



**JAWAHARLAL INSTITUTE OF POSTGRADUATE
MEDICAL EDUCATION & RESEARCH**
(An Institute of National Importance
Under Ministry of Health & Family Welfare, Government of India)



**RECRUITMENT OF
VARIOUS GROUP B & C POSTS
FOR JIPMER, PUDUCHERRY
July - 2024**

CONTENTS

Sl.No.	GENERAL INFORMATION	PAGE NO.
1	Admin-I (Recruitment Section) contact details	3
2	Important Dates	4
3	Name of the Post, Number of Category wise Vacancies	5
4	Horizontal Reservation, Essential Eligibility Criteria & Emoluments/Salary. Scheme of Examination & Exam Syllabus.	6-11
5	Age Relaxation	12
6	Definition of Categories	13-15
7	How To Apply & Application Fees	16
8	General Instruction	17
9	Instruction for Uploading Photo, Signature & Other Certificates	18
10	Disclaimer	19
11	Exam Cities & Hall Tickets	20
12	Instructions – Do’s and Don’ts	21-22
13	Awarding of Marks	23
14	Declaration of Result	24
15	Action Against Candidates Found Guilty of Misconduct	25
16	Disqualification & Legal Jurisdiction	26
ANNEXURE		
17	I. OBC Certificate : Prescribed Format	27-28
	II. Income & Asset Certificate for EWSs – Format	29
	III- SC/ST Certificate : Prescribed Format	30
	IV – (PWBD) Disability Certificate: Prescribed Format	31
	V- Government Servant Certificate: Prescribed Format	32
	VI- Ex-servicemen	33-34
	VII – On-line Application User Interface	35
	Payment failure cases	36

ADMIN -I (RECRUITMENT SECTION) – CONTACT DETAIL ENQUIRY

Assistant Administrative Officer : 0413 – 2296022

E-mail ID : 1) jipmergrpbandc@gmail.com
(For payment related & technical queries)
Contact No. +91-9513253398

2) admn1recttbc@gmail.com

Web URL : <https://www.jipmer.edu.in>

Postal Address : The Deputy Director (Admn.),
Administration – I (Rect. Cell)
JIPMER Administrative Block,
Dhanvantri Nagar P.O,
Puducherry - 605 006.

Note:

Any query related to applying for posts, clarifications will be provided ONLY from the above contact numbers and e-mails during office hours (09.00 AM to 01.00 PM & 02.00 PM to 04.30 PM).

Candidates are advised not to send hard copy of the applications with documents by postal/courier/by hand.

Candidates are also advised to keep the soft copy of the applications and Hall-Tickets for further future reference.

IMPORTANT DATES

On-line Registration of application in https://www.jipmer.edu.in available from	19.07.2024
On-line Registration of application closes on	19.08.2024 till 04:30 PM
Download of Hall Ticket from JIPMER website https://www.jipmer.edu.in (The Hall Tickets will be made available through Internet download ONLY and NOT by Post)	02.09.2024
Date of Examination (Online Mode Only)	14.09.2024

The Skill Test schedule will be announced later.

Note:-

The candidates are advised to read the advertisement before starting online registration and ensure that no column is left blank.

Request for rectification of any error committed in the application and refund of fees will not be considered under any circumstances.

Important Note:-

The candidates are strictly advised to read the detailed advertisement and confirm themselves whether they fulfill the required educational qualification, experience, age etc. for the respective post before starting online registration.

Pre-verification of generated application will not be conducted. Successfully registered applicants will be provisionally permitted to take part in the online exam. Even though, if the candidate is provisionally shortlisted in the recruitment exam but if he/she does not fulfill the required educational qualification, experience, category, age etc. as per the advertisement notification during post verification, his/her name will be automatically removed from the short list.

No further correspondence in this regard will be entertained.

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

No.:JPADMN-1REC014/12/2024

Date: 19.07.2024

Name of the Post, Essential Qualifications, Age & Number of Vacancies

Director, JIPMER, Puducherry invites applications from eligible Indian nationals for the following posts:-

Sl. No.	Post Code	Name of Post	Number of Posts & Reservation					
			Total Posts	UR	OBC	SC	ST	EWSs
<u>GROUP B POST</u>								
1.	112024	JUNIOR TRANSLATION OFFICER [#]	1	0	1	0	0	0
2.	122024	JUNIOR OCCUPATIONAL THERAPIST [#]	1	1	0	0	0	0
3.	132024	MEDICAL LABORATORY TECHNOLOGIST [#]	4	1	1	0	2	0
4.	142024	NURSING OFFICER ^{*#}	154	87	13	10	14	30
5.	152024	TUTOR IN SPEECH PATHOLOGY & AUDIOLOGY	1	1	0	0	0	0
6.	162024	X-RAY TECHNICIAN (RADIOTHERAPY)	1	0	0	0	1	0
7.	172024	X-RAY TECHNICIAN (RADIODIAGNOSIS)	5	2	1	1	0	1
8.	182024	TECHNICAL ASSISTANT ELECTRONICS (PHYSIOLOGY)	1	1	0	0	0	0
9.	192024	TECHNICAL ASSISTANT (NUCLEAR MEDICINE)	1	1	0	0	0	0
TOTAL [Group B]			169	94	16	11	17	31
<u>GROUP C POST</u>								
1.	202024	ANAESTHESIA TECHNICIAN	1	0	1	0	0	0
2.	212024	AUDIOLOGY TECHNICIAN [#]	1	1	0	0	0	0
3.	232024	JUNIOR ADMINISTRATIVE ASSISTANT [#]	24	16	2	2	3	1
4.	242024	PHARMACIST	6	1	4	0	0	1
5.	262024	RESPIRATORY LABORATORY TECHNICIAN	2	1	1	0	0	0
6.	282024	STENOGRAPHER GR.II [#]	1	1	0	0	0	0
7.	302024	CARDIOGRAPHIC TECHNICIAN	5	3	1	1	0	0
TOTAL [Group C]			40	23	9	3	3	2
Gr. B + Gr. C posts Total			209	117	25	14	20	33

