

Recruitment Rules are submitted to the President for the following posts:-

1. Assistant Administrative Officer(P.B-2, G.P Rs.4600/-),
2. Assistant Accounts Officer (P.B-2, G.P Rs.4600/-),
3. Administrative Officer (P.B-3, G.P Rs.5400/-),
4. Accounts Officer (P.B-3, G.P Rs.5400/-),
5. Purchase Officer (P.B-3, G.P Rs.5400/-),
6. Senior Stores Officer (P.B-3, G.P Rs.6600/-),
7. Registrar (P.B-3, G.P Rs.7600/-),
8. Deputy Director (Administration) (P.B-4, G.P Rs.8700/-),

A. Assistant Administrative Officer(P.B-2, G.P Rs.4600/-):-

There are 6 posts in this cadre. These posts are proposed to be filled on 100% promotion failing which by deputation. The proposed R.R is as follows:-

- i. 100% by Promotion failing which by deputation,
Promotion
- ii. A. Asst. Accounts Officer with 5 years' service in the grade
Failing which
- iii. B. Combined service of Asst. Accounts Officer and Office Superintendent with 5 years' service in the grade OR Office Superintendent with 5 years' service in the grade
Deputation
- iv. a. Officers on analogous Pay Band and GP from Central/State Governments, Autonomous Institutions, Central/ State Universities, Public Sector undertakings, corporations etc.
OR
- v. b. Officers in the PB-2 9300-34800 with GP of 4200 having at least 5 years' service in the Grade from Central/State Governments, Autonomous Institutions, Central/State Universities, Public Sector undertakings, corporations etc.

And

Having the following qualifications:

Degree from a recognised University/Institute

And

Having experience of dealing with Administrative / Establishment matters for a minimum period of 3 years continuously as on the date of application.

B. Assistant Accounts Officer (P.B-2, G.P Rs.4600/-),

There are 6 posts. These posts are created in the pay scale of P.B 2 and G.P is Rs.4600/-. The existing posts in the pay scale of P.B 2 and G.P are Rs.4600/- have

been designated as Accounts Officer and now two posts of Accounts Officer in PB-3 and GP Rs. 5400 have been created. Hence, these six posts are proposed to be designated as Accounts Officer Grade-II. The proposed R.R is as follows:-

I. **100% by Promotion failing which by Deputation.**

II. Promotion from

Promotion

A. Asst. Accounts Officer with 5 years' service in the grade

Failing which

B. Combined service of Asst. Accounts Officer and Office Superintendent with 5 years' service in the grade OR Office Superintendent with 5 years' service in the grade

By Deputation from

Officers on analogous posts Pay Band and GP from Central/State Governments, Autonomous Institutions, Central/ State Universities, Public Sector undertakings, corporations etc.

OR

Officers in the PB-2 9300-34800 with GP of 4200 having at least 5 years' service in the Grade from Central/State Governments, Autonomous Institutions, Central/State Universities, Public Sector undertakings, corporations etc.

And

Having the following qualifications:

Commerce Degree from a recognised University/Institute

And

successful completion of training in cash and accounts work in the Institute of Secretarial Training and Management or equivalent

And

Having experience of dealing with cash, accounts, finance & Budgeting matters for a minimum period of 3 years' continuously as on the date of application.

C. Administrative Officer (P.B-3, G.P Rs.5400/-):-

There are 2 posts. These posts are created in the pay scale of P.B 3 and G.P Rs.5400/-. These posts are to be filled 100% by promotion. Since, there are no eligible persons available in the feeder cadre and these are very much important for the day-to-day administration of the Institute, it is proposed to fill these posts on short term contract /deputation basis till some persons become eligible for promotion. The proposed Recruitment Rules for these posts are only a stop-gap arrangement.

Mode of Recruitment Deputation/Short term contract:

Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:

Holding analogous posts on regular basis;

or

With 2 years regular service in a post in the scale of PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4800

or

Officers in PB-2 (Rs. 9300 – 34800), Grade Pay Rs.4600/- with 3 years ;

or

Officers in PB-2 (Rs. 9300 – 34800), Grade Pay Rs.4200/- with 8 years service in the grade

Desirable

MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law.

Period of deputation: Shall not ordinarily exceed 3 years

D. Accounts Officer (P.B-3, G.P Rs.5400/-):-

There are 2 posts. These posts are created in the pay scale of P.B 3 and G.P Rs.5400/-. These posts are to be filled 100% by promotion. Since, there are no eligible persons available in the feeder cadre and these are very important in the administration, it is proposed to fill these posts on short term contract /deputation basis till the persons become eligible for promotion. The proposed Recruitment Rules for these posts are only a stop gap arrangement.

