

ANNEXURE I

JIPMER, PUDUCHERRY -6
RECRUITMENT RULES FOR THE POST OF
DEPUTY DIRECTOR (ADMIN) / SENIOR 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	Deputy Director (Administration)	Deputy Director (Admin) / Senior Administrative Officer *
2	Number of post	1 (1996)	1+1=2
3	Classification	General Central Service Group-A Gazetted, Ministerial	Group 'A' Ministerial
4	Pay Structure with Grade Pay	Rs.3000-4500	PB3 Rs.15600-39100 + GP 6600/-
5	Whether Selection post or Non Selection post?	Not Applicable	Not Applicable
6	Age limit for direct recruits	Not exceeding 40 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central government)	Not exceeding 40 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) 5 years experience of administration, accounts and establishment work 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. 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	One year for DR	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) Officers holding analogous posts on regular basis; or ii) with 5 years regular service in the posts in the scale of Rs.2200-4000 or equivalent; or iii) with 8 years regular service in the posts in the scale of Rs.2000-3500 or equivalent ; and</p> <p>b) Possessing 5 years experience in administration, establishment and accounts matters</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall</p>	<p>Transfer on deputation Officers from Central Government /State Government/Autonomous Institution/Universities/Research Institutions / Public Sector Undertaking, Holding</p> <p>a) i) analogous posts on regular basis; or ii) with 5 years regular service in posts in the Pay Band of Rs.15600-39100 +GP Rs.5400 (pre-revised Rs.8000-13500) iii) with 7 years regular service in posts in the Pay Band of Rs.9300-34800 +GP Rs.4600 (pre-revised Rs.6500-10500) and</p> <p>b) Possessing 5 years experience in administration, establishment and accounts matters</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately</p>

		ordinarily not exceed three years the maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)	preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years the maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)
12	If the Departmental promotion committee exists what is its composition	<p>Group-A Departmental Promotion, Committee (for confirmation)</p> <p>1.Joint Secretary/Department of Health-Chairman</p> <p>2.Deputy Director General, Directorate General of Health Services-member</p> <p>3.Director Administration and Vigilance, Directorate General of Health Service - Member</p> <p>Note: The proceedings of the Departmental Promotion Committee relating to confirmation of a direct recruit shall be sent to the Commission for approval. If however, these are not approved by the Commission, a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the UPSC shall be held.</p>	<p>Group –‘A’ Departmental promotion committee consisting of(for confirmation)</p> <p>1.Director -Chairman</p> <p>2.MS -Member</p> <p>3.Dean -Member</p> <p>4.One Senior Prof.-Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC necessary on each occasion.	Not Applicable

*New post