* As per decision of the JIPMER Governing Body, at least 80% posts of Nursing Officers are reserved for female candidates.

including backlog vacancies.

Note: The number of posts is tentative and may change based on the requirement of the Institute. Any change will be notified only on JIPMER website before the selection examination (www.jipmer.edu.in).

Horizontal Reservation:

The vacancies indicated above includes the following **horizontal reservation**:

Post Code No.	Name of Post	Posts identified to be reserved for persons with benchmark disabilities (PWBD)	XSM (Ex-servicemen)
132024	MEDICAL LABORATORY TECHNOLOGIST	1 [#]	-
142024	NURSING OFFICER	23 [#]	-
232024	JUNIOR ADMINISTRATIVE ASSISTANT	4 [#]	10 [#]
242024	PHARMACIST	1	-
282024	STENOGRAPHER GRADE - II	1 [#]	1 [#]

including backlog vacancies.

Note: - The candidates appointed under Horizontal Reservation i.e. PWBD/Ex-servicemen quota will be placed against their respective categories [SC/ST/EWS/OBC & Unreserved (UR)].

GROUP – B POST

Post Code No	112024
Name of the Post	JUNIOR TRANSLATION OFFICER
Essential qualifications & Experience	<p>I) Educational Qualification:</p> <p>i) Master's degree of a recognized University in Hindi or English, with English or Hindi as a compulsory or elective subject or as medium of examination at the degree level.</p> <p>(or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as medium of examination at the degree level.</p> <p>(or)</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>AND</p> <p>II) Experience:</p> <p>Recognized Diploma or certificate course in Translation from Hindi to English or vice-versa from a recognized University/Institute or two years' experience of translation from Hindi to English and vice-versa in Central Government or State Government Offices, including Government of India under takings.</p> <p>B) Desirable:</p> <p>i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>ii) Diploma or Certificate course in Translation from Hindi to English and vice-versa from a recognized University/Institute or Two years' experience of translation from Hindi to English and vice-versa in Central or State Government Offices, including Government of India under takings.</p>
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	122024
Name of the Post	Junior Occupational Therapist
Essential qualifications & Experience	<ol style="list-style-type: none"> 1. Degree in Occupational Therapy from a recognized University/Institute or equivalent 2. Two years experience in Occupational Therapy Department in a Hospital. <p style="text-align: center;">(OR)</p> <ol style="list-style-type: none"> 1. Diploma in Occupational Therapy (not less than 3 years) from a recognized Institution/Hospital 2. Three years experience in Occupational Therapy Department in a Hospital.
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 35 years

Post Code No	132024
Name of the Post	Medical Laboratory Technologist
Essential qualifications & Experience	<ol style="list-style-type: none"> 1. Bachelor's Degree in Medical Laboratory Science (or) 2. Bachelor's Degree in Medical Laboratory Technology (or) 3. Bachelor's Degree in MLT (Blood Banking) <p style="text-align: center;">And</p> <p><u>Experience:</u> 2 years' relevant experience in recognized institution/hospital.</p>
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	142024
Name of the Post	Nursing Officer
Essential qualifications & Experience	<ol style="list-style-type: none"> I i) B.Sc.(Hons) Nursing/ B.Sc. Nursing from an Indian Nursing Council/ State Nursing Council recognized Institute or University. OR B.Sc. (Post-certificate)/Post Basic B.Sc. Nursing from an Indian Nursing Council/State Nursing Council recognized Institute or University. ii) Registered as Nurse and Midwife in State/ Indian Nursing council. <p style="text-align: center;">(OR)</p> <ol style="list-style-type: none"> II i) Diploma in General Nursing & Midwifery from an Indian Nursing Council / State Nursing Council recognized Institute/ Board or Council. ii) Registered as Nurse and Midwife in State/ Indian Nursing council. iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.
Pay scale	Pay of Rs.44900/- in Level 7 of Pay Matrix of 7 th CPC.
Age limit	Up to 35 years

