Kalyan Singh Super Specialty Cancer Institute
C.G. City, Sultanpur Road, Lucknow-226002
(An Autonomous Institute of the Govt. of Uttar Pradesh)
Website: www.cancerinstitute.edu.in

Recruitment Advertisement No. KSSSCI/CMS/77/1-8/2025-26

COMPUTER BASED TEST (CBT) EXAMINATION, 2025 FOR
DIRECT RECRUITMENT OF NON-TEACHING POSTS

Online Application forms are expected to be active shortly. Please visit the KSSSCI website (https://cancerinstitute.edu.in) regularly.

Kalyan Singh Super Specialty Cancer Institute, Lucknow (KSSSCI) invites online applications from the citizens of India for direct recruitment on various Non-teaching posts **(56 vacancies)** through an online written examination i.e., the Computer Based Examination-2025.

The detail of vacant positions category wise is as under (Table 1):

Table-1

S.No.	Advertisement No.	Name of Posts	Number of vacant posts- Category wise					Total	Pay Level/Matrix as per rules and regulations applicable to Institute employees as per U.P. State Govt. Orders	Group
			SC	ST	OBC	EWS	UR			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
1.	KSSSCI/CMS/77/01/2025-26	Medical Social Service Officer Gr-II	02	-	03	01	04	10	Level-6 (35400-112400)	C
2.	KSSSCI/CMS/77/02/2025-26	Receptionist	02	-	03	01	04	10	Level-5 (29200-92300)	C
3.	KSSSCI/CMS/77/03/2025-26	Storekeeper	02	-	03	01	04	10	Level-6 (35400-112400)	C
4.	KSSSCI/CMS/77/04/2025-26	Dietician	01	-	01	-	02	04	Level-7 (44900-142400)	B
5.	KSSSCI/CMS/77/05/2025-26	Pharmacist Gr 2	02	-	05	02	06	15	Level-5 (29200-92300)	C
6.	KSSSCI/CMS/77/06/2025-26	Junior Physiotherapist	01	-	01	-	02	04	Level-6 (35400-112400)	C
7.	KSSSCI/CMS/77/07/2025-26	Librarian Gr-2	-	-	-	-	01	01	Level-6 (35400-112400)	C
8.	KSSSCI/CMS/77/08/2025-26	Technical Officer (Bio Med)	01	-	-	-	01	02	Level-6 (35400-112400)	C
Total Vacancies								56		

Abbreviations: **SC**= Schedule Cast, **ST**= Schedule Tribe, **OBC**= Other Backward Class, **EWS**= Economically Weaker Section. **UR**= Unreserved,

Note:

1. The detailed advertisement can be viewed and downloaded from KSSSCI's website https://cancerinstitute.edu.in
2. KSSSCI reserves the right to increase or decrease the number of vacancies advertised.
3. Horizontal Reservation shall be applicable as per rule on identified posts.
4. Candidates are required to mention above Advertisement No. (column 2 of table 1) for the post

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applied, in the appropriate column of application form.

5. Examination schedule, syllabus and cities of examination and other information about recruitment will be uploaded separately on KSSSCI, Lucknow website i.e., https://cancerinstitute.edu.in. **However, Kalyan Singh Super Specialty Cancer Institute, Lucknow have the right to cancel any of the Examination City, Center and/or add some other cities/centers' depending upon the response, administrative feasibility, or any force-majeure conditions etc.**

6. **For Any Help (relating to Advertisement)**
Helpdesk No. +918090858856, (Timing: 10AM to 5PM on working day only)
Email: helpksssci@gmail.com

GENERAL CONDITIONS:

1. Aspiring applicants must fulfil all essential eligibility criteria, educational qualification, age limit, etc. as per instructions (see Table 2) and submit their ONLINE application only. On-line application link will be available on KSSSCI, Lucknow websites https://cancerinstitute.edu.in.

2. No application/fee will be accepted after last date of submission of application form.
The applicant must insure that the transection of payment is done by the Bank. In case of reversal of payment/incomplete payment/charge back of payment, the candidature will be cancelled at any stage of examination. The duplicate fee will not be refunded. Candidate can also amend his application form except -Registered Mobile Number, Email, Aadhar Number, Category, etc.

3. Candidates are required to mention above Advertisement Number for the post applied for at appropriate column of application form.

