



No.JIP/KKL/Admin-I/LDC/Rect.C/1(1)/2019

Date: 18 SEP 2019

OFFICE MEMORANDUM

Sub: LDC Karaikal on regular basis - Training - Reg.

The Competent Authority, JIPMER has accorded his approval to impart training for newly recruited LDC's on regular basis for JIPMER Karaikal. Hence, the new recruit **Sh. Aravinth J** is posted in the Academic Section to undergo **15 days of training from 19.09.2019 to 03.10.2019**. The Section in-charge shall ensure that, the new recruit is trained well enough in the areas related to the section being posted and enable him work individually & effectively at JIPMER Karaikal.

Sl. No.	Department	Subject Areas to be Trained	Name of the Staff
1	Academic Section	1. Admission matters related to MBBS etc and maintenance of Roster Register. 2. Calculation & remittance of admission, Examinaiion Fees etc. 3. Research works 4. Maintenance of Admission Register and Career Records. 5. Preparation of Bonafide, Course cum Conduct, Transfer, Manuscript certificates etc.	ARAVINTH J

The above staff is directed to report at JIPMER, Karaikal once the 15 days training is completed.

N. Felini

ASST. ADMINISTRATIVE OFFICER

सहायक प्रशासनिक अधिकारी
ASSISTANT ADMINISTRATIVE OFFICER
जिपमेर, पुदुच्चेरी - 605 006
JIPMER, Puducherry - 605 006

To
The Individual concerned
JIPMER, Karaikal

Copy To

1. Dean (Karaikal)
2. PS to Director / PA to DDA
3. Concerned Section i/c
4. IT wing - to upload in JIPMER website

Up approval