

**Advertisement No. 38/UPUMS/Recruitment Cell/2024-25**  
**Computer Based Examination Through Online Medium 2024-25**

Uttar Pradesh University of Medical Sciences, Saifai, Etawah invites Online applications from citizens of India for selection through online written examination on various posts of Group 'C' under Computer Based Examination-2024. The details of unreserved and reserved category-wise vacancies are given in table. The candidates should submit separate application (s) for each vacant post for which he/ she wants to apply with separate application fee for each application (s). However the University cannot guarantee that the examinations date and time for these posts will not coincide.

**Information required for candidates applying online-** Online application system is applicable for applying under the above advertisement. The application sent through any other means will not be accepted. Candidates should apply online only. Candidates to apply online Please ensure compliance with the procedure given below.

**Process of filling the application form -** The process of filling the application form is divided into the five following parts:

- i. Candidate Registration
- ii. Filling up of balance details of the form.
- iii. Uploading photo, signatures and other documents
- iv. Payment of Fees and Application Form Submission
- v. Printout of Application form

**Note:** The candidate can complete all the above mentioned procedures at once for filling the application form.

The candidate has to click "All Notification/Advertisement Details" on the Institute's website www.upums.ac.in. The advertisement will automatically display when you click on "Advertisement details". Candidates should read the said advertisement carefully and understand very well that they have the desired qualifications for the advertised posts and are covered under the prescribed age limit (18 to 40 years) prescribed for the post. Start the process of filling the application form only after that. In User Instruction, the candidates have been given guidelines for filling up of online applications. Therefore, the candidates must read the following User Instructions to fill the application:

The detail of vacant positions category wise is here as under:-

S. No.	Name of Posts/ Pay Matrix & Level	Age (Years)	No. of vacant posts	Qualification & Experience
1	Senior Administrative Assistant * Pay Matrix Rs.25500-81100 Level-4	18-40	30 (12 UR, 09 OBC, 06 SC, 03 EWS)	i) Graduate with knowledge of noting & drafting and knowledge of computer. ii) Typing speed of 25 w.p.m. in Hindi <b>OR</b> 30 w.p.m. in English on computer / desktop. iii) One year experience in Government/Public Service Undertaking/ Autonomous government organization/ Including Contractual/Outsourced workers working in Government Organization. iv) After appointment candidates will be compulsorily required to learn bilingual typing in both Hindi and English with speed of 25 and 30 w.p.m. respectively. This will be the responsibility of the candidates to acquire the said speed within 02 years and probation period of the candidates will be completed only on qualifying the typing test. If the candidate fails to clear the test during the specified period of 02 years his/ her services will be terminated.
2	Stenographer* Pay Matrix Rs.25500-81100 Level-4	18-40	30 (12 UR, 09 OBC, 06 SC, 03 EWS)	(i) Graduate. (ii) Stenography Speed - 80 w.p.m. in Hindi <b>OR</b> English . (iii) Typing speed of 25 w.p.m. in Hindi <b>OR</b> 30 w.p.m. in English on computer / desktop. iv) Knowledge in computer applications v) After appointment candidates will be compulsorily required to learn bilingual typing in both Hindi and English with speed of 25 and 30 w.p.m. respectively. This will be the responsibility of the candidates to acquire the said speed within 02 years and probation period of the candidates will be completed only on qualifying the typing test. If the candidate fails to clear the test during the specified period of 02 years his/ her services will be terminated.



3	Jr. Medical Record Officer Pay Matrix Rs.29200-92300 Level-5	18-40	03 (01 UR, 01 OBC, 01 SC)	i) 12th class pass with minimum 55 % marks from a recognized board. ii) Certificate course of six month duration, in medical records from a recognized institute or authority. iii) Two years experience of having handled medical records in a hospital/ Medical Institute of repute.
4	Pharmacist Grade-2 Pay Matrix Rs.29200-92300 Level-5	18-40	10 (04 UR, 03 OBC 02 SC, 01 EWS)	i) B. Pharm. from PCI approved College/ Institute. OR ii) D. Pharm with registration as pharmacist under Pharmacy act 1948 with 02 years experience in at least 50 bedded hospital
5	Junior Physiotherapist Pay Matrix Rs.35400-112400 Level-6	18-40	05 (02 UR, 01 OBC, 02 SC)	i) Intermediate with Science. ii) Master degree in Physiotherapy (MPT/MPTh)
6	Junior Occupational Therapist Pay Matrix Rs.35400-112400 Level-6	18-40	04 (02 UR, 01 OBC, 01 SC)	i) Intermediate with Science. ii) Master degree in Occupational Therapy (MOT)

\*Short listed candidates have to appear for skill assessment. For this purpose the number of candidates will be three times the number of vacant posts. However the skill test will be only qualifying in nature and such marks (of the skill test) shall not be counted in the overall selection procedure i.e. the final selection will be made on the basis of the marks obtained in the CRT only by the candidates who qualified the skill test.

