



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
 (स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
 (An Institution of National Importance under Ministry of Health & Family welfare)
 धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in

Phone: 0413 – 2296022

Fax: 0413 – 2272067- 2272735



No.Admin.-I/Pro./11(4)/2014

Dated : **18 NOV 2020**

CIRCULAR

Sub: ADMIN-I (Promotion) – Filling up of the vacant posts of Medical Records Clerk by promotion from eligible MTS of this Institute – Reg.

* * * *

It is proposed to fill up the vacant posts of Medical Records Clerk on regular basis in Level 2 of Pay Matrix (Pay Band of Rs.5200-20200 + Rs.1900 (GP) as per 6th CPC) by promotion from among the eligible Multi-Tasking Staff of this Institute with the following terms and conditions:-

Sl. No.	Total Vacancy	Reservation Point			Essential Requirements as per RR.
		UR	SC	ST	
1.	18*	12	3	3	From MTS staff members with 3 years regular service in the grade. Essential Qualification: Matriculation. Note 1: The promoted staff members should successfully complete a computer training course in MS Office within a period of 6 months failing which their subsequent increments will be withheld for a period of up to 2 years or till they qualify. Even after 2 years if they fail to qualify they will be reverted to their substantive post and will not be considered for the post of MRC. Note 2: Those who are already possessing the qualification of MS Office also need to pass the course unless the course is done from a Government Institute/Body.

Note:

- One post is reserved for Persons with Disabilities (PwDs) – Orthopaedically Handicapped under Horizontal Reservation.
- Category of Disability which is identified suitable to the post for PwDs – OA, OL, OAL, BL.(OA – One Arm, OL- One Leg, OAL – One Arm & One Leg, BL – Both Legs).
- Candidate selected under PwDs will be adjusted against the vacancy of respective categories of SC/ST/Unreserved (UR).

*** Vacancies are subject to change.**

Interested Mutli-Tasking staff of this institute who possess the minimum educational qualification and completed required regular service in the grade as on **01.12.2020 (Tuesday)** are eligible to apply. They should apply through prescribed format mentioned in **Annexure.**

The last date for receipt of filled in application is 01.12.2020 (Tuesday) till 4:30 P.M. The applications received after the stipulated date & time and not received through proper channel will not be entertained under any circumstances.

This issues with the approval of the Director.

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

SENIOR ADMINISTRATIVE OFFICER
 JIPMER, PUDUCHERRY.

To

Notice Board: Admin / Institute / Central Library / Nursing Superintendent's Office / Central Library / SSB / WCH / RCC / College of Nursing/EMSD/Central Workshop/Central Stores.

Copy to:

IT Wing, JIPMER – with a request to upload in JIPMER website.