

<b>JIPMER, PUDUCHERRY-6</b>		
1.	Name of Post	<b>ASSISTANT MANAGER-CUM-STORE KEEPER.</b>
2.	No. of Post	1 * (2014) * Subject to variation dependent on workload
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-1, Rs. 5200-20,200 + Grade Pay Rs. 2400/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 250/- p.m. for attending to duties in Canteens Type 'A', 'B', 'C', '2- A' & '3- A' and Rs. 500/-p.m. in Canteens Type '4-A' and above.
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for direct recruits	18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.).  Note: The Crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.
7.	Educational and other qualifications required for direct recruits	(a) B.Com from a recognized university. or Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/Store Keeping. (b) <b>Experience</b> - Three Years in a Government Department/ Undertaking in handling Stores/Accounts.  <b>Note: 1</b> Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.  <b>Note: 2</b> The Qualification (s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Schedules Castes/Scheduled Tribes if, at any stage of selection, the competent authority is

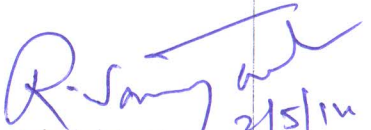
		of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two years for Direct Recruits, NIL for promotees.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Promotion failing which by deputation and failing both by direct recruitment.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p><b><u>Promotion:</u></b></p> <p>(i) Clerks with at least eight (8) years regular service in the PB-1, Rs. 5200-20,200 +Grade Pay Rs. 1900/-.</p> <p>(ii) Halwai-cum-Cook with five (5) years regular service in the PB-1, Rs. 5200-20,200/- + Grade Pay Rs. 2000/- with two years experience in handling Stores/Accounts and possessing educational qualification.</p> <p><b><u>Deputation:</u></b></p> <p>Officers of the Central Government –</p> <p>(a) (i) Holding analogous posts on regular basis; OR</p> <p>(ii) with at least eight (8) years regular service in PB -1, Rs. 5200-20200 + Grade Pay of Rs. 1900/-</p> <p>(iii) Possessing educational qualification as prescribed for Direct Recruits.</p> <p style="text-align: center;">AND</p> <p>(b) Three (3) years' experience in Government/Department/Undertaking in handling Stores/Accounts</p> <p><b><u>Note 1:</u></b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 / the date for which revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the</p>


		Commission. <b>Note 2:</b> "Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service".
12.	If a departmental Promotion Committee exists, what is the composition?	Group C DPC consisting of 1. Medical Supdt. – Chairperson 2. Dean – Member 3. Faculty (Admn.) – Member 4. DDA/Senior AO – Member
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.


Approval of RR Committee

  
Law Officer

  
Administrative Officer

  
Senior Administrative Officer  
2/5/14

  
Deputy Director (Admin.)

  
Scientist IV

  
Chairman