

**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS CLERK**  
**SCHEDULE**

Existing as per  
the Notified RR

As amended and  
approved by President,  
JIPMER and ratified  
by the GB/IB

1.	Name of the post	Medical Records Clerk	Medical Records Clerk
2.	Number of post	50	31
3.	Classification	General Central Services, Group C, Non-Gazetted Non- Ministerial.	Group 'C' Non-ministerial
4.	Pay Band and Grade Pay / Pay Scale	Rs.950-1500	PB1 Rs.5200-20200 + GP Rs.1900
5.	Whether Selection post or Non Selection post	Selection	Not Applicable
6.	Age limit for direct recruits	18 to 25 years (Relaxable for Govt. Servants upto 35 years according to instructions or orders issued by the Central Government)	Not Exceeding 27 years
7.	Educational and other Qualifications Required for Direct recruits	Essential:- Matriculation or its equivalent qualification from a recognised Board ii) Typing speed of 30 words per minute	i) 10+2 or equivalent qualification from a recognized Board or University. ii) Proficiency in Computer
8.	Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Age: No EQ: Yes	Not Applicable
9.	Period of probation if any	Two Years	Two Years
10.	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods	90 % By Direct Recruitment 10% By Promotion failing which by DR	By Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation / absorption to be made.	Promotion from Group 'D' staff such as peon, sweeper, farashes, lab Attendants, Nursing Attendants etc., whosever possesses the educational qualification of Matriculation or its equivalent and typing speed of 30 words per minute	Not Applicable
12.	If a Departmental promotion committee exists what is its	Group C Departmental Promotion Committee	Group C Departmental Promotion Committee

	composition	consisting of ( for confirmation only) 1. Director - Chairperson 2. Sr. Professor -- Member 3.DDA -- Member	consisting of ( for confirmation only) 1. Medical Supdt. - Chairman 2. Sr. Professor - Member 3. Professor - Member 4. DDA/Senior AO- Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable	Not Applicable

**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS TECHNICIAN**  
**SCHEDULE**

Existing as per  
the Notified RR

As amended and  
approved by President,  
JIPMER and ratified  
by the GB/IB

1.	Name of the post	Medical Records Technician	Medical Records Technician
2.	Number of post	21	23
3.	Classification	General Central Services, Group C Non-Gazetted Non-Ministerial.	Group C' Non-ministerial
4.	Pay Band and Grade Pay / Pay Scale	Rs.4000-6000	PB1 Rs.5200-20200 + GP Rs.2400
5.	Whether Selection post or Non Selection post	Non - Selection	Selection
6.	Age limit for direct recruits	Not Applicable	Not Exceeding 27 years
7.	Educational and other Qualifications Required for Direct recruits	Not Applicable	. 1.10+2 or equivalent qualification from a recognized Board or University. 2. Diploma (minimum one year) in Medical Records Technology or equivalent from a recognized Institution
8.	Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable
9.	Period of probation if any	Two years for DR	Two years
10.	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods	By Promotion failing which by Deputation	By Promotion failing which by Direct recruitment
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation /absorption to be made.	Promotion: From amongst Medical Records Clerk with Eight years regular service in the grade and possessing certificating Medical Records Technician Training of six month duration Deputation: From	Promotion from Medical Records Clerk with 8 years regular service in the grade and successful completion of certificate Course in Medical Records Technician/Medical Records Officer course conducted in this Institute during the Probation period or possessing a Degree in Medical Records Science

		<p>amongst officers of the Central or State Government;</p> <p>a)(i) holding analogous posts on regular basis; or  (ii) with five years' regular service in posts in the pay scale of Rs.3200-4900;or  iii) with eight years' regular service in posts in the pay scale of Rs.3050-4590; and</p> <p>b)Possessing the qualifications prescribed as under;</p> <p>i)Matriculation or equivalent qualification from a recognised Board.  ii) Certificate of training in Medical Records Technician of Six months duration from a recognised Institute.  iii) One year experience in compilation of Health Statistics in a Hospital or Medical Institute.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.  (The period of deputation including period of deputation in</p>	
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		another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.)	
12	If a Departmental promotion committee exists what is its composition	Group C Departmental Promotion Committee consisting of ( for confirmation only) 1. Medical Supdt.or Dean - Chairperson 2. Head of Office - Member 4. DDA - Member	Group C Departmental Promotion Committee consisting of ( for confirmation only) 1. Medical Supdt. – Chairman 2. Sr. Professor -- Member 3. Professor -- Member 4. DDA/Senior AO -- Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable	Not Applicable

