

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

Endst. No. GMCH/EIV/EA3/2018/ 1147-48

Dated, Chandigarh the, 08 JAN 2019

A copy of letter No. 28/71-IH(7)-2018/28316 dated 24.12.2018 alongwith its enclosures received from the Special Secretary Personnel, Chandigarh Administration is forwarded to the followings for information and necessary action, please.

1. The Office Superintendent (Estt. I, II, III, HA-I & HA-II) GMCH, Chandigarh. *Register & Acknow
GMCH, any*
2. The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

Encls. As above.

Sup. 11/1/2019
Superintendent (Estb.-IV)
GMCH, Chandigarh.

**Chandigarh Administration
Department of Personnel**

Order

1. The Administrator, Union Territory Chandigarh is hereby pleased to engage/notify University Institute of Applied Management Sciences (Examination Unit), Sector-14, Panjab University, Chandigarh for conducting the examinations/tests, for filling up the Technical/Non-technical Group 'B' and 'C' posts in the departments/offices under Chandigarh Administration for a period of three years, further extendable upto five years including initial period of three years, on year to year basis, on the basis of performance of recruitment agency.
2. The Memorandum of Understanding (MoU) shall be signed between the authorized officers of Panjab University and the Special Secretary Personnel, Department of Personnel, Chandigarh Administration.
3. The rates and terms & conditions to be incorporated in the Memorandum of Understanding (MoU) are as under:-

(A) RATES:

Sr. No.	Particulars	Rates
01	In case of one written exam of 2 hours duration, irrespective of the minimum/maximum number of candidates	Rs. 240/- per candidate + GST
02	In case there are two written exams, irrespective of the minimum/maximum number of candidates	Rs. 240 + Rs. 100 per candidate + GST
03	In case the recruitment process includes typing test/shorthand test in addition to written test	Rs. 120/- extra charges per candidate + GST
04	The installation of mobile jammers	Rs. 55/- per candidate + GST
05	The installation of CCTV cameras in every room of the examination centres	Rs. 45/- per candidate extra + GST
06	Videography of the candidates during the examination	No additional charges
07	Annual Increase	8% per annum of the above quoted rates

(B) TERMS AND CONDITIONS OF MOU TO BE SIGNED:-

a) Role of Examination Wing of UIAMS Panjab University, Chandigarh:

1. University Institute of Applied Management Sciences (Examination Unit) shall create the temporary website for the purpose of conducting various examinations with provision to fill on line application form, alongwith photo & signatures, download bank challan etc. and send emails to candidates and manage the information supplied for the conduct of relevant aspects of Recruitment Tests. The Examination Wing of UIAMS, Panjab University will open a separate Bank Account to collect fees from the candidates, and will create a temporary Website with provision to register online, download bank challan, online updation of fee details and detailed particulars of the candidate alongwith photograph and signatures with a provision for previewing and editing of already filled in particulars.
2. University Institute of Applied Management Sciences (Examination Unit) shall make provision for downloading of Admit Cards for various tests from the website.
3. University Institute of Applied Management Sciences (Examination Unit) shall get the question papers set as per the norms and standards, as advertised for each recruitment, by the Chandigarh Administration. The scheme of examination would be specified by the Chandigarh Administration for each recruitment/post.
4. University Institute of Applied Management Sciences (Examination Unit) shall set up Examination Centres at Chandigarh, and to arrange supervisory/supporting staff at test centres, make all necessary

arrangements for the conduct of test in a smooth and fair manner and to make payment to the staff deputed in the centres. In case the number of candidates is large, the Chandigarh Administration would help in arranging various government schools/colleges for making examination centres for such recruitment tests. It will be responsibility of the University to send the Question Booklets and OMR Answer Sheets and other examination material to all examination centres.

