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**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH,  
PUDUCHERRY- 605 006  
An Institution of National Importance  
(Under the Ministry of Health & Family Welfare, Government of India)**

**Admn-I/Rect./2013-14**

**Dt. 20.12.2013**

**Ref: Advertisement No. 3/2013 dated 15.12.2013**

Applications are invited by the Director, Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry-605 006 from eligible candidates for the following categories of post:-

Sl. No.	Name of the Post	No. of vacancies	Category				Scale of Pay
			UR	OBC	SC	ST	
01.	Stenographer Grade – II	07	04	02	-	01	PB-1 Rs.5200-20200+GP Rs.2400/-
02.	Lower Division Clerk	36	17	10	04	05*	PB-1 Rs.5200-20200+GP Rs.1900/-
	<b>TOTAL</b>	<b>43</b>	<b>21</b>	<b>12</b>	<b>04</b>	<b>06</b>	

**Note: “The No. of vacancies is subject to change”.**

\* Backlog vacancies

**Horizontal Reservation: The number of vacancies as indicated above includes the following:**

**LOWER DIVISION CLERK**

Ex-serviceman	MSP	PWD
4	2	OH- 2 HH- 1

\* PWD – Person with Disability

\* MSP – Meritorious Sports Person

\* OH - Orthopaedically Handicapped

\* HH – Hearing Handicapped

It is also notified that all future vacancies arising on account of promotion/resignation/superannuation/post creation if any, etc., (up to a period of 1 year) will be filled up from the merit list drawn based on the Written Test to be held against this advertisement.

## ELIGIBILITY CRITERIA FOR APPLICANTS

### A. Essential Qualification:-

#### STENOGRAPHER GRADE II

**Age Limit : 27 years**

#### **Essential Qualifications**

- i. 12<sup>th</sup> Class pass or equivalent from a recognized Board or University
- ii. Skill Test Norms  
Dictation : 10 minutes @ 80 w.p.m  
Transcription : 65 mts. (Eng) / 75 mts (Hindi) (On Manual Typewriter) **or**  
50 mts. (Eng) / 65 mts (Hindi) (On computer)

#### LOWER DIVISION CLERK

**Age Limit : Not exceeding 30 years**

#### **Essential Qualifications**

- i) 12<sup>th</sup> Class or equivalent qualification from a recognized board or University.
- ii) A Typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on Manual Typewriter

**OR**

A Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer  
(35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

### **B. AGE RELAXATION**

<b>Category</b>	<b>Age-Relaxation permissible beyond the Upper age limit</b>
SC/ST	5 years
OBC	3 years
PwD	10 years
PwD + OBC	13 years
PwD + SC/ST	15 years
Ex-Servicemen (EXS)	<b>For UR Category-</b> After deducting the military service rendered + 3 years from the actual age, the age of the candidate should fall within the Upper age limit <b>for UR category as on 19.01.2014.</b>
	<b>For OBC Category-</b> After deducting the military service rendered + 6 years from the actual age, the age of the candidate should fall within the Upper age limit <b>for OBC category as on 19.01.2014.</b>
	<b>For SC/ST Category-</b> After deducting the military service rendered + 8 years from the actual age, the age of the candidate should fall within the Upper age limit <b>for SC/ST category as on 19.01.2014.</b>
Employees working in Govt./ PSU/ Autonomous body under the Govt. who have rendered not less than 3 years regular and continuous service as on crucial date.	Up to 40 years of age for UR Category
	Up to 43 years of age for OBC Category
	Up to 45 years of age for SC/ST Category
Meritorious Sports Person (MSP)	<b><u>Relaxation of upper age limit for each of the posts</u></b>
	5 years for UR Candidates
	8 Years for OBC Candidates
	10 years for SC/ST Candidates

**Note:** Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for claiming benefits of reservation under EXS category. However, they will be eligible for age relaxation as specified above and will be considered against their own category vacancies and not for the vacancies reserved for Ex-Servicemen.

#### **MODE OF SELECTION:**

**Candidates will be shortlisted** based on their performance in a Written Test. Candidates shortlisted based on the written test will have to attend **separate Skill Tests based on the post for which he/she has applied**. The **Overall merit lists** will be drawn separately for each of the posts based on the performance of the candidate in the Written test and Skill Test. The percentage of marks that will be allotted for the Written Test and Skill Test will be in the ratio of 70:30. No personal Interview will be there for any of these posts.

SC, ST, OBC and PwD candidates, who are selected on their own merit, who are within the UR age limit, will be selected as UR candidates only. The reserved vacancies will be filled up separately from the eligible SCs, STs, OBCs, and PwD candidates who are either above the age limit prescribed for the UR category and ranked higher in the rank list for that category or by those SC/ST/OBC/ PwD candidates who, even in the event of being within the age limit of UR category but have not scored marks less than the cut-off marks to be prescribed for UR Category and have been ranked higher in the rank list for that category.

