

**GENERAL GUIDELINES FOR APPLICANTS**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF HEALTH AND FAMILY WELFARE**  
**CENTRAL GOVERNMENT HEALTH SCHEME AHMEDABAD, MUMBAI, NAGPUR AND PUNE.**  
**RECRUITMENT OF GROUP C POSTS**

Applications are invited from the eligible candidates for various posts at Central Govt. Health Scheme, Ahmedabad, Mumbai, Nagpur and Pune under Direct Recruitment quota, by way of a common advertisement published in National Newspapers as well as Regional Newspapers of respective cities on 16<sup>th</sup> February 2018.



Ministry of Health & Family Welfare  
**Directorate General of Central Govt. Health Scheme**  
**OFFICE OF ADDITIONAL DIRECTOR**  
**CENTRAL GOVERNMENT HEALTH SCHEME, PUNE**



**ADVERTISEMENT FOR RECRUITMENT AGAINST COMBINED VACANCIES AT CGHS  
 AHMEDABAD, MUMBAI, NAGPUR, PUNE**

Online recruitment applications are invited from eligible candidates for filling up following vacancies at Central Government Health Scheme Ahmedabad, Mumbai, Nagpur and Pune. Candidates can **apply**

**ONLINE only** at <https://cghsrecruitment.mahaonline.gov.in>

POST	CGHS CITY	UR	OBC	SC	ST	TOTAL	EXS	PWD			
								HH	VH	OH	MH
MTS (MEDICAL ATTENDANT)	AHMEDABAD	12	05	02	01	20	02	01	-	-	-
	MUMBAI	09	09	-	01	19	04	01	-	-	-
	NAGPUR	11	08	-	-	19	05	-	-	-	01
	PUNE	11	07	-	01	19	03	-	-	-	-
MTS (LADY MEDICAL ATTENDANT)	AHMEDABAD	07	01	01	-	09	-	-	-	-	-
	MUMBAI	11	06	03	-	20	-	-	-	01	-
	NAGPUR	09	02	-	-	11	-	-	01	-	-
	PUNE	07	02	01	01	11	-	01	01	-	-

**UR** - Unreserved; **OBC** - Other Backward Class; **SC** - Scheduled Caste; **ST** - Scheduled Tribe; **EXS** - Ex-Servicemen; **HH** - Hearing Handicapped; **VH** - Visually Handicapped, **OH**- Orthopedically handicapped, **MH**- Mentally Handicapped

**Closing date for application: Fifteen days from date of publication of this advertisement. For eligibility and other details please visit <https://cghsrecruitment.mahaonline.gov.in>**

The number of vacancies shown are tentative and actual may vary.

**Closing date for application:** Fifteen days from date of publication of this advertisement. For eligibility and other details please visit <https://cghsrecruitment.mahaonline.gov.in> The number of vacancies shown is tentative and actual may vary.

**1. Applications for both Posts:** Candidates may apply for both the posts, subject to eligibility conditions. Candidates have to make application fee payment separately for applications for different posts.

A candidate may apply for same post under different cities. The candidate while applying for a particular post will need to indicate the preference of posting from the dropdown menu provided in the online application. The allocation of candidate to a particular city will be determined on the basis of *inter se* merit of the candidate and his/ her choice exercised at the time of application.

For Ex : A candidate may apply for Post No. 1(Lady Medical Attendant) in Ahmedabad , Mumbai, Nagpur and Pune indicating the preference as 1- Ahmedabad, 2- Mumbai , 3- Nagpur and 4- Pune.

**2. NO OBJECTION CERTIFICATE:** The candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies have to send the application through proper channel in addition to submitting on line application.

**Such applicants are required to submit the following documents to Office of Additional Director, AHMEDABAD before thirty (30) days from the publication of the advertisement.**

**While forwarding the applications it is to be ensured that the particulars of the candidates are verified. The application must be forwarded along with following documents:-**

- Original/ photocopies of the ACR duly attested by a group "A" officer for the last five years.
- Vigilance clearance certificate
- Integrity certificate duly signed by an officer not below the rank of Deputy Secretary.
- No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.

<b>Women Candidates</b>	No documents to be sent, but will have to produce the relevant documents, as and when required. However, those who are already employed under Central/State Govt/PSU/ Autonomous Bodies should produce " <b>No objection certificate</b> " and other documents as mentioned above from the employer concerned.
<b>SC/ST candidates</b>	
<b>Persons with Disabilities</b>	
<b>Ex-Servicemen</b>	
<b>Others, including OBC candidates</b>	

**3. Application fee:** There will be an Application Fee of Rs. 200/- (Rupees two Hundred Only) for each application. Candidates may make the payment 'online' using Internet Banking/Debit Card/Credit Card or 'Offline' by visiting nearest SBI Branch.