4. No document including printed/ hard copy of online application forms are required to be sent by post. However, applicants are advised to keep one printed / hard copy of their application forms.

5. Applicants in regular employment must submit a "NO OBJECTION CERTIFICATE" from employers during the filling the application form.

6. Candidates with valid application shall be issued call letter & admit card. These can be downloaded by candidates directly from Institute's website https://cancerinstitute.edu.in by entering their registration number / application number, Date of birth. Call letters /Admit cards will not be sent by post. This facility would be available on website accordingly as per published scheduled of examination.

7. No TA/DA shall be admissible for appearing in Written Test.

8. In case of examination for any post held in multiple shifts, then Normalization formula shall be applicable. (see Annexure-1)

9. All Disputes/differences or litigations shall be subject to territorial jurisdiction of Lucknow Court only.

10. Selection/Appointment of the candidate for the post is purely provisional, unless Verification of documents and genuineness of the candidature is verified. In case of any Incorrect/ falsification/ tempered/fabrication found, selection/appointment will be liable to be cancelled forthwith and appropriate Legal action may be taken against the candidate.

11. Any information provided by the candidate and found to be false at any stage of recruitment process, then the candidature of the candidate shall be summarily rejected.

12. Number of posts/positions may increase/decrease as per the decision of the Director KSSSCI.

13. In case of any discrepancy in print media or website, the records with KSSSCI, Lucknow will be treated as final.

14. Director KSSSCI, Lucknow reserves right to fill any or all of advertised posts or not to fill the same without assigning any reason.

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Application Fee:

    The application fees is not refundable in any circumstances and the amount is as under: -

S.No.	Category	Application Fee	GST @18%	Total
1.	UR	1000/-	180/-	1180/-
2.	OBC/EWS	1000/-	180/-	1180/-
3.	SC/ST	600/-	108/-	708/-

1. The candidates belonging to the other category (Horizontal) shall have to pay fee according to their original category.
2. Individual application and application fee is required to be submitted/ remitted for each post(s) separately, in case of a candidate applying for more than one post.

Reservation- (applicable as per policy of Uttar Pradesh Govt.)

1. The Scheduled Tribes/Scheduled Castes/ Other Backward Castes (OBC), EWS & other categories (i.e. horizontal) reservation will be admissible as per the periodic/ existing orders of the Government of Uttar Pradesh. Candidates of Reserved category other than Uttar Pradesh will be treated under 'UR' category (Unreserved category).
2. EWS certificate valid for the year 2025-26 based on the income of financial year 2024-25 will only be considered.
3. Domicile certificate and reservation certificate issued from the Govt. of UP will only be considered. These certificates should be latest and verifiable online on UP Govt. Portal.
4. In case of Female candidate, the valid caste certificate issued from father side will be treated valid.
5. The changes in reservation policy shall be applicable, if enforced by the Government of Uttar Pradesh through policy directions / Ordinances/Orders from time to time.
6. Reservation policy of the Government of Uttar Pradesh shall be applicable.
7. The Uttar Pradesh, Public Services, (Reservation for physically handicapped, dependent of freedom fighters and ex-servicemen) Act 1993, dated 29.12.1993, and (Amendment) Act 2018 dated 01.09.2018 &(Amendment) Act 2021 vide Notification No. 450 (2/LXXIX-V 1-21-1-ka-12-21 Lucknow dated 10.03.2021 shall apply in the reservation under other category (i.e. Horizontal) and will be applicable only to the identified posts (in the Divyang category).
8. In case of Divyang candidates requiring scribe/writer for taking the examination, the government rules will apply, as per G.O. F. No. 29-6/2019-DD-III/ dated 10.08.2022 & F. No. 34-02/2015-DD-III/ dated 29.08.2018, issued by Govt of Indian, Ministry of Social Justice and Empowerment, Dept. of Empowerment of Persons with Disabilities (Divyangjan). The candidates should arrange his/her own scribe/writer. KSSSCI or Examination body will not be able to provide a scribe/writer for this exam.

Horizontal reservation:

    Horizontal reservation will be applicable only on identified posts.