5. University Institute of Applied Management Sciences (Examination Unit) shall get the question papers and OMR Sheets printed in sufficient quantity as per the strength of the candidates.
6. University Institute of Applied Management Sciences (Examination Unit) shall appoint Observers at Examination Centres for fair and smooth conduct of the test.
7. After the completion of each examination, test material will be collected by the officers of the University deputed at various centres and hand it over to the Chief Co-ordinator for evaluation at the headquarter. The evaluation will be got done within a reasonable time by the University and will not take more than one month after the written tests, under any circumstances.
8. University Institute of Applied Management Sciences (Examination Unit) shall refund the excess amount after adjusting its fee to the DDO of the concerned Department of Chandigarh Administration within a period of 21 days from the last date of receipt of applications.
9. The OMR sheets will be opened in the presence of the Committee constituted by the competent authority of Panjab University for the purpose with videography and will be got scanned by the Panjab University on the day of examination.
10. The question paper & the Answer Key of each written recruitment test shall be uploaded on the website on the next day of the examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objections will be referred to experts and key will be finalized for preparation of result, which will also be put on the website.
11. University Institute of Applied Management Sciences (Examination Unit) shall prepare result and the merit list category-wise as per the requirement of the Chandigarh Administration and handover to an authorized official/person, alongwith a copy of the complete gazette under sealed cover.
12. The whole assignment shall be taken care of and managed by University Institute of Applied Management Sciences (Examination Unit), Panjab University, Chandigarh as ordered by the Vice-Chancellor.
13. It will be the total responsibility of the University Institute of Applied Management Sciences (Examination Unit) shall to maintain secrecy and fairness at all levels till the declaration of result/handing over of result.
14. In case there is any leakage of question paper/any other lapse and University Institute of Applied Management Sciences (Examination Unit) is found guilty on the basis of investigation of the matter by the department concerned of Chandigarh Administration through enquiry committee or in any other manner as the Department may deem fit, the entire amount collected from the candidates as examination fee for that examination will be refunded to the concerned department.
15. University Institute of Applied Management Sciences (Examination Unit) shall make provision for installation of mobile jammers, CCTV cameras in every room of the examination Centre and videography of the candidates during the examination.
16. Question papers shall be assigned booklet number in such a manner with different codes which are not visible to any person/candidate and only readable with scanner and the coding pattern of question booklets in each exam shall be kept different i.e. sometimes it will be four, five, six, ten, etc. etc.

b) Role of Departments of the Chandigarh Administration

1. The concerned Department shall finalize the criteria of written examination(s) in terms of the provisions of Recruitment Rules/instructions on the subject matter, job requirements, etc.
2. To release advertisements for recruitments in the newspapers. The expenditure on advertisement/ any notice in the Newspapers or any other mode regarding the recruitment test will be paid by the concerned department of Chandigarh Administration.

- JDA
3. The Police and Administrative Security at examination/tests centres, will be provided by the Chandigarh Administration, to conduct the examination peacefully to avoid any nuisance.
 4. Any other information required by the University will be provided/made available by the concerned Department of the Chandigarh Administration for the smooth conduct of the test.
 5. The Chandigarh Administration will make arrangements for lifting of relevant test material i.e. OMR Sheets, Attendance Sheets, 5 sets of Question Papers and the Answer Key within one month of handing over of result of each recruitment for their office records and the reply of RTIs, if any.

Note: In case of any breach of Terms and Conditions of MOU/Agreement by the parties the Secretary Personnel, Chandigarh Administration and the Vice-Chancellor, Panjab University will be the Arbitrators and their decision will be final and both the parties shall accept the decision. For legal remedies, the jurisdiction of Courts shall be at Chandigarh only.

Chandigarh, dated
The 21st December, 2018

Administrator
Union Territory, Chandigarh

Endst No. 28/71-IH(7)-2018/28316

Dated: 24/12/2018

A copy is forwarded to the Vice Chancellor, Panjab University, Sector-14, Chandigarh for information and necessary action.

Hameesh
Special Secretary Personnel
For Administrator
Union Territory, Chandigarh

Endst No. 28/71-IH(7)-2018/28317

Dated: 24/12/2018

A copy is forwarded to the Chief Coordinator, University Institute of Applied Management Sciences, Aruna Ranjit Chandra Hall, Panjab University, Sector-14, Chandigarh for information and necessary action. He is requested to get the Memorandum of Understanding (MoU) prepared and signed, immediately.

Hameesh
Special Secretary Personnel
For Administrator
Union Territory, Chandigarh

Endst No. 28/71-IH(7)-2018/28318

Dated: 24/12/2018

A copy is forwarded to all the Administrative Secretaries/ Head of Departments/ Offices for information and necessary action.

Hameesh
Special Secretary Personnel
For Administrator
Union Territory, Chandigarh

Endst No. 28/71-IH(7)-2018/28319

Dated: 24/12/2018

A copy is forwarded to the Heads of Boards/ Corporations in UT Chandigarh including the Commissioner, Municipal Corporation and Chairman, Chandigarh Housing Board with the advice that they may like to adopt the above said decision for filling up of Technical/Non-technical Group 'B' & 'C' posts in their respective Boards/Corporations.

Hameesh
Special Secretary Personnel
For Administrator
Union Territory, Chandigarh

PA/JDA/.....
Dated 21/12/18

DG/1
GMCH
-32

285882
28 DEC 2018