

# JIPMER, PUDUCHERRY

<b>RECRUITMENT RULES FOR THE POST OF MEDICAL RECORD CLERK</b>		
1	Name of the post	MEDICAL RECORD CLERK
2	No. of posts	46 * (2023) *Subject to variation dependent on workload
3	Classification	Group - C
4	Level in the Pay Matrix	Level - 2 (19900 – 63200)
5	Whether Selection post or Non-Selection post	Non-selection
6	Age limit for Direct Recruits	Not exceeding 30 years (Relaxable for government servants in accordance with the instructions or orders issued by the central Government). Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti District and Pangri Sub-division of Chamba District of Himachal Pradesh, the Union Territory of Andaman and Nicobar Islands or Union Territory of Lakshadweep).
7	Educational and other qualifications required for Direct Recruits.	<b>Essential</b> (i) 12 <sup>th</sup> class or equivalent qualification from a recognized Board or University. <i>And</i> (ii) A typing speed of 35 w.p.m in English only on computer. (35 w.p.m correspond to 10500 KDPH on an average of 5 key depression for each word) <i>And</i> (iii) A certificate in basic computer applications issued by any Government recognized Institution / Institute.
8	Whether Age and Educational	Age : No

	qualifications prescribed for Direct Recruits will apply in the case of promotees	Educational and other qualification : Yes
9	Period of Probation, if any	2 years for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentages of the vacancies to be filled by various methods.	100% by promotion through Limited Departmental Competitive Examination failing which by Direct Recruitment.
11	In case of recruitment by Promotion/Deputation/absorption grade from which promotion/Deputation/absorption is to be made	100% of the posts shall be filled from amongst the Group 'C' staff in the level -1 who have rendered 3 years' service and possess 12 <sup>th</sup> pass or equivalent qualification and based on a LDCE consisting of a written test (80% weightage), followed by a test in typing (as per item 7(ii) above) and computer skills (20% weightage).
12	If the Departmental Promotion Committee (DPC) exists, what is its composition?	Group 'C' Departmental Promotion Committee (for considering promotion) consisting of : 1. Medical Supdt. – Chairman 2. Professor (2 nos.) - Member 3. DD(A) / SAO - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

SENIOR ADMINISTRATIVE OFFICER  
JIPMER

Note: Amendment Recruitment Rules approved by the Governing Body vide supplementary agenda no.1 (a) in its 19<sup>nd</sup> meeting held on 01.12.2023. Amended Recruitment Rules came into force on the date of approval by the Governing Body.