



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
 (स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
 (An Institution of National Importance under Ministry of Health & Family welfare)
 धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

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No.Admin.-I/Pro./11(18)/2017

Dated: 1 NOV 2021

CIRCULAR

Sub: Admin-I- Filling up the post of Senior Administrative Assistant (erstwhile UDC) by the Limited Departmental Competitive Examination - Reg.

It is proposed to fill up one (1) vacant post of Senior Administrative Assistant (erstwhile UDC) on regular basis under ST category in Level 4 of Pay Matrix (Pay Band of Rs.5200-20200 + Rs.2400 (GP) as per 6th CPC) by Limited Departmental Competitive Examination basis from among the eligible Junior Administrative Assistant (erstwhile LDC) under ST category with 2 years of regular service in this Institute.

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|---------------------------------|--|
| Method of selection | Part-I: Written Examination (MCQs – Offline mode). Part-II (A): Computer Skill Test. (B): Descriptive |
| Syllabus of examination | Part I: Office procedures, Leave Rules, CCS (CCA) Rules, Conduct Rules, General Finance Rules, Pension Rules, General Intelligence, Reasoning, Quantitative Aptitude & General Awareness Part II (A): Preparation of Presentation slide, using M.S Power Point, Typing and Formatting on M.S word, Data Entry, Tabulation and Calculations using formulae on M.S.Excel. (B): Noting & drafting |
| Method of resolving ties | If more than one candidate secures equal MARKS, the tie will be resolved by the following method:- (i) First by using date of birth with older candidates placed higher. If not resolved by, (ii) The number of wrong answer/negative marks will be used, wherein those with less wrong answers/negative marks will be placed higher. |

NOTE: PART – I (Written Examination)

- The question paper consists of 50 single best response type MCQs having four alternatives.
- The duration of examination will be 60 minutes (one hour).
- The question paper will be in ENGLISH language only.
- Each answer with Correct Response shall be awarded 1.5 marks.
- There will be a negative marking of 1/3 marks of each wrong answer in MCQ.

PART – II (A) & (B)

- Maximum marks for Skill Test & Descriptive will be awarded 12.5 marks respectively.

The last date for receipt of filled in application is 15.11.2021 till 4:30 P.M. The applications received after the stipulated date & time and not received through proper channel will not be entertained under any circumstances.

As the post is earmarked for ST category, only Junior Administrative Assistants under ST category with 2 years of regular service in this Institute as on 15.11.2021 are eligible to apply for this post. They should apply through prescribed format mentioned in Annexure to this section [Administration-I (Promotion Cell)].

After scrutinizing the applications, the details of eligible and in eligible list will be uploaded in the JIPMER website. The date of written exam & skill test will be intimated in due course.

This is issued with the approval of the competent authority.

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER
 SENIOR ADMINISTRATIVE OFFICER
 JIPMER, PUDUCHERRY.

To

Notice Board: Admin./Institute/JAC.

Copy to: The Officer In-charge of IT wing- with a request to publish this circular in our website.