Horizontal Reservation:	
Divyang	4%
Ex-Serviceman	5%
Dependents of Freedom Fighters	2%
Female Gender	20%

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Age:

1. The decisive date of age calculation for recruitment to all the posts mentioned in the above table is 1st July, 2025. (Norm- 1st January, in case, if Advt. is released in between 1st January to 30th June &1stJuly, if Advt. is released in between 1st July to 31st December). **As such on 1st July, 2025, the candidate has to have attained the age of 18 years and should not be more than 40 years' age.**

2. In case of candidates belonging to Scheduled Castes, Scheduled Tribes, OBCs and other such categories of candidates in Uttar Pradesh, the upper age limit will be as high as specified by the Government. Age relaxation for SC/ST & OBC candidates up to a maximum period of 05 years, is applicable as per relevant GOs of Govt of UP.

3. In case of Permanent Government Employees who have rendered not less than 3 years regular and continuous service in the relevant field relax able up to maximum period of 5 years as per GOs of Govt. of UP, Karmik Anubhag -4 Ref No. -2-E.M./2001-Ka-42013 dated 27.08.2013.

4. For appointment on direct entry posts ex-service men vide U.P. Govt. Niyukti (kha) deptt. no. 5/1/66-niyukti (kha) dated 16.3.1970, he shall be allowed to deduct the period of his service in the armed forces from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post / service for which he seek appointment by more than 03 years, he shall be deemed to satisfy the condition regarding the upper age limit. However, he should have rendered satisfactory approved military service in any wing of army, navy or air forces and he should be otherwise eligible for the post.

5. In case of Divyang/Disabled/ Handicapped candidates, the age relaxation is up to maximum period of 15 years (Ref. GO.NO. 18/1/2008-Ka/2/2008 Karmik-anubhag 2 dated 03.02.2008 of Government of UP.

Important Instructions:

a. All intimations will be sent to candidates through SMS/Email on their registered mobile and E-mail Id only.

b. It will be the responsibility of the candidate to check uploaded advertisement for eligibility of qualification, experience, age etc. at various steps.

c. Candidates may be allowed online examination provisionally subject to verification of original document at the time of document verification / joining (wherever applicable). The decision of the Screening Committee regarding validity of these certificates would be final.

d. Qualifications where recognition is pending or in process will NOT be entertained and no correspondence in this regard will be entertained.

e. **Applicants in regular employment must submit a "NO OBJECTION CERTIFICATE" at the time of filling application form.**

f. **Fresh online applications must be submitted against this advertisement. No previous application made against any other prior advertisement will be considered.**

g. Candidates will have to produce **hard copy of their online application**, original copies of all certificates in support of all the claims made regarding their candidature in the application and self-attested copies of their certificates, as per the instructions of the institute at the time of document verification/joining. The candidate's shortlisted based on written examination will be informed separately by the institute.

h. **Candidates are directed to preserve the information (in the form of soft and hard copy for future reference) rendered at each step of registration/application (eg-registration, fee payment, final submit etc.) while applying online.**

i. **On-line Application:** For online application, candidates will have to provide their mobile number and a valid e-mail ID in the prescribed columns, without which their basic registration will not be completed. All the information/instructions will be sent on this

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mobile number/e-mail id in future. Candidates must preserve their registered mobile number and E-mail id throughout the selection process, further any request for change in their registered mobile and E-mail will not be considered after final submission of online application form.

