

GENERAL INSTRUCTIONS TO CANDIDATES

1. How to fill the application?

- 1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.
- 1.2 **Incomplete/invalid application:** If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.
- 1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.

Column No.	Description	Instructions
---	Photo	Affix a recent passport size photograph. Only the candidate should attest the photograph.
---	Post No.	Should be exactly same as given in advertisement.
---	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
---	Area of the post	Should be exactly as stated in the Advertisement. If separate areas for a post are mentioned in the Advertisement, the area for which application is made should be written.
01.	Name in full	As stated in SSLC/10 th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail.
02.	Father's/Husband's name	Married female candidates may, at their option, state their husband's name.
03.	Date of birth	As mentioned in SSLC/10 th standard certificate.
04.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the CMSS will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned person/authorities for redirecting/receiving the communication to your new address.
05.	Permanent address	Please write complete postal address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal address'.
06.	Religion	Please state the religion.
07.	Nationality	Please state Nationality
08.	Gender	Please Mention
09.	Category	Please write the category.
10.	Person with Disability	Strike out the incorrect answer. Person with Disability should attach copy of self-attested medical certificate showing percentage of disability of not less than 40%.
11.	Have you ever been convicted by a Court of Law or is there any	Please write yes/No. If Yes give details



	criminal/ disciplinary/ vigilance case pending against you?	
12.	Essential educational, professional, and technical qualifications	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications
13.	Details of employment and experience	If the advertisement prescribes possession of employment or experience, details should be furnished in this column. Please provide complete information and attach self-attested copies of certificates.
14.	Pay in the pay band and Grade Pay/Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held.	Please furnish complete information. If not employed state 'Not applicable'. If not employed in a pay band, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
15.	Referees	Please furnish complete detail of referee.
16.	Details of enclosure	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.
17.	Address for forwarding application	Applications complete in all respects to be sent to The General Manager (Administration), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, 8, Teen Murti Marg, Chanakyapuri, New Delhi-110021. The last date of receipt of application is 10.08.2020. Incomplete applications, or those received after the last date will not be entertained. CMSS will not be responsible for any postal delays. It is the responsibility of the candidate to ensure that the hard copy of application to reach at above address on or before the last date of submission. No application will be received after 5.30 PM. on closing date.

