

## ANNEXURE I

JIPMER, PUDUCHERRY -6  
RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER  
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	Administrative Officer	Administrative Officer
2	Number of post	1 (1996)	2
3	Classification	General Central Service Group-B Gazetted, Ministerial	Group 'B' Ministerial
4	Pay Structure with Grade Pay	Rs.840-40-1000-ES-40-1200	PB2 Rs.9300-34800 + GP Rs.4800
5	Whether Selection post or Non Selection post?	Not Applicable	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central government)	Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central government)
7	Educational and other Qualifications Required for Direct recruits	Essential: i)Degree of a recognised University or equivalent. ii) 4 years experience of administration, accounts and establishment work in a supervisory capacity in a Government office or Public Body or Commercial Organisation. Note: 1. Qualification are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.  Note;2. The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public service Commission in the case of	Essential: i)Degree of a recognised University or equivalent. ii) 5 years experience of administration, accounts and establishment work in a Government office or Public Body or Commercial Organisation. Desirable Knowledge of Government rules and Regulations.

		<p>candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable Knowledge of Government rules and Regulations.</p>	
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	Not Applicable
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	Transfer on deputation failing which by direct recruitment
11	In case of recruitment by promotion / deputation / absorption grade from which promotion / deputation / absorption to be made.	<p>Transfer on deputation Officers from Central Government /State Government;</p> <p>a) i) holding analogous posts or ii) with 2 years regular service in posts in the scale of Rs.650-1200 or equivalent; or</p> <p>iii) with 5 years regular service in posts in the scale of Rs.550-900 or equivalent ; and</p> <p>b) having experience in administration, establishment and accounts matters</p> <p>“Consultation with the Union Public Service Commission necessary whole making direct recruitment and selecting an officer for appointment on transfer on deputation”.</p>	<p>Transfer on deputation Officers from Central Government /State Government/Autonomous Institution/Universities/Public Sector undertakings etc.</p> <p>a) i) holding analogous posts on regular basis; or</p> <p>ii) with 2 years regular service in posts in the Pay Band of Rs.9300-34800 +GP Rs.4600 (pre-revised Rs.6500-10500)</p> <p>iii) with 6 years regular service in posts in the Pay Band of Rs.9300-34800 +GP Rs.4200 (pre-revised Rs.5500-9000) and</p> <p>b) Possessing experience in administration, establishment and accounts matters</p>

12	If the Departmental promotion committee exists what is its composition	<p>Group-B Departmental Promotion, Committee ( for confirmation)</p> <ol style="list-style-type: none"> <li>1. Additional/Deputy Director General of Health Services -Chairman</li> <li>2. Director (Audio &amp; Visual) -Member</li> <li>3. Assisant Director General -Member</li> <li>4. DDA of concerned -Member</li> <li>5. An Officer of appropriate belonging to SC/ST-Member</li> </ol>	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	<p>Note: The proceedings of the Departmental Promotion Committee relating to confirmation of a direct recruits shall be sent the UPSC for approval. If however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held.</p>	Not Applicable