



JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH

Dhanwantari Nagar, Puducherry 605 006

(An Institution of National Importance under Ministry of Health & Family welfare)

Admn-I/DR/1(1)/2015-16

Date: 14.05.2015

Applications are invited by the Director, Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry-605 006 from eligible candidates for the following post:-

Post Code No.	Name of the Post	Group	No. of vacancies	Category				Pay Band and Grade Pay
				UR	OBC	SC	ST	
1	LOWER DIVISION CLERK	C	18	9	3	2	4*	PB-1 5200-20200 + G.P Rs. 1900/-

***Including Three (3) Backlog Vacancies**

Note : “ No. of vacancies is subject to change”

Horizontal Reservation: The number of vacancies as indicated in the above post includes the following:

Post Code No.	Name of the Post	Ex-Servicemen	Persons with Disability (PwD)
1	LOWER DIVISION CLERK	2	1 (OH)

Examination Fees:

Post Code No.	For General and OBC Category	For SC/ST Category	Persons with Disability (PwD)
1	Rs. 300/-	Rs. 150/-	No Fees

I. CONDITIONS FOR ELIGIBILITY:

A) General Conditions for all the above categories are as follows:

- 1) **Nationality** : Only **Indian Nationals** are eligible to apply
- 2) **Age limit** : Age will be reckoned as on **12.06.2015**.
- 3) The fee should be paid in the form of **Demand Draft in favour of ‘The Director , JIPMER, Payable at Pondicherry (State Bank of India – JIPMER Branch)**. The amount of fee shall not be accepted in any other form. Fees once paid shall NOT be refunded under any circumstances nor can it be held in reserve for any other examination or selection.

B) Eligibility Criteria in respect of Age, Educational/Technical Qualifications and Experience are as follows :-

LOWER DIVISION CLERK: (CODE NO.01)

Age: Not exceeding 30 years

Essential: i) 12th Class or equivalent qualification from a recognized board or University.
ii) A Typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on Manual Typewriter
OR
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 KDPH/9000 KDPH on an average of 5 key depressions for each word).

C) Age Relaxation :

Category	Age-Relaxation permissible beyond the Upper age limit
OBC	3 years
Employees working in Govt./ PSU/ Autonomous body under the Govt. who have rendered not less than 3 years regular and continuous service as on crucial date.	1. Up to 40 years of age for UR Category 2. Up to 43 years of age for OBC Category
SC/ST	5 years
Employees working in Govt./ PSU/ Autonomous body under the Govt. who have rendered not less than 3 years regular and continuous service as on crucial date.	Up to 45 years of age for SC/ST Category

For Ex-Servicemen (Exsm)

Ex-Servicemen (EXSM)	For UR Category- After deducting the military service rendered + 3 years from the actual age, the age of the candidate should fall within the Upper age limit for UR category as on 12.06.2015
	For OBC Category- After deducting the military service rendered + 6 years from the actual age, the age of the candidate should fall within the Upper age limit for OBC category as on 12.06.2015
	For SC/ST Category- After deducting the military service rendered + 8 years from the actual age, the age of the candidate should fall within the Upper age limit for SC/ST category as on 12.06.2015

For Persons with Disability (PwD)

CATEGORY	Age-Relaxation permissible beyond the Upper age limit
UR	10 years
OBC	10 + 3 years
SC/ST	10 + 5 years

II. MODE OF SELECTION:

Written Test & Skill Test (The percentage of marks that will be allotted for the Written Test and Skill Test will be in the ratio of **70:30**)

Candidates will be shortlisted based on their performance in the Written Test for skill Test.

The Overall merit list will be drawn based on the performance of the candidate in the Written test and Skill Test.

SCHEME OF EXAMINATION

1. Only one Written Examination will be conducted.
2. Duration of the Examination will be 120 minutes (2 (Two) Hours). The question paper will consist of Multiple Choice Questions of objective type.

Subject	No. of Questions	Maximum Mark	Duration of the written test
General Intelligence & Reasoning	30	30	120 minutes
Numerical Aptitude	30	30	
General English	30	30	
General Awareness & Current Affairs	30	30	
TOTAL	120	120	

Each correct answer will carry 1(one) mark. There will be a negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

The Question paper will be only in English.

