG final examination / practicals.

4. Medical/Dental Council Registration (MBBS/BDS and MD/MS/DNB/DM/M.Ch/MDS).
5. Conduct and Character certificate from the Institution/College where he/she completed his/her PG study.
6. Residence certificate issued by Revenue authority not below the rank of Tahsildar/Dy. Tehsildar or Aadhar card/voter ID/Passport.
7. SC/ST certificate and latest OBC (Non-Creamy Layer) Certificate issued by Revenue Officer (not below the rank of Tehsildar/ Dy. Tehsildar), if he/she belongs to SC/ST/OBC category. In case the certificate is in regional language, an English version of the certificate duly attested by a Gazetted Officer is also to be uploaded.
8. OBC (NCL) certificate must be in the format as mentioned in the **Annexure-II**. The OBC (NCL) certificate so furnished shall not be older than one year before the crucial date (05.03.2025).
9. SC/ST certificate must be in the format as mentioned in the **Annexure-III**.
10. Reservation for Economically Weaker Sections (EWSs) shall be applicable as per Govt. of India policy Office Memorandum No. 36039/1/2019-Estt (Res) DoPT dated 19<sup>th</sup> January 2019 and 31<sup>st</sup> January 2019. EWS candidates must possess a valid EWS certificate issued by the competent authority in the form prescribed as per **Annexure-IV**.
11. Candidates who are in service in a **government hospital or institution** are required to submit a “No Objection Certificate” from the present employer as per **Annexure-V**.
12. The disability certificate should be issued by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions and countersigned by Medical Superintendent/CMO/Head of Hospital/Institution in the prescribed form as per **Annexure-VI**.