

JIPMER, PUDUCHERRY-6

PROPOSED RECRUITMENT RULES FOR THE POST OF MEDICAL RECORD CLERK

1	Name of the post	MEDICAL RECORD CLERK
2	Number of posts	31 + 2* (2014) * - Subject to variation dependent on workload
3	Classification	Group-‘C’ Non-GazettedNon-Ministerial
4	Pay Band and Grade Pay	Rs.5200-20200 + GP Rs.1900
5	Whether Selection post or Non Selection post	Non-selection
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications prescribed 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	2 Years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorptionand percentages of the vacancies to be filled by various methods.	100% by Promotion
11	In case of recruitment by Promotion/Deputation/absorption grade from which promotion/absorptionto be . . .	100% by promotion from MTS Staff members with 3years regular service possessing matriculation qualification. Note:1 The promoted staff members should successfully complete a computer training course in MS Office within a period of 6 months failing which their subsequent increments will be withheld for a period of up to 2years or till they qualify. Even after 2 years if they fail to qualify they will be reverted to their substantive post and will not be considered for the

		post of MRC. Note:2 Those who are already possessing the qualification of MS office also need to pass the course unless the course is done from a Government Institute / Body.
12	If the Departmental Promotion Committed(DPC) exists, what is its composition	1. Medical Supt. – Chairman 2. Dean – Member 3. Dy.Director (Admin)/Sr.A.O – Member.
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable.

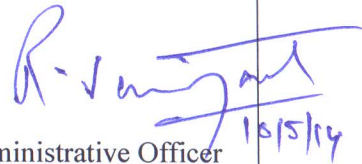
Approval for RR Committee:-



Law Officer



Administrative Officer



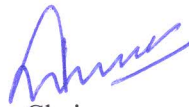
Senior Administrative Officer



Deputy Director



Scientist –IV



Chairman