

## **Important General Instructions and Conditions**

1. Applicants should come with all the original documents and self-certified true copy of each document.
  - a) Proof of Identity & Birth date (License/Aadhar Card/Election card/ Birth certificate)
  - b) Academic qualification
  - c) Registration certificate (INC/GNC/SNC)-For nursing cadre
  - d) Experience certificate
  - e) Passport size photographs-2
  - f) PAN card
2. All appointments will be on contractual basis for a period of 2 years on consolidated remuneration per month as decided by the Institute. Contract may be renewed after satisfactory work performance during the contract tenure.
3. All appointments will be considered as on probation for first 6 months as per the rules of the Institute.
4. All employee will have to undergo necessary training and special training as per the requirement of the cardiac Institute.
5. Leave, Gratuity, Group Health Insurance & retirement will be according to the policy of the Institute.
6. Original proof of salary and other allowances is required to be shown before final negotiation and interview.
7. The Candidates will be evaluated for the work performance, Knowledge, Competency and Feedback at the institute they are working and they may be given the post according to the recommendation of the Interview Committee.
8. Experience in Cardiac Hospital/Cardiac division of Multi-Super Specialty Hospital /Multi specialty hospital will be preferred.
9. Higher remuneration can be considered in a deserving candidate as per requirement of the Institute.
10. You may have to work compulsory at satellite centres, sub centres, OPD units, mobile units and any other place/places on the same terms and conditions as per requirement of the Institute.
11. Computer literacy is essential for all the posts.
12. Test for English and Typing test will be taken at the time of interview if required.
13. Written test by MCQs (Job specific) will be taken at the time of interview for specific posts decided by the Institute.
14. Shift duty/Night duty for all the posts, is the requirement of the institute. Duty hours will be decided by the Institute.
15. Job Description /Job Profile will be decided by the Institute. It is compulsory to follow standards of statutory authority like NABH etc.
16. Relaxation in age and qualification can be considered for deserving candidates.
17. Experience of other Institute/hospital may be given due weightage.
18. Institute reserves all rights to make any necessary changes in criteria / rules.

19. Institute can consider video calling interview viz. Skype, Whatsapp, Face time and other video calling system if candidate is unable to attend the interview personally after prior permission from the Institute.
20. Campus Interview for various post may be conducted as per requirement of the Institute.
21. If applicant comes late after the stipulated time as per mentioned in the interview schedule, his/her candidature will not be considered.
22. Those applicants who are not qualifying as per advertised criteria will not be considered.
23. Institute has right to change or postpone interview date, time & place which will be updated on website.
24. Candidate has to do Pre-employment Health Check-up as per policy of the Institute.
25. In walk-in interview, it is preferred to get online registration on [www.unmicrc.org](http://www.unmicrc.org) or physical registration at HR department, 4<sup>th</sup> floor, new building, UNMICRC one day before the date of walk-in interview.
26. In case of any query kindly contact on mobile number: 9099955170 in between 9 a.m. to 5 p.m. except holiday & Sunday.

Director  
UNMICRC  
Ahmedabad