Mode of Recruitment Deputation/Short term contract:

Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:

Holding analogous posts on regular basis;

or

With 2 years regular service in a post in the scale of PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4800

or

Officers in PB-2 (Rs. 9300 – 34800), Grade Pay Rs.4600/- with 3 years ;

or

Officers in PB-2 (Rs. 9300 – 34800), Grade Pay Rs.4200/- with 8 years service in the grade

Desirable

Post Graduate Degree in Commerce / Economics or Chartered Accountant

Period of Deputation: Shall not ordinarily exceed 3 years

E. Purchase Officer (P.B-3, G.P Rs.5400/-):-

This is one post newly created which is lying vacant . This post is proposed to be filled on 100% promotion failing which by deputation. The proposed R.R is as follows:-

Promotion

Promotion from Stores Officer with 3 years regular service in the grade.

Deputation

Holding analogous posts on regular basis

OR

With 2 years of regular service in the post in the PB 2 with Grade Pay of Rs. 4800/-

OR

With 3 years of regular service in the post in the PB 2 with Grade Pay of Rs. 4600/-

And

Possessing the following qualifications and experience:

Any Post Graduate Degree/ Diploma in Materials Management from a recognised University/ Institution or equivalent;

Period of deputation: Shall not ordinarily exceed 3 years

Desirable

Master Degree in Business Administration (M.B.A.) or Diploma in Material Management from a recognized University with experience in Procurement of Medical Equipments/Hospital consumables/Medicines would be preferred.

F. Senior Stores Officer (P.B-3, G.P Rs.6600/-) :-,

This is one post newly created which is vacant . These posts are proposed to be filled on 100% promotion failing which by deputation. The proposed R.R is as follows:-

Promotion

Promotion from Purchase Officer with 5 years regular service in the grade.

Deputation

Officers of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations

Holding analogous posts on regular basis

OR

With 5 years of regular service in the post in the PB 3 with Grade Pay of Rs. 5400/-

OR

With 6 years of regular service in the post in the PB 2 with Grade Pay of Rs. 4800/-

OR

With 7 years of regular service in the post in the PB 2 with Grade Pay of Rs. 4600/-

And

Possessing the following qualifications and experience:

Any Post Graduate Degree/ Diploma in Materials Management from a recognised University/ Institution or equivalent; and not less than 5 years' experience in a supervisory capacity in handling stores.

Period of deputation: Shall not ordinarily exceed 3 years.

G. Registrar (P.B-3, G.P Rs.7600/-):-

This is one post newly created which is vacant. These posts are proposed to be filled on Deputation / Short-term contract failing which Direct recruitment. The proposed R.R is as follows:-

Deputation /Short-term contract:

Officers of the Central / State / Union Territory Government Universities / Academic Institutions / Institution National Importance having experience in Admission and academic matters:-

Holding analogous posts on regular basis;

Or

With 5 years regular service in a post in the scale of PB 3 (Rs.15600 – 39100) , Grade Pay Rs. Rs.6600 /-

Or

With 10 years regular service in a post in the scale of PB 3 (Rs.15600 – 39100) , Grade Pay Rs. 5400 /-

Period of deputation/short-term contract: As per D O P T Rules

Direct Recruitment

Essential

- i) A Post Graduate of a recognized University.
- ii) At least 10 years experience in Government educational institutions/ Universities/ Institution of National Importance in supervisory cadre.

Or

As a Lecturer/Assistant Professor in a University/ Central government teaching Institutions/ Institution of National Importance including conduct of examinations and admission and assignment of teaching programmes for under graduate and Postgraduate etc.

H. Deputy Director (Admn.) (P.B-4, G.P Rs.8700/-):-

This is one post newly created which is vacant. This post is proposed to be filled on Deputation basis only. The proposed R.R is as follows:-

Deputation from Officers of IAS / Allied services only

Holding analogous posts on regular basis;

Or

Officers in the PB-3 Rs.15600-39100 with GP of Rs.7600 having at least 5 years' service in the Grade from Officers of IAS & Allied services.

Or

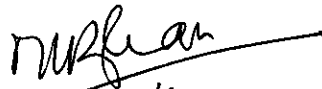
Officers in the PB-3 Rs.15600-39100 with GP of Rs. 6600 having at least 10 years' service in the Grade from Officers of IAS & Allied services;

Period of deputation: As per D&OPT Rules

The above recruitment rules are submitted to the President for perusal and approval please. The above Recruitment Rules will be placed before G.B and I.B for ratification. If approved these posts will be filled as per above recruitment rules and as per JIPMER regulations please.


Faculty (Admin)


Director 18/6/14

President 
24/6/14.


Deputy Director (Admin)