- 4. All Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-servicemen [EX] and Persons with Disabilities (PWD) candidates are exempted from payment of Application Fee.** However, after registration of application on-line, the candidates have to down-load and print the personalized registration confirmation form from the MAHAONLINE system which will contain the Name of the candidate, Registration Number, Advertisement No. and Post code for future reference.
- 5.** In case of submission of duplicate/multiple applications by Women candidates/ Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates, the last application submitted before the last date for submission of application shall be considered for further processing. In case of submission of duplicate/multiple applications by other candidates including OBC, the application against which the 'application fee' has been received within the last date for payment of application fee only will be considered.
- 6. Selection Process :** The qualification prescribed is the minimum requirement and the same does not automatically make candidates eligible to take-up the online test. The online test will be conducted on **at four venues viz., Ahmedabad, Mumbai, Nagpur and Pune.** However, the Organisation reserves the right to cancel/change the Online test venue and re-allot the candidates to any other test centre. The hall ticket for online test will have to be downloaded by the candidates from the link provided by MAHAOnline. The candidates shall receive an SMS from MAHAONline when the hall tickets are ready. However, candidates are advised to visit the website after submitting application for latest updates on hall ticket and/or online test related information. The final selection will be done amongst qualified candidates, purely on the scores obtained in the Online test. Based on the performance in the Online test, a common merit list will be prepared for each post and candidates will be shortlisted. The shortlisted candidates will be required to submit necessary documents for further processing of candidature. After verification of documents a final merit list will be prepared in respect of each post, subject to number of final vacancies notified. In case, sufficient number of SC/ST/OBC/PWD/Ex-servicemen candidates are not available for filling-up the vacancies reserved for these categories, relaxation will be extended to candidates belonging to the respective category, to make good the shortfall.
- 7. Selection of candidates in case of equal online test scores:**
- Marks obtained in the relevant qualifying examination
  - In case of equal score in qualifying exam then next lower board examination(s)
  - In case of equal score in all examinations, then age of the candidate – older candidate will be given preference.
  - If all above criteria are equal – then a committee comprising all Additional Directors of the concerned CGHS cities shall decide the selection.
- 8. Pay and Allowances:** The basic pay is indicated in the pdf document mentioned against each post on the vacancies portal. In addition, House Rent Allowance [HRA] and Transport Allowance at the prescribed rates in force at the place of posting will be paid for those who are not availing Departmental Housing and Transport facility, respectively. The employees will be governed by the National Pension System. On employment in CGHS, other facilities are available such as medical facilities for self and dependents, transport allowance when official transport is not availed, limited housing facility for fresh entrants in lieu of HRA, Leave Travel

Concession, Group Insurance, advance for construction of house, etc as per Central Government orders.

**9. Other Conditions/Instructions:**

- Application Fee is non-refundable and shall not be refunded under any circumstances.
- CGHS/ MAHAONLINE is not responsible for any incomplete/pending/failed transactions of online/offline application fee payments.
- CGHS/ MAHAONLINE is not responsible for multiple payments for a single post.
- The posts are temporary, but likely to continue.
- The number of posts indicated in the advertisement are provisional and may vary depending on the actual requirements.
- Candidates shortlisted will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, for verification of the same at the indicated address in the call letter. If any information furnished on-line is found to be wrong or false, **the candidate is likely to be debarred from appearing for any government job and further legal action and consequences thereof.**
- No TA will be paid for attending the Online Test.
- CGHS reserves the right not to fill up all or any of the posts, if it so desires.
- Only Indian Nationals need apply.
- CGHS will not be responsible for any consequences arising out of furnishing of incomplete details in the application or omission to provide the required details in the application form.
- Any person who has entered into or contracted a marriage with a person having a spouse living, or who having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment to the said post. Provided that the Central Government may exempt any person from the operation of this rule, if such marriage is permissible under the personal law applicable to such person and the other party to the marriage, and that there are other grounds for doing so.
- In case of any clarification, candidates may refer to the Help manual uploaded on the MAHAOnline website against the advertisement or send their mail to [cghs@mahaonline.gov.in](mailto:cghs@mahaonline.gov.in) . No other interim correspondence will be entertained. ○  
**Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

- 10. It is for the candidate to ensure that he/she fulfils the eligibility criteria and has complied with the requirements / adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.**

**11. The E-Answer Sheets (E-Response Links) will be sent across to Candidates who have given examination on their registered Email id of [cghsrecruitment.mahaonline.gov.in](https://cghsrecruitment.mahaonline.gov.in). The candidates may raise objections with valid justifications, if any, within 3 days of publishing the sharing the E-Answer Sheets (E-Response Links), ONLY through the [cghsrecruitment.mahaonline.gov.in](https://cghsrecruitment.mahaonline.gov.in).**

- Note that Candidates will have an option to raise Objections in the CGHS Recruitment Portal itself.
- Candidates should have proper details for filing the objections like, Question Code, etc. These details will be available in the E-Answer sheets shared with the candidates.

**Objections, if any, received thereafter and through any other modes will not be considered under any circumstances.**

**VISIT MAHAOnline WEB-SITE <https://cghsrecruitment.mahaonline.gov.in> FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATION.**