#### GENERAL CONDITIONS

- Aspiring applicants satisfying eligibility criteria in all respect can submit their ONLINE application only. On-line application (s) will be available on UPUMS, Saifai, Etawah (UP) website-[www.upums.ac.in](http://www.upums.ac.in)
- Applicants must fulfill all essential eligibility criteria, educational qualification, age limit, etc. as per appended guidelines.
- Amount of non-refundable fee to be paid in respect of one post is as under:-

S. No.	Category	Application Fee	GST@ 18%	Total
1	UR	2000/-	360/-	2360/-
2	OBC//EWS	2000/-	360/-	2360/-
3	SC/ST	1200/-	216/-	1416/-

- The candidates belonging to the other category (Horizontal) shall have to pay fee according to their original category.
- Individual application and application fee is required to be submitted/ remitted for each post(s) separately. (in case of candidate applying for more than one post).
  - On-line Registration and submission process schedule will be published on Institute's website; Examination will be conducted according to the published schedule. Candidates are advised to visit Institute's website for the detail schedule of the Examination.
  - As per Acts and GOs on Reservation of Government of Uttar Pradesh may change the number of reserved vacancies in accordance with the prescribed/policy directions in the Ordinances/Orders.
  - Reservation as per UP Govt including reservation of persons (EWSs) belonging to Economically Weaker Sections which is 10% against vacant posts in the above table, as Page 4 of 12 per O.M. of the Government of Uttar Pradesh, Karmik Deptt, Section-2, no. 1/2019/4/1/2002/ka-2/19 T.C.-II dated 18.2.2019, OM of Karmik Deptt, Section-2, 5/2019/4/1/2002/ka-2/2019 T.C.I dated 13.8.2019 and OM of the Government of Uttar Pradesh, Karmik Dept, Section-2 OM No. 6/2019 /4/1/2002/ka-2/2019 T.C.I dated 23.10.2019.
  - Before applying, candidates must read the mandatory qualifications (academic) and others prescribed for vacant posts and ensure that they hold the required mandatory qualification (educational) and other for the post and only those who are covered under the prescribed age limit can apply online.
  - The Uttar Pradesh, Public Services, (Reservation for physically handicapped, dependent of freedom fighters and ex servicemen) Act 1993, dated 29.12.1993, and (Amendment) Act 2018 dated 01.09.2018 & (Amendment) Act 2021 vide Notification No. 450 (2/LXXIX-V1-21-1-ka-12-21 Lucknow dated 10.03.2021 shall apply in the reservation under other category (i.e. Horizontal) and will be applicable only to the identified posts.
  - It is mandatory for the candidate to tick the requested post while registering; otherwise his/her application will not be accepted.
  - The number of vacancies mentioned in the above Table may increase or decrease.
  - Age relaxation for SC/ST & OBC candidates up to a maximum period of 05 years, as per appended guidelines and relevant GOs of Govt of UP.
  - In case of Orthopedic Physical Handicapped (OPH) candidates, age relaxation is up to maximum period of 10 years for General Category, 13 years for OBC category and 15 years for SC/ST category candidates as per appended guidelines and relevant GOs of Govt of UP.
  - In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field relax able up to maximum period of 5 years as per appended guidelines and relevant GOs of Govt of UP.



15. Relaxation to upper age limit in favor of Ex-serviceman will be as per Govt. of India rules.
16. No document including printed/ hard copy of online application forms are required to be sent by post. However, applicants are advised to keep one printed / hard copy of their application forms.
17. Candidates are required to give their preferences amongst three choice of Cities in which Exams to be conducted (list of cities will be published with the application forms). Exact centre will be given at time of issue of admit card. Effort will be made to allot centre to a candidates according to their given preferences. However, in case of non-availability of a slot at their preferred choices, closest other cities will be allotted. Decision of UPUMS, Saifai will be final in this regard.
18. Applicants in regular employment must submit a "NO OBJECTION CERTIFICATE" from employers.
19. Candidates with valid application shall be issued call letter & admit card. These can be downloaded by candidates directly from Institute's website [www.upums.ac.in](http://www.upums.ac.in) by entering their registration number / application number, Date of birth. Call letters will not be sent by post. This facility would be available on website accordingly as per published scheduled of examination.
20. No TA/DA shall be admissible for appearing in Written Test / Skill Test/ Interview.
21. All Disputes/differences or litigations shall be subject to territorial jurisdiction of Allahabad Court only.
22. Vice Chancellor, UPUMS, Saifai Etawah reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.

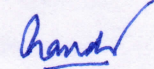
#### **Other Observations**

1. Higher qualifications will not be considered a disqualification for any post.
2. Working experience in Government/ semi government organization wherever applicable will include experience either on regular post or outsourced/ contractual, with accompanying evidence based certificate. Applicant will submit an affidavit that experience mentioned in the certificate is true and UPUMS may verify the facts from the concerned Institution/ Party.
3. For posts having experience as an Essential Criteria, the experience which has been acquired only after obtaining essential qualification will be considered as valid.

#### **Age -Limit**

- 1- The decisive date of age calculation for recruitment to all the posts mentioned in the above table is 1st July, 2024. As such on 1<sup>st</sup> July, 2024, the candidate must have attained the age of 18 years and should not be older than 40 years.
- 2- In case of candidates belonging to Scheduled Castes, Scheduled Tribes, OBCs and other such categories of candidates in Uttar Pradesh, the upper age limit will be relaxable for 5 years as specified by the Government of Uttar Pradesh.
- 3- In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field relaxable up to maximum period of 5 years as per GOs of Govt. of UP, Karmik Anubhag -4 Ref No. -2-E.M./2001-Ka-42013 dated 27.08.2013.

***The link for applications and details of Common Recruitment Test (CRT) can be seen on University website.***

  
**Registrar**