Essential: Qualification and Experience & other preferential qualifications-

Table -2

S.No.	Advertisement No.	Name of Post	Eligibility Criteria (Essential Qualification and Experience)
1.	KSSSCI/CMS/77/01/2025-26	Medical Social Service Officer Gr-II	**Essential:** (i) Master's Degree in Social Work from a recognized University/Institution. (ii) Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health Service. **Desirable:** Specialization, by experience or qualification or training in Medical Social Work including psychiatric service. Ability to use computer.
2.	KSSSCI/CMS/77/02/2025-26	Receptionist	**Essential:** (i) Degree from a recognized University (ii) Post-graduate Diploma in Journalism/Public Relations. **Desirable:** (i) Experience in Public Relations/Publications/ Printing/ Publishing. (ii) Exposure to working on Personal Computer
3.	KSSSCI/CMS/77/03/2025-26	Storekeeper	**Essential:** Degree of a recognized University, **AND** (i) Post-graduate degree/Diploma in Material Management of a recognized University/ Institution. (ii) Knowledge of computers.
4.	KSSSCI/CMS/77/04/2025-26	Dietician	**Essential:** (i) M.Sc. (Food & Nutrition) from a recognized University/Institution. (ii) 05 years' experience in the line preferably in a large teaching Hospital.
5.	KSSSCI/CMS/77/05/2025-26	Pharmacist Gr 2	**Essential:** (i) Diploma in Pharmacy from a recognized University /Institution (ii) Should be a registered Pharmacist under the Pharmacy Act, 1948. **Desirable:** (i) Degree in Pharmacy from recognized University/ Board (ii) 02 Years of experience in related field.
6.	KSSSCI/CMS/77/06/2025-26	Junior Physiotherapist	**Essential:** (i) Intermediate (Science) (ii) Master Degree in Physiotherapy (MPT)
7.	KSSSCI/CMS/77/07/2025-26	Librarian Gr-2	**Essential:** (i) B.Sc. Degree or equivalent from a recognized University **AND** (ii) Bachelor's Degree or equivalent in Library Science from a recognized University or Institute. (iii) With 05 years of experience as librarian, preferably from a government hospital.

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| 8. | KSSSCI/CMS/77/08/2025-26 | Technical Officer (Bio Med) | **A.** Degree of a recognized University in **i)** Electronics; or **ii)** Glass Technology; or **iii)** Mechanical Engineering; or **iv)** any other branch of Engineering considered relevant; <div align="center">**OR**</div> **B. (a)** Diploma/Certificate (of not less than 3 years' duration) of recognized Institution in Radio/Television Engineering or Electronics Engineering **or** Electrical Engineering; **or** Glass Technology; **or** Mechanical Engineering; **or** Any other branch of Engineering considered relevant; Plus **(b)** Five years of experience in fabrication, repair and maintenance of laboratory instruments. (This is essential in the case of Diploma holders only) |

Note- All aspiring candidates must possess the requisite qualifications and experience in every respect as of the cut-off date i.e., 01.07.2025. Candidates who do not meet the prescribed eligibility criteria by the cut-off date will have their candidature cancelled at any stage of the recruitment/selection process.

HOW TO APPLY

Candidates applying for various posts published in Kalyan Singh Super Specialty Cancer Institute, Lucknow are required to apply online **ONLY** through the official website: https://cancerinstitute.edu.in

Before filling up Online Application, the Candidate must be ready with following documents **(all Scanned document must be uploaded in JPG/JPEG/PNG format only)**:

a) **Recent Scanned Colored Photograph (file size 80KB max).**
b) **Scanned Signatures (file size 80KB max).**
c) **Scanned Image of Mark sheets & Certificates for 10th, 12th, Diploma Graduation and Post-Graduation (as applicable). (file size less than 800KB)**
d) **Scanned Image of Caste/Category and Sub-Category (if applicable), Domicile certificates (if applicable) & Experience Certificate (If applicable) (file size less than 800KB)**

A valid E-mail id and Mobile Number is mandatory for the submission of your Online Application. This E-Mail id and Mobile number should be active till the completion of recruitment process. Kalyan Singh Super Specialty Cancer Institute, Lucknow will send important information about your application and examination on this registered E Mail / Mobile number.

Please note that after successful registration your mobile no. and e-mail id cannot be change. All other particulars mentioned in the Online Application including Name of the Candidate, Caste Category, Date of Birth, Address etc. can be changed before final submission. After the final submission of the online application the candidate will not be able to edit / delete any fields of the Online Application.

Applications received without appropriate Application Fee, required documents & information as per entrance notification are liable to be rejected.

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Hence, Candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained at later stage.

<u>STEPS TO BE FOLLOWED TO FILL UP THE ONLINE APPLICATION</u>

Please read following Instructions carefully to fill up the Application Form.

Step 1: Candidates are required to visit website: https://cancerinstitute.edu.in

- Click on **Recruitment => Staff => Non-Teaching Post**

Step 2: After clicking on non-teaching post there will be two section. One is registration for new Candidates and second is login section.

- New candidate will click on registration section and fill all necessary information. During this process you will receive one OTP on Mobile no. and one OTP on E-mail id. After filing the complete information click on submit registration button.

Step 3 After successful registration Candidate will receive a registration slip mentioning application number**.**

Step 4: Now candidate click login section and fill up Application Number, Mobile number and Date of Birth => click on login button. After this detailed application form will come in view.

