

Instructions for filling up of Application forms

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. Please do not overwrite.
3. Leave an empty box between any two words/names while filling up the form. A sample is given 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. Name of the applicant at Sl. no.1 should be written in FULL and in Block Letters (as recorded in the Matriculation Certificate).
5. "Name of the post applied for" should be clearly mentioned. Candidates applying for the post of Medical Officers and Counsellors for CST & TI-OST division should mention the post with the division provided while filling up the "Name of the post applied for". E.g. CST-Medical Officer, CST-Counsellor and OST-Medical Officer, OST-Counsellor.
6. 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
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7. Providing a mobile number for communication is mandatory.
8. If the permanent & present address is same, the later may be omitted.
9. Educational qualification should be given in ascending order (sample below)

Class	Year of passing	Board/University/Council	Marks obtained	Division	Percentage
X	1990	Board of Secondary Education, Manipur	444	I	
XII	1992	Council of Higher Secondary Education, Manipur	222	II	
BA/B.Sc.	1995	Manipur College	555	I	
MA/M.Sc.	1997	Manipur University	444	I	

10. Experience if any, may be mentioned in a neat, clean and legible handwriting.
11. 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.
12. Schedule Caste, Schedule Tribe and OBC candidates should attach valid SC/ST/OBC certificates from the appropriate authority.
13. Passport size photograph should be pasted properly on the box provided in the form.
14. Self-attested Xerox copies of Supporting Documents/Certificates should be submitted along with the application form.
15. Domicile Certificate is mandatory.
16. For the post of Medical Officers, Pharmacists, ANM, registration certificate issued by the competent authority of Government of Manipur is mandatory.
17. Candidates already in service should submit/enclosed the original "No Objection Certificate" from the competent authority.
18. All documents submitted by the applicant should be counted and the total number (pages) should be indicated in the box given.
19. **Applications, which are incomplete/Unsigned/received after the last date of submission will be rejected and no further claims will be entertained in this regard under any circumstances.**

General Information

1. The Screening Committee shall shortlist the eligible candidates to be called for written exam followed by 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** later. 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. 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 State 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. Result of the Exam/Interview will be announced on our website and successful candidates will be intimated through e-mail only. So, candidates, who have not provided e-mail addresses, are informed to refer MACS website or notice board of Manipur State AIDS Control Society. The office shall not be responsible if any candidate fails to visit the website and misses any information.