**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS SUPERVISOR**  
**SCHEDULE**

Existing as per  
the Notified RR

As amended and  
approved by President,  
JIPMER and ratified  
by the GB/IB

1.	Name of the post	Medical Records Supervisor	Medical Records Supervisor
2.	Number of post	3	3
3.	Classification	General Central Services, Group-C Non-Gazetted Non-Ministerial.	Group 'C' Non-Ministerial.
4.	Pay Band and Grade Pay / Pay Scale	Rs.4500-125-7000	PB1 Rs.5200-20200 + GP Rs.2800
5.	Whether Selection post or Non Selection post	Selection	Selection
6.	Age limit for direct recruits	Not Applicable	Not Applicable
7.	Educational and other Qualifications Required for Direct recruits	Not Applicable	Not Applicable
8.	Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable
9.	Period of probation if any	Nil	Two years
10.	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods	Promotion failing which by Deputation	By Promotion
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation /absorption to be made.	Promotion: From amongst Medical Records Technicians in the pay scale of Rs.4000-6000 with five years regular service in the grade failing which Medical Records Technicians with thirteen years' combined regular service as Medical Records Technician and Medical Record Clerks in the scale of pay of Rs.3050-4590 out of which three years' regular	Promotion from Medical Records Technician with 5 years regular service in the grade failing which 13 years of combined regular service in the grades of Medical Records Technician and Medical Records Clerk.

		<p>service as Medical Records Technician.</p> <p>Deputation: From amongst officers of the Central or State Government;</p> <p>a)(i) holding analogous posts on regular basis; or (ii) with five years' regular service in posts in the pay scale of Rs.4000-6000;and</p> <p>b)Possessing the qualifications and experience prescribed as under;</p> <p>i)10+2 from a recognized University or board; and</p> <p>ii) should have successfully completed the Medical Records Technicians course from a recognized hospital or Medical Institute.</p> <p>iii) 3 years experience in compilation of Health Statistics in a Hospital or Medical Institute.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall ordinarily not exceed three years. The</p>	
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		maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.)	
12	If a Departmental promotion committee exists what is its composition	Group C Departmental Promotion Committee consisting of ( for confirmation only) 1. Medical Supdt.or Dean - Chairperson 2. Head of the Department (Medical Records) -- Member 3. Head of Office. -- Member 4. DDA -- Member	Group C Departmental Promotion Committee consisting of ( for confirmation only) 1. Medical Supdt. – Chairman 2. Sr. Professor -- Member 3. Professor -- Member 4. DDA/SAO -- Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable	Not Applicable



**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF ASSISTANT MEDICAL RECORDS OFFICER**  
**(STATISTICIAN-CUM-DEMONSTRATOR)**

**SCHEDULE**

Existing as per  
the Notified RR

As amended and  
approved by President,  
JIPMER and ratified  
by the GB/IB

1.	Name of the post	Assistant Medical Records Officer	Assistant Medical Records Officer (Statistician-Cum-Demonstrator)
2.	Number of post	1	1
3.	Classification	General Central Services, Group C Non-Gazetted Non-Ministerial.	Group 'C' Non-ministerial
4.	Pay Band and Grade Pay / Pay Scale	Rs.4500-125-7000	PB1 Rs.5200-20200 + GP Rs.2800
5.	Whether Selection post or Non Selection post	Not Applicable	Non-Selection
6.	Age limit for direct recruits	Not Exceeding 30 years. (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Govet.)	Not Applicable
7.	Educational and other Qualifications Required for Direct recruits	Essential: 1.Bachelor's Degree from any recognised University. 2.A University Degree in Medical Records Science (M,R,Sc.) or a Diploma Awarded after one year course of studies in Medical Records Science of a recognised University or Board 3.5 years experience in maintenance of Medical Records in a recognised Institution/Hospital	Not Applicable
8.	Whether age and Educational	Not Applicable	Not Applicable