Note- If the candidate forgets application number then he can click on forget registration button and after filling necessary information, he will receive application number on his E-mail ID.

Step 5: For filling the application form:

The following details need to be completed during filling up of application form.

1) <u>Personal Details</u>
2) <u>Communication Details</u>
3) <u>Qualification and experience Details</u>
4) <u>Document Upload and Payment</u>

Mandatory Documents to be uploaded (all Scanned document must be uploaded in JPG/ JPEG/PNG format only):
1. Recent Scanned Colored Photograph (file size 80KB max).
2. Scanned Signatures (file size 80KB max).
3. Scanned Image of Mark sheets & Certificates for 10th, 12th, Diploma Graduation and Post-Graduation (as applicable). (file size less than 800KB)
4. Scanned Image of Caste/Category and Sub-Category (if applicable), Domicile certificates (if applicable) & Experience Certificate (If applicable) (file size less than 800KB)
5. NOC in case of Government Employee. (file size less than 800KB)

Step 6: After filling complete Application Form you will be directed for deposit of application fee.

Step 7: Deposit the requisite Application fees through online mode via **PayU** payment gateway. After successful payment candidate click the final submission button. After successful submission you will receive an e-mail regarding final submission. You are instructed to download a copy of application form for any future correspondence. You can download your application form any time during the period of examination by login in to the application portal.

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Please fill up all the details very carefully. After final submission of the form, the candidate will not be able to edit /delete any field. However, Candidates can Edit and Preview the Application Form before clicking the final submission button.

Candidate cannot submit application form after last date of filling of application form.

Note: After successful submission, the candidate will get Email on registered Email id. Please save your Application No. for future reference.

Please preserve your Application Number since you will require this information to login for downloading your hall ticket / admit card / written result / schedule for other exam related activities / result etc.

Screening:

1. The candidates are advised to go through the requirements of age, educational qualification, experience, etc. as mentioned in the advertisement and satisfy themselves before applying that they are eligible for the respective post.
2. All applications with application fee shall be accepted provisionally and all candidates will be allowed to appear provisionally in the Computer Based Test (CBT).
3. If any candidate is found not fulfilling the prescribed age, qualification, experience and any other eligibility criteria as per the advertisement, at any stage of the recruitment process, even if the candidate figures in the merit list of the Computer Based Test (CBT), his/her candidature will be treated as cancelled without any further notice and the post will be forfeited. Candidature will be cancelled at any stage if any information or claim is not substantiated on the scrutiny of the documents by the Institute.

Online Examination:

1. The selection will be done on the basis of the marks obtained in the Computer Based Test (CBT) only. The computer Based Test will be held at major cities of India.
2. KSSSCI reserves the right to cancel any of the Examination City/Centre and/or add some other cities/centers depending upon the response, administrative feasibility or any force majeure conditions etc.
3. The medium of computer-based test / exam will be in **English language only**.

Hall Ticket for the Computer Based Test (CBT):

The applicants can print their hall ticket for the Computer Based Test (CBT) online from the Institute website https://cancerinstitute.edu.in after login into application portal.

Computer Based Test (CBT):

For all posts, a Computer Based Test (CBT) will be held. The Computer Based Test (CBT) will be of 02 hours' duration and will be of 100 marks. It will contain multiple choice questions (MCQs) from following streams/subjects with the following approximate distribution:

S.No.	Marks	Subject
1.	60 marks	Subject(s) related to the post.
2.	10 marks	General English
3.	10 marks	General Knowledge
4.	10 marks	Reasoning
5.	10 marks	Mathematical Aptitude

- 01 (one) mark will be given for the correct answer and 1/3 (one-third) mark will be deducted for the wrong answer (i.e., there will be negative marking)
- Minimum qualifying marks of the Computer Based Test (CBT) for all posts will be:

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➢ 50% for General, EWS, OBC.
➢ 45% for SC & ST.

Syllabus: The syllabus will be uploaded on the Institutes website.

Final Merit List:

The final merit list will be prepared based on the marks obtained in the Computer Based Test (CBT) only for all categories (i.e. GENERAL, OBC, SC, ST, EWS, etc.) separately and rank will be awarded to all qualified applicants. While preparing the merit list for the General (Unreserved) category, all applicants (including those from the reserved categories) will be taken into consideration, but while preparing the merit list for a reserved category, only applicants of that category will be taken into consideration. The same method will be applicable in all reserved categories.

