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 / names while filling up the form. A sample is given below for reference:

<table>
<thead>
<tr>
<th>L</th>
<th>O</th>
<th>U</th>
<th>K</th>
<th>R</th>
<th>A</th>
<th>K</th>
<th>P</th>
<th>A</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>S</td>
<td>I</td>
<td>N</td>
<td>G</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Qualification, experience and preferred age limit will be considered as on 1st June, 2019. Date of birth should be given in DD-MM-YYYY 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)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Class</th>
<th>Board / University / Council</th>
<th>Marks Obtained</th>
<th>Division</th>
<th>Year of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>Board of Secondary Education, Manipur</td>
<td>444</td>
<td>I</td>
<td>1990</td>
</tr>
<tr>
<td>2</td>
<td>XII</td>
<td>Council of Higher Secondary Education, Manipur</td>
<td>222</td>
<td>II</td>
<td>1992</td>
</tr>
<tr>
<td>3</td>
<td>BA / B.Sc.</td>
<td>Manipur College</td>
<td>555</td>
<td>I</td>
<td>1995</td>
</tr>
</tbody>
</table>

8. Experience if any, may be mentioned in a neat, clean and legible 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. Passport size photograph should be pasted properly on the box provided in the form.
12. Self-attested Xerox copies of Supporting Documents / Certificates should be submitted along with the application form.
13. Schedule Caste, Schedule Tribe and OBC candidates should attach certificates from the appropriate authority.
15. For the post of Medical officers, Staff Nurse, pharmacists, Laboratory technicians, registration certificate issued by the competent authority of Government of Manipur is mandatory.
16. All documents submitted by the applicant should be counted and the total number (pages) should be indicated in the box given.
17. Incomplete / Unsigned forms will be rejected and no further claims will be entertained in this regard under any circumstances.
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 20/09/2019.

Those applicants whose names were shortlisted for interview vide our office order no. ADMIN/11037/24/09-MACS(Pt-I) dated 10/01/2014 need to re-apply again however the fee for the application will be waived off. Such candidates need to furnish the receipt no. issued by MACS earlier and the same should be indicated at Sl. No. 16 in the Application form.

**General information**

1. The eligible candidates for written exam interview / Walk-in-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 and local dailies. There may be written exam followed by interview where the number of applicants is more than 1:10 ratios. In such cases. The eligible candidates for the interview after the written exam will be made available on the website of MACS i.e manipursacs.nic.in and local dailies.

2. Admit cards will be issued after verification of the application and the date for issue will be intimated later.

3. The venue of Exam/interview shall be intimated later on.

4. Candidates are to bring original certificates / documents on the day of interview for verification. Hall tickets may be collected from the office of Project Director, Manipur AIDS Control Society, Imphal on the day of interview.

5. 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.

6. The final result of the 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.