	Qualifications prescribed for direct recruits will apply in the case of promotees.		
9.	Period of probation if any	Not applicable	Two years
10	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods	Transfer on deputation failing which by direct recruitment.	By Promotion
11	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation / absorption to be made.	Transfer on deputation; Officers under central Govt. a)i)holding analogous posts; or ii)holding posts in the pay scale of Rs.1200-2040 or equivalent with 5 years regular service in the grade b) possessing educational qualification as laid down for direct recruitment in column no.8	Promotion from Medical Records Technician with 5 years regular service in the grade failing which 13 years of combined regular service in the grades of Medical Records Technician and Medical Records Clerk.
12	If a Departmental promotion committee exists what is its composition	Group C Departmental Promotion Committee consisting of ( for confirmation only) 1. Director-Chairman 2. Medical Supdt. -Member 3.DDA -- Member 4. A Group 'A' Officer preferably belonging to SC/ST -- Member	Group C Departmental Promotion Committee consisting of 1. Medical Supdt. - Chairman 2. Sr. Professor -- Member 3. Professor -- Member 4. DDA/SAO -- Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable	Not Applicable

**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF STATISTICIAN-CUM-DEMONSTRATOR**  
**SCHEDULE**

As approved by President,  
 JIPMER and ratified  
 by the GB/IB

1.	Name of the post	Statistician-Cum-Demonstrator*
2.	Number of post	1
3.	Classification	Group 'B' Non-ministerial
4.	Pay Band and Grade Pay / Pay Scale	PB2 Rs.9300-34800+GP Rs.4200
5.	Whether Selection post or Non Selection post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other Qualifications Required for Direct recruits	Not Applicable
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
10.	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation /absorption to be made.	Promotion from Medical Records Supervisor / Assistant Medical Records Officer (Statistician-Cum-Demonstrator) with 6 years regular service in the grade failing which 11 years of combined service in the grades of Medical Records Supervisor / Assistant Medical Records Officer (Statistician-Cum-Demonstrator) and Medical Records Technician subject to possessing a Degree from a recognized University.
12.	If a Departmental promotion committee exists what is its composition	Group –'B' Departmental promotion committee consisting of

			1. Medical Supdt. Chairman 2. One Senior Prof. -Member 3. One Prof. -Member 4. DDA/SAO - Member
13	Circumstances in which UPSC is to be consulted in making recruitment		Not Applicable

- [New post](#)

**JIPMER, PUDUCHERRY -6**  
**RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS OFFICER-CUM-TUTOR**  
**SCHEDULE**

As approved by President,  
 JIPMER and ratified  
 by the GB/IB

1.	Name of the post		Medical Records Officer-cum-Tutor *
2.	Number of post		1
3.	Classification		Group 'B' Non-ministerial
4.	Pay Band and Grade Pay / Pay Scale		PB2 Rs.9300-34800+GP Rs.4600
5.	Whether Selection post or Non Selection post		Selection
6.	Age limit for direct recruits		Not Applicable
7.	Educational and other Qualifications Required for Direct recruits		Not Applicable
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
10.	Method of Recruitment; whether By Direct Recruitment or by Promotion or deputation / absorption and Percentage of the vacancies to be filled by various methods		By Promotion
11.	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation /absorption to be made.		Promotion from Statistician-Cum-Demonstrator with 5 years regular service in the grade failing which 11 years of combined service in the grades of Statistician-Cum-Demonstrator and Medical Records Supervisor / Assistant Medical Records Officer (Statistician-Cum-Demonstrator)
12.	If a Departmental promotion committee exists what is its composition		Group –'B' Departmental promotion committee consisting of 1. Medical Supdt. –Chairman 2. One Senior Prof. -Member 3. One Prof. -Member 4. DDA/SAO -Member
13.	Circumstances in which UPSC is to be consulted in making recruitment		Not Applicable

- New post