Resolution of Tie: If more than one candidate gets the equal number then Tie breaking Rules will be as follows:

1. Date of birth of the tied Candidates. (Older candidate placed higher on the merit list)
2. Number of wrong answers / negative marks of the tied Candidates. (Less wrong answers/ negative marks placed higher on the merit list)
3. Total marks in the subject related section of the examination conducted. (Higher marks in the subject section being placed higher on the merit list).
4. Application number of the candidate. (Earlier application number being placed higher on the merit list)

Results:

All results will be declared on the Institute website.

Other observations-

1. Higher qualification will not be considered a disqualification for any post.
2. Working experience in Government/ semi government organization wherever applicable will include experience either on regular post or outsourced/contractual, with accompanying evidence based certificate. Applicant may be asked to submit an affidavit, if needed, that experience mentioned in the certificate is true and KSSSCI may verify the facts from the concerned Institution/ Party.
3. For posts having experience as an Essential Criteria, the experience which has been acquired only after obtaining essential qualification will be considered as valid.
4. Any dispute with regard to any matter referred herein shall be subject to the jurisdiction of Lucknow court alone.
5. Canvassing in any form will be a disqualification.
6. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Lucknow Courts only.

Note:

1. The Notification of "The Uttar Pradesh Direct Recruitment to Junior Level Posts (Discontinuation of interview) Rules 2017" Notification Miscellaneous No. 4/2017/1/1/2017-Ka-2 Dated 31 August 2017, the earlier provisions/guidelines in respect of recruitment of group 'B' (Non Gazetted), group 'C' and group 'D' are superseded by this rule 2017 and recommended to adopt these Rules for recruitment of group 'B' (Non Gazetted), group 'C' and group 'D' posts of the Institute.

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2. **Force majeure:** If the written test or examination wherever applicable, is postponed or cancelled (in part or in full) due to any reason whatsoever beyond the control of the organizers (viz. elements of nature, force majeure or orders/directives issued by any competent government authority), the institute shall not be responsible for any loss or injury sustained by the candidates directly or indirectly.

3. **Disclaimer:** The contents of the brochure are for information and guidance only, and not valid for any legal purpose. Although every precaution has been taken, the Institute accepts no responsibility for any printing errors.

4. **Disputes:** All legal disputes are subject to the jurisdiction of judicature at Lucknow only.

Date: 31.12.2025   **Director**

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Score
Normalization

About Normalization

Normalization means adjusting values measured on different scales to a notionally common scale

Need for Normalization in Exam: Exam pertaining for a particular post/course could be spread across multiple shifts which will have different question paper for each shift. The normalization is to be done by considering the difficulty level of each set, since the questions may be different in different sets and difficulty level of a particular set may be different from other sets.

Hence the normalization of scores need to be carried out for all the candidates who had written the exam, across shifts for the same post/course.

Normalization Method:

The following has to be calculated for every shift for all the candidates who have written the exam for the same post:

a. Average score for each Shift Xav = total marks scored by candidates in a shift divided by no. of candidates in the shift.

b. Standard Deviation of score for each Shift. Standard Deviation is a measure that is used to quantify the amount of variation of a set of data values:

N = Number of candidates

X = Raw score of candidates

L = Total Raw score for all candidates in a shift

Xav = Average which is total marks divided by no. of candidates.

x = Raw Score of Candidate - Simple Average (XXav)Standard Deviation (S) = $(\sum x^2)/N$

Normalization Formula

Normalized Score for each candidate (Xn) = Xn = (S2 / S1) * (X - Xav) + Yav

S2	Is the SD of the shift with the Highest Average Score taken as Base for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
S1	Standard Deviation for the corresponding shift (to be scaled to S2)
X	Raw score of a candidate
Xav	Simple average of the Shift
Yav	Average corresponding to shift with highest Average (taken as Base for normalization)

Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores. Only exception is made if this shift (with highest average) has far less number of candidates as compared to other shifts. In that case we take the next shift with 'highest Average' as base for normalization.

70% of the average attendance is the limit. Any value below this should not be considered for the base.