Persons with Disability (PwD) (HH/OH/VH) who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

Success in the examination confers no right of appointment unless this Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

#### **RESOLUTION OF TIE CASES**

In cases where more than one candidate secures the equal aggregate marks, the tie in such cases will be resolved by applying the following methods one after another:-

- (1) The candidates who have less negative marks will be ranked higher.
- (2) If still the tie continues then the candidate older in age will be ranked higher and;
- (3) Even in the event of the tie continuing then the ranking will be decided in the alphabetical order of the names of candidates by taking the first name into consideration.

## SCHEME OF EXAMINATION

1. Only one Written Examination will be conducted.
2. Duration of the Examination will be 120 minutes 2 (Two) Hours (from **02.00 p.m. to 04.00 p.m.** The question paper will consist of Multiple Choice Questions of objective type.

Subject	No. of Questions	Maximum Mark	Duration of the written test	Duration of the written test for Visually Handicapped
General Intelligence & Reasoning	30	30	120 minutes	150 minutes
Numerical Aptitude	30	30		
General English	30	30		
General Awareness & Current Affairs	30	30		
<b>TOTAL</b>	<b>120</b>	<b>120</b>		

Each correct answer will carry 1(one) mark. There will be a negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

The Question paper will be only in English.

### IMPORTANT INSTRUCTIONS TO CANDIDATES

#### I. MODE OF APPLICATION

Candidates fulfilling the above eligibility criteria are directed to submit their application for the post of Steno. Gr. II & LDC through **ONLINE ONLY** through the website [www.jipmer.edu.in](http://www.jipmer.edu.in)

#### II. APPLICATION FEES:

The payment fees can be done through Online payment mode only which is available in the Online application form. Only a single fee has to be paid for both the posts(LDC and Steno Grade II) For example, if a candidate intends to apply for both the posts of LDC and Steno Gr. II and he/she belongs to UR/OBC category then he/she has to pay Rs. 300/- (Rupees Three hundred only) as fees through online payment. In the case of SC/ST Candidates the fees for the same ( 2 posts) will be Rs. 150/-. No other mode of payment will be accepted. The applicable bank charges for online transactions have to be paid by the applicant. The fees will be as follows:

Name of the Post	For General and OBC Category	For SC/ST Category	Persons with Disabilities(PwD)
Stenographer Grade – II and Lower Division Clerk	Rs. 300/-	Rs. 150/-	No Fees

III. Applicants are directed to keep ready the **Scanned copies** of the following before filling up the application: (The Extensions for images shall be 'gif', 'jpg', 'jpeg' or 'png' only)

- a. His/her Passport Size Colour Photo (Height x Width - 400 x 400 pixels & the size should be less than 250 kb.)
- b. His/her Signature (Height x Width - 400 x 300 pixels & the size should be less than 200 kb.)
- c. Left Thumb impression (Height x Width - 100 x 100 pixels & the size should be less than 250 kb.) (In case Left thumb is not available then the Right Thumb impression. In case both these are not available then either Index/Middle or Ring Finger impression may be scanned and uploaded in the application)

IV. STARTING DATE & TIME FOR SUBMISSION OF ONLINE APPLICATION

**23.12.2013, 10 A.M. ONWARDS**

V. LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS

**19.01.2014 UP TO 06.00 P.M ONLY**

VI. **APPLICANTS SHALL NOT SEND ANY HARD COPIES OF THE ONLINE APPLICATIONS FILLED UP BY THEM. HOWEVER, THEY MAY KEEP A COPY OF THE PRINT OUT OF THE ONLINE APPLICATION, GENERATED FROM THE WEBSITE, FOR THEIR RECORDS.**

VII. **NO COMMUNICATION IN THIS REGARD WILL BE ENTERTAINED OTHER THAN THROUGH THE HELPLINE NUMBERS PROVIDED IN THE ONLINE APPLICATION WEBSITE. THE INSTITUTE WILL NOT BE RESPONSIBLE FOR NON-RECEIPT OR LOSS OF ANY HARD COPIES OF APPLICATIONS SENT BY ANY APPLICANT SINCE THE APPLICATION PROCESS IS COMPLETELY DONE THROUGH ONLINE ONLY.**

VIII. HALL TICKETS MAY BE DOWNLOADED FROM THE WEBSITE [www.jipmer.edu.in](http://www.jipmer.edu.in) STARTING FROM 25.01.2014, 09.00 A.M. TO 09-02-2014, 07.00 A.M.

**DATE OF WRITTEN TEST (TENTATIVE)**

***9<sup>th</sup> February 2014 (After Noon)***

**EXAMINATION CENTRES:**

The Written Test for the posts of LDC/Steno Gr. II will be conducted in the following centres only:

**Pondicherry, Karaikal and all major cities of Tamil Nadu subject to the number of applications received.**

**DIRECTOR**