III. **HOW TO APPLY?**

Candidates fulfilling the eligibility criteria as mentioned above may apply in the prescribed format appended (**Annexure - I**) along with the attested copies of the following certificates/enclosures (should be self attested):-

1. Age Proof.
2. Relevant Educational & Technical Qualifications for the above mentioned post
3. **Demand draft in favour of the Director, JIPMER payable at State Bank of India, JIPMER Branch, Puducherry (in original).**
4. “**No Objection Certificate**’ from the present employer, if employed in State/Central Government/ Union Territories/Public Sector Undertaking/Autonomous bodies. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation would be required to produce a Certificate from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

5. Latest **OBC** certificate containing mention regarding Creamy Layer for **OBC** candidates in case of their claim against the said category. **The said OBC certificate shall be in the format prescribed by Government of India as per O.M. dated 29-12-1993. (order No.3) (Appended). Certificates not in the said format will be summarily rejected.** Applications without such certificates or certificates of **BC/MBC** without mention of Creamy layer will be considered against **UR Category only subject to eligibility.**
6. The Candidates belonging to Persons with Disability (PwD) & Ex-Servicemen should submit the necessary proof for claiming the respective reservation.
7. The candidates belonging to **SC/ST** category should submit latest certificate issued by the competent authority failing which they will be considered against **UR** category only subject to eligibility.
8. Candidates belonging to reserved category such as *OBC, SC and ST* may also apply for the vacancies notified **against UR without relaxation in respect of Age.**
9. Recent Self-attested Passport Size Photograph affixed in the application proforma.

III. INSTRUCTIONS:

1. Application cover should be superscribed as “**Application for the Post of Lower Division Clerk**” and the same should be addressed to the **Director, JIPMER, Puducherry-605006.**
2. Application along with attested copies of certificates as stated above should be submitted in the prescribed **Pro-forma** (Annexure) as in the specimen given below. It should be **neatly typed / hand written on A4 size paper.**
3. **INCOMPLETE APPLICATION AND THE APPLICATION RECEIVED WITHOUT DEMAND DRAFT OF THE REQUIRED AMOUNT WILL BE REJECTED.**
4. **SUBMISSION OF APPLICATION WITHOUT PROVISIONAL/DEGREE/DIPLOMA/ EXPERIENCE CERTIFICATE WILL BE SUMMARILY REJECTED.**
5. For candidates working in Central/State Government/Union Territories/Public Sector undertaking / Autonomous bodies, their application should be routed through proper channel with the Vigilance Clearance Certificate **or** along with ‘**No Objection Certificate**’ from the Employer.
6. This Institute is **not responsible for any postal delay.**
7. The **Call Memo** will be sent only to **Eligible candidates.** **No intimation** will be sent for **late applications and also for ineligible applications.**
8. **Incomplete application i.e. applications not enclosing all or any of the copies of the required certificates / application received after due date mentioned below will be summarily rejected without any intimation.**
9. **Unsigned application will be rejected summarily.**
10. **THE CANDIDATES ARE ADVISED NOT TO BRING ANY INFLUENCE DIRECTLY OR INDIRECTLY BY ANY MEANS WILL BE TREATED AS A DISQUALIFICATION AND HIS/HER APPLICATION AND SELECTION WILL BE SUMMARILY REJECTED.**
11. Submission of any missing/additional Certificates/documents after the last date for receipt of the application will not be entertained.
12. The last date for receipt of filled in applications is **12.06.2015.(till 04.30 P.M)**

DIRECTOR

EXPERIENCE

Sl. No.	Office Name & Address	Post held	From	To	No. of years and months (Experience)	Whether Regular / Temporary
11 1						
2						
3						

12 Whether employed in Central/State Govt./Public Sector Undertaking (Autonomous bodies if yes mention the status of the office (Put : Yes No against the box provided)

D.D.No.	Date	Issuing Bank	Branch Name	Amount

LIST OF CERTIFICATES ATTACHED/ENCLOSED:

Sl.No	Particulars	(Tick the appropriate box)(<input checked="" type="checkbox"/>)
14 1.	DEMAND DRAFT	<input type="checkbox"/>
2.	COMMUNITY CERTIFICATE	<input type="checkbox"/>
3.	BIRTH CERTIFICATE	<input type="checkbox"/>
4.	SSLC CERTIFICATE	<input type="checkbox"/>
5.	HSC CERTIFICATE/ PRE-DEGREE CERTIFICATE	<input type="checkbox"/>
6.	DIPLOMA CERTIFICATE	<input type="checkbox"/>
7.	BACHELOR DEGREE CERTIFICATE	<input type="checkbox"/>
8.	MASTER DEGREE CERTIFICATE	<input type="checkbox"/>
9.	EXPERIENCE CERTIFICATE	<input type="checkbox"/>
10.	PERSONS WTH DISABILITY CERTIFICATE (If yes)	<input type="checkbox"/>
11.	EX-SERVICEMEN CERTIFICATE(IF YES)	<input type="checkbox"/>
12.	OTHERS (IF ANY): _____	<input type="checkbox"/>

Declaration

I _____ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligible and detected before or after exam/Interview, I hereby convey my consent for cancellation of my candidature.

Place :

Date :

Signature of the Candidate

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

This is to certify that _____ son/ daughter of
_____ of village _____ District/Division
_____ in the _____ State _____ belongs to the
_____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri/Smt./Miss _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____ State..

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated: _____ District Magistrate or
Seal: _____

Deputy Commissioner etc.

NOTE :

- (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
 - (i) District Magistrate/Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluk a Magistrate/Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.