

# RAJASTHAN UNIVERSITY OF HEALTH SCIENCES

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## DIRECT RECRUITMENT OF DRUG CONTROL OFFICER IN DRUG CONTROL ORGANIZATION, RAJASTHAN MEDICAL & HEALTH (Gr. 2) DEPARTMENT, GOVT. OF RAJASTHAN

### DRUG CONTROL OFFICER RECRUITMENT EXAMINATION 2018 (50 POSTS)

#### Information Booklet

Refer RUHS website (www.ruhsraj.org) for updated and relevant information.

Rajasthan University of Health Sciences, Jaipur invites on-line applications in compliance of the order no. i-14¼14½fp- Lok-@2@2016 dated 04.10.2017 of Medical & Health Department (Gr.-2), Govt. of Rajasthan, for direct recruitment of Drug Control Officer in Drug Control Organization, Rajasthan.

Please read carefully

- 1) Notification
- 2) Arthana for the post of DCO
- 3) Information booklet
- 4) Instructions for filling the on-line application form
- 5) Syllabus etc.

available at the website, before you start filling the application form, on-line.

#### IMPORTANT DATES

Start date for filling of on-line application form at RUHS Website	28.03.2018(5.00 pm onwards)
Last date for submitting the on-line application form at RUHS website	20.04.2018 (12.00 midnight)
Date of on-line examination (computer based) at Jaipur	18.05.2018
Receipt of printout of the on-line application form (along with all relevant documents)	Not to be submitted now - To be submitted on reporting / on selection.

#### Important Note

1. The application form filled earlier (for the post of DCO) by the candidates in response to the RUHS notification no. 806, dated 26.08.2013 will NOT be considered now (except the application form fee). All such candidates are required to fill fresh application form.
2. The candidates who applied in response to the RUHS earlier notification no. 806, dated 26.08.2013 will be considered eligible to apply in response to current RUHS notification no. 24992, dated 09.03.2018.

## APPLICATION FEE

All candidates have to pay non-refundable application fee of Rs. 3000/- (Rs. 1500 for SC, ST category of Rajasthan state domicile) through on-line mode of payment.

The application fee is neither refundable, nor transferable and nor adjustable for any other recruitments. Any plea in this matter shall not be entertained.

The candidates who had paid the application form fee earlier for the post of DCO in response to the RUHS notification no. 806, dated 26.08.2013 are also required to fill fresh application form now. However, such candidates are not required to pay the application form fee again.

## ELIGIBILITY CRITERIA AND OTHER INFORMATION

Refer the Arthana for recruitment of DCO (available at the website) for Eligibility criteria (Educational Qualification, other qualification etc.), Pay scale, Details of posts category wise etc.

The seats may be increased or decreased by the appointing authority.

ऐसा कोई भी अभ्यर्थी जिसके दिनांक 01/06/2002 को या उसके पश्चात दो से अधिक बच्चे हो सेवा में नियुक्ति के लिए पात्र नहीं होगा। इस बाबत एक शपथ पत्र चयनित अभ्यर्थियों को कार्यभार सम्भालने से पूर्व प्रस्तुत करना होगा।

### Age Limit

Minimum 21 years and maximum 45 years (as on the date of DCO Recruitment Examination 2018).

The relaxation in upper age limit for reserved category candidates in Rajasthan shall be applicable specified in the Arthana

## APPLICATION PROCEDURE

Before filling the on-line application form, read the notification, arthana, information booklet, instructions for filling on-line application form etc. carefully. Ensure the eligibility and other requirements / criteria for recruitment as given in this information booklet / Arthana.

You should be very careful in filling-up the on-line application form. If any lapse is detected during the scrutiny, your candidature will be rejected even if you come through the final stage of recruitment process or even at a later stage.

**IMPORTANT: HAND WRITTEN / TYPED / PHOTOSTAT COPIES / PRINTED APPLICATION FORM / SCREEN PRINTOUT WILL NOT BE ENTERTAINED.**

Follow the steps as given in “Instructions to fill up on-line application form” available at the website.

In case you have any difficulty while filling on-line application form, send email to Helpline at: [dc02018help@ruhsraj.org](mailto:dc02018help@ruhsraj.org)

Note the Form no. (User ID) for further steps. Keep it safe.

List of documents to be uploaded while filling on-line application form:

1. Photo ID (driving licence / PAN card / Voter ID / Aadhaar / Govt. or PSU card)
2. Date of Birth Certificate: 10th class certificate or any other equivalent certificate showing the date of birth
3. Marks sheets/degree /provisional certificate of qualifying examinations, training certificate(if any)
4. Caste certificate (SC, ST, Non creamy layer OBC, Non creamy layer MBC) issued by the competent authority, if applicable
5. LD/Physical Disability (PH) certificate issued by competent authority, if applicable
6. Ex-serviceman certificate issued by competent authority, if applicable
7. Marriage Certificate, if applicable
8. Widow, divorcee certificate, if applicable
9. Domicile certificate by the competent authority, if applicable
10. Experience certificate(s) if applicable

Documents to be submitted with the duly completed print copy of the application form at the time of recruitment procedure.

1. Declaration (printed along with the application form)
2. Marks sheets/degree /provisional certificate of PG examination.
3. Marks sheets/degree /provisional certificate of UG examination.
4. Marks sheet of 10+2 (senior school certificate examination) Or its equivalent
5. Date of birth certificate :10<sup>th</sup> class certificate or any other equivalent certificate
6. Showing the date of birth /mark sheet of secondary examination (10<sup>th</sup> class)
7. Caste certificate (SC, ST, Non creamy layer OBC, non creamy layer MBC) issued by the competent authority, if applicable
8. LD certificate /PH certificate issued by competent authority, if applicable.
9. Ex-serviceman certificate competent authority, if applicable
10. Copy of photo ID (driving license/PAN card /Voter ID /AADHAR/ Govt. of PSU card /Passport)
11. Marriage Certificate, Widow, divorcee certificate , if applicable
12. Experience certificate(s) if applicable.
13. N.O.C from present employer, if applicable.
14. Attempt certificate of UG examination.
15. Attempt certificate of PG examination.
16. 4(Four) Passport size photo.
17. Any other relevant certificate(s)/document(s)

EXAMINATION

The syllabus for the on-line examination is available at the RUHS website.

The date of on-line examination shall be 18.05.2018.

There shall be 100 multiple choice questions of one mark each. There shall be no negative marking.

The examination shall be held at Jaipur. However, the RUHS reserves the right to create cities / centre(s) for examination and also to call the candidates for the examination at any city / centre.

The details relating to conduct of the examination shall be available at the RUHS website in due course.

Candidates trying to use unfair means shall be disqualified from the recruitment. No correspondence whatsoever will be entertained from the candidates.

You should make sure of your eligibility to the post and that the declaration made by you in the format of application regarding your eligibility is correct in all respects. You will be liable to any legal action and / or termination from the services as may be deemed fit by the appointing authority, Govt. of Rajasthan, Jaipur in case it is found that you have furnished in-correct information or made false declaration regarding your eligibility at any stage or suppressed any information.

The jurisdiction for legal cases arising out of the recruitment process shall be limited to the competent courts at Rajasthan only.

The decision of the RUHS in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned.

RUHS reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof on the RUHS website, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the RUHS at any stage.