


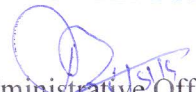
JIPMER, PUDUCHERRY-6

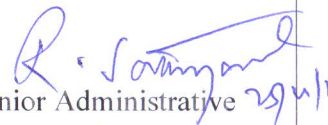
1.	Name of Post	MANAGER GRADE – II As per SIU recommendations
2.	No. of Post	1 * (2014) * Subject to variation dependent on workload
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300-34,800 + Grade Pay Rs. 4200/-. Note: - He will also draw Special Allowance of Rs. 300/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 600/-p.m. in Canteens Type '4-A' and above.
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 by deputation and percentage of vacancies to be filled by various methods	Promotion failing which by Deputation.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	Promotion: Assistant Manager-cum-Store Keeper with atleast ten (10) years regular service in the Pay Band -1, of Rs. 5200 - 20,200 + Grade Pay Rs. 2400/- failing which 18years of service as Clerk and; A mandatory training of 4 weeks on Managerial Skills for Canteen Manager, to be organized by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism /or any other recognized Institutes of Hotel Management and Catering. Deputation: Officers of the Central Government –


		<p>(a) (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the Pay Bank -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and</p> <p>(b) Possessing the qualifications and experiences as below:-</p> <p>(i) B.Com. (ii) Three (3) Years experience in Accounts form a Govt. Department / Undertaking.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cade post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications</p> <p>Note 2: The departmental official in the feeder category with 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 deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).</p>
12.	If a departmental Promotion Committee exists, what is the composition?	Group C DPC consisting of 1. Medical Supdt. – Chairperson 2. Dean – Member 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
29/1/14


Deputy Director (Admin.)


Scientist IV

Chairman

JIPMER, PUDUCHERRY-6		
1.	Name of Post	ASSISTANT MANAGER-CUM-STORE KEEPER.
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/- Note: - 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) Experience - Three Years in a Government Department/ Undertaking in handling Stores/Accounts. Note: 1 Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified. Note: 2 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

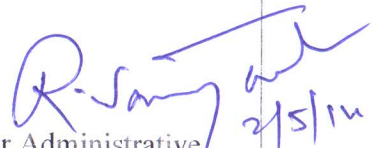
		of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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><u>Promotion:</u></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><u>Deputation:</u></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><u>Note 1:</u> 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 6th 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. Note 2: "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

JIPMER, PUDUCHERRY-6		
1.	Name of Post	CLERK
2.	No. of Post	3 * (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. 1900/-
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 order 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) 10 th Class Pass or equivalent from a recognized Board. (b) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 key Depression Per Hour / 9000Key Depression Per Hour on an average of 5 key depressions for each word) Note 1: Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified. Note 2: 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	Yes
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 Direct Recruitment.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p>Promotion: Canteen Attendant with atleast three (3) years regular service in the PB-1, Rs. 5200-20,200 + Grade Pay Rs. 1800/- A two week training on Organizational Behavior, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk form ISTM or any other institute recognized by Govt. of India or State Govt.</p> <p>Note 1: 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 6th 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 Commission.</p> <p>Note 2: "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".</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	Group C DPC consisting of 1. Medical Supdt. – Chairperson 2. Dean – Member DDA/Senior AO – Member
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

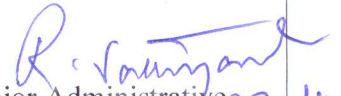
Approval of RR Committee



Law Officer



Administrative Officer



Senior Administrative
Officer

25/4/14



Deputy Director (Admin.)



Scientist IV

Chairman

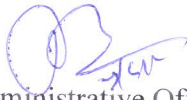
JIPMER, PUDUCHERRY-6		
1.	Name of Post	ASSISTANT HALWAI - CUM - COOK.
2.	No. of Post	2 * (2014) * Subject to variation dependent on workload
3.	Classification	General Central Service (Group 'C') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-I, Rs. 5200-20,200 +Grade Pay Rs. 1900/-
5.	Whether Selection Post or Non-selection Post	Non-Selection.
6.	Age limit for Direct Recruits	18-25 years, relaxation in age limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time. 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) 10 th Class Pass with a certificate/diploma in catering etc. (b) Experience - One Year (c) A Trade Skill Test for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate. Note: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled 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	No.
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 Direct Recruitment.
11.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made	<p style="text-align: center;">Promotion</p> <p>Canteen Attendant in the Pay Band-1, Rs.5200-20,200 + Grade Pay of Rs.1800 with at least three (3) years regular service. A Trade test shall be got conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.</p> <p>Note 1: 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 6th 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 Commission.</p> <p>Note 2: "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".</p>
12.	If a Departmental Promotion Committee exists, what is the composition?	Group C DPC consisting of 1. Medical Supdt. – Chairperson 2. Dean – Member DDA/Senior AO – Member
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.

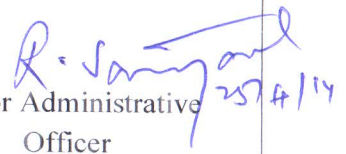
Approval of RR Committee



Law Officer



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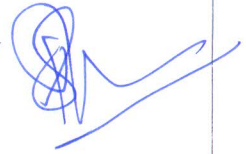
25/4/14

Senior Administrative
Officer



Deputy Director (Admin.)

Scientist IV



Chairman

