

JIPMER, PUDUCHERRY -6
RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GR-II
SCHEDULE

Existing as per
the Notified RR

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

1	Name of the posts	Stenographer Gr - III	Stenographer Gr-II
2	Number of posts	25	18
3	Classification	General Central Service, Group -C Non-Gazetted, Non-Ministerial.	Group 'C' Non-ministerial
4	Pay Structure with Grade Pay	Rs.330-560	PB1 Rs.5200-20200 + GP Rs.2400
5	Whether Selection post or Non Selection post?	Not Applicable	Not Applicable
6	Age limit for direct recruits	25 yrs. Relaxable for government servants upto 35 years	Upto 27 years
7	Educational and other Qualifications Required for Direct recruits	1. Matriculation or its equivalent examination passed from a recognised Board/University. 2. Should have shorthand (English) speed of 80 wpm.	12th class pass or equivalent from a recognized Board or University. Skill Test Norms: Dictation: 10 mts @80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual typewriter) or 50mts. (Eng.). 65 mts (Hindi) (On Computer).
8	Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees.	Age;No. E.Q.: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	By promotion failing which by direct recruitment.	By Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption	Promotion from Lower Division Clerk/ Library Clerk/ typist clerk with 3	Not Applicable

	grade from which promotion / deputation /absorption to be made.	years regular service in the grade possessing qualifications indicated in column(7)	
12	If the Departmental promotion committee exists what is its composition	DPC committee consisting of 1. Director - Chairman 2. Medical Supdt. - Member 3. Deputy Director(Admn.) - Member 4. A Group-A Officer -Member	Group C Departmental Promotion Committe 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 STENOGRAPHER GR-I
SCHEDULE

Existing as per
the Notified RR

As amended and
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JIPMER and ratified
by the GB/IB

1	Name of the posts	Stenographer Gr-I	Stenographer Gr-I
2	Number of posts	9	18
3	Classification	General Central Service Group-B, Non-Gazetted, Ministerial	Group 'B' Non-ministerial
4	Pay Structure with Grade Pay	Rs.5500-150-9000	PB2 Rs.9300-34800 + GP Rs.4200/-
5	Whether Selection post or Non Selection post?	Non-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	Two years	Two years
9	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: Stenographer Grade II with three years regular service in the grade. Note: Where juniors have completed their qualifying/eligibility service are being considered for promotion their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of	Promotion from Stenographer Gr-II with ten years regular service in the grade.

		<p>such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p>Transfer on deputation: Officers under the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis; OR ii) with three years regular service in posts in the scale of Rs.5000-8000/- or equivalent; OR iii) with six years regular service in posts in the scale of Rs.4500-7000/- or equivalent; OR iv) with ten years regular service in posts in the scale of Rs.4000-6000/- or equivalent; AND</p> <p>(b) possessing three years experience in stenographic work.</p>	
12	If the Departmental promotion committee exists what is its composition	<p>Group -B DPC (for promotion):</p> <ol style="list-style-type: none"> 1. M.S. - Chairman 2. Joint Director (Admn). - Member 3. DD(A) - Member 4. An officer from another Department of Central Govt. other than the Institute - Member 	<p>Group –‘B’ Departmental promotion committee consisting of</p> <ol style="list-style-type: none"> 1. Medical Supdt. -Chairman 2. One Senior Prof. -Member 3. One Prof. -Member 4. DDA/Sr. Admn. Officer -Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary.	Not Applicable

JIPMER, PUDUCHERRY -6
RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY
SCHEDULE

Existing as per
the Notified RR

As amended and
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1	Name of the posts	Private Secretary	Private Secretary
2	Number of posts	3	9
3	Classification	General Central Service Group-B, Gazetted, Non- Ministerial	Group 'B' Non-ministereial
4	Pay Structure with Grade Pay	Rs.2000-3200	PB2 Rs.9300-34800 + GP Rs.4600/-
5	Whether Selection post or Non Selection post?	Non-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 transfer on deputation	By Promotion
11	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation /absorption to be made.	Promotion:- Stenographer Grade-II with seven years regular service in the grade. Deputation:- Officers under the Central Government; (a)(i) holding analogous posts on regular basis; OR (ii) with three years regular service in posts in the Scale of Rs.5500---9000/- or equivalent; OR	Promotion from Stenographer Gr-I with five years regular service in the grade.

		(iii) with six years regular service in posts in the scale of Rs.5000---8000/- or equivalent; AND (b) Possesing three years experience in stenographic work (English/Hindi).	
12	If the Departmental promotion committee exists what is its composition	Group B Departmental Promotion Committee (for promotion):- 1. Director - Chairman 2. Dean - Member 3. Deputy Director (Administration) /AO - Member	Group –‘B’ Departmental promotion committee consisting of 1. Medical Supdt.–Chairman 2. One Senior Prof. -Member 3. One Prof. -Member 4. DDA/Sr. Admn. Officer -Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary.	Not Applicable