

Instructions for filling up the form

- 1 Use blue or black ball pen for filling up the form.
- 2 Use only block (Capital) letters for filling up Sl. No 1 to 11.
- 3 Leave an empty box between any two words or names while filling up the form.
A sample is given below for reference:

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|
| L | O | U | K | R | A | K | P | A | M | | R | I | C | H | A | R | D | S | O |
| N | | S | I | N | G | H | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

- 4 Qualification, experience and preferred age limit will be considered as on **1st October, 2017**. Date of birth should be given in DD/MM/YY format. For example, to fill up 1st December 1980 as date of birth see the sample given below:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | - | 1 | 2 | - | 1 | 9 | 8 | 0 |
|---|---|---|---|---|---|---|---|---|---|

- 5 Providing a mobile number for communication is mandatory.
- 6 If the permanent & present address is same, the later may be omitted.
- 7 Educational qualification should be given in ascending order (Sample below)

| Sl.No. | Class | Board / University / Council | Marks Obtained | Division | Year of Passing |
|--------|------------|--|----------------|----------|-----------------|
| 1 | X | Board of Secondary Education, Manipur | 444 | I | 1990 |
| 2 | XII | Council of Higher Secondary Education, Manipur | 222 | II | 1992 |
| 3 | BA / B.Sc. | Manipur College | 555 | I | 1995 |

- 8 Experience if any, may be mentioned in a neat, clean and readable handwriting.
- 9 For filling up Sl. No. 11: (Category), write ST for Schedule Tribe, SC for Schedule Caste, OBC for Other Backward Classes and GEN for General.
- 10 Sl. No. 14 should be written clearly and distinctly in block letters.
- 11 One Passport size photograph should be pasted properly on the box provided in the form and another passport photograph should be submitted preferably stapled with the form.
- 12 Xerox copies of Supporting Documents / Certificates duly attested by a Gazetted Officer should be submitted along with the application form.
- 13 Schedule Caste, Schedule Tribe and OBC candidates should attach certificates from the appropriate authority.
- 14 All documents submitted by the applicant should be counted and the total number (pages) should be indicated in the box given.
- 15 Incomplete / Unsigned forms will be rejected and no further claims will be entertained in this regard under any circumstances

- 16 Duly filled in application forms along with necessary documents should be submitted to the Administrative Division, Manipur State AIDS Control Society on or before **1.00 pm of 25th October, 2017.**

General information

- 1 The screening committee shall shortlist eligible candidates to be called for exam/interview from amongst the applicants and the list of shortlisted candidates will be made available on the website of Manipur state AIDS Control Society i.e. manipursacs.nic.in on or before 30th **October, 2017.** No call letters shall be issued, so candidates are advised to refer our website or the notice board of Manipur State AIDS Control Society.
- 2 The venue of Exam/interview shall be intimated later on.
- 3 Candidates are to bring original certificates / documents on the day of exam/interview for verification. Admit cards / Hall Ticket will be issued on verification of original certificates on the same day.
- 4 All candidates are advised to attend 30 minutes before the exam/interview begins. Exam/Interview schedule will be intimated later on through our website manipursacs.nic.in and in leading local dailies of the state.
- 5 Result of the Exam/interview will be announced on our website and successful candidates will be intimated through email only. So candidates, who have not provided email addresses, are informed to refer MACS website or notice board of Manipur State AIDS Control Society for the same.