Post Code No	152024
Name of the Post	Tutor in Speech Pathology & Audiology
Essential qualifications & Experience	<p>Postgraduate Degree in Speech and Language Pathology or Audiology from a recognized University/Institution.</p> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> (i) Degree in Speech and Language Pathology or Audiology from a recognized University/Institution. (ii) Three years of teaching experience <p>Desirable: Knowledge of Tamil</p>
Pay scale	Pay of Rs.44900/- in Level 7 of Pay Matrix of 7 th CPC.
Age limit	Up to 35 years

Post Code No	162024
Name of the Post	X-Ray Technician (Radiotherapy)
Essential qualifications & Experience	1. B.Sc. in Radiation Technology or B.Sc. in Radiotherapy Technology from a recognized University or Institution. 2. AERB e-LORA Registration with 2 years experience in operating radiotherapy equipment in an established centre.
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	172024
Name of the Post	X-Ray Technician (Radiodiagnosis)
Essential qualifications & Experience	1. B.Sc. in Radiography/ Medical Imaging Technology or equivalent (3 years course) from a recognized University or Institution. 2. Two years' experience in operating radio diagnosis equipment in an established Institute/ Hospital/ Imaging centre.
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	182024
Name of the Post	Technical Assistant Electronics(Physiology)
Essential qualifications & Experience	1. Degree in Engineering in Electronics or Electrical from a recognized University/ Institution or equivalent OR (1) Diploma in Engineering in Electronics or Electrical (3 years) from a recognized Institute. (2) Two years experience in maintenance of electronic equipment.
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 35 years

Post Code No	192024
Name of the Post	TECHNICAL ASSISTANT (NUCLEAR MEDICINE)
Essential qualifications & Experience	(1) Degree in Nuclear Medicine Technology approved by AERB from a recognized Institution / University. (OR) (2) Degree in Physics / Chemistry / Bio-chemistry / Microbiology / Life sciences with Postgraduate Diploma (two years course) in Medical Radiation and Isotope Technology (DMRIT) approved by AERB from a recognized Institution/ University.
Pay scale	Pay of Rs.35400/- in Level 6 of Pay Matrix of 7 th CPC.
Age limit	Up to 35 years

GROUP – C POST

Post Code No	202024
Name of the Post	Anaesthesia Technician
Essential qualifications & Experience	Degree in Anaesthesia Technology from a recognized Institution/Hospital. (OR) 1. Diploma in Anaesthesia Technology (2 years course) from a recognized Institution/Hospital. 2. One year experience in handling Anaesthesia equipments.
Pay scale	Pay of Rs.25500/- in Level 4 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	212024
Name of the Post	Audiology Technician
Essential qualifications & Experience	Diploma in Hearing Language and Speech (DHLS) (or) Diploma in Hearing Aid (or) Earmould Technology (DHA&ET) from Rehabilitation Council of India (RCI) recognized centre (or) equivalent. Desirable: Knowledge of Tamil.
Pay scale	Pay of Rs.25500/- in Level 4 of Pay Matrix of 7 th CPC.
Age limit	Up to 25 years

Post Code No	232024
Name of the Post	Junior Administrative Assistant
Essential qualifications & Experience	12 th class or equivalent qualification from a recognized board or University. And A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi only on computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH /9000 KDPH on an average 5 key depressions for each word)
Pay scale	Pay of Rs.19900/- in Level 2 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	242024
Name of the Post	Pharmacist
Essential qualifications & Experience	I. (i) Degree in Pharmacy from a recognized University or equivalent (ii) One year experience as Pharmacist Or (i) Diploma in Pharmacy from a recognized University/Institute. (ii) Two years experience as Pharmacist And II. Registered as Pharmacist under the Pharmacy Act 1948
Pay scale	Pay of Rs.29200/- in Level 5 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	262024
Name of the Post	Respiratory Laboratory Technician
Essential qualifications & Experience	Essential: B.Sc. (MLT) degree from a recognized University Desirable: 1. One year experience in Pulmonary Function Test Laboratory OR Allergy Laboratory OR Respiratory Allergy and Immunotherapy Laboratory. 2. One year training in Computer Software handling.
Pay scale	Pay of Rs.29200/- in Level 5 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Post Code No	282024
Name of the Post	Stenographer Gr II
Essential qualifications & Experience	(i) 12 th Class pass or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms Dictation : 10 minutes @ 80 w.p.m. Transcription : 65 minutes (English) 75 minutes (Hindi) (On manual typewriter) or 50 minutes (English) 65 Minutes (Hindi) (On computer)
Pay scale	Pay of Rs.25500/- in Level 4 of Pay Matrix of 7 th CPC.
Age limit	Up to 27 years

Post Code No	302024
Name of the Post	Cardiographic Technician
Essential qualifications & Experience	B.Sc. (Cardiac Technology) or (Cardiac Laboratory Technician) or (Cardiac Catherization Laboratory Technology) or equivalent.
Pay scale	Pay of Rs.25500/- in Level 4 of Pay Matrix of 7 th CPC.
Age limit	Up to 30 years

Note: A candidate must have attained the minimum age of **18 years** as on closing date of registration i.e. **19.08.2024**.

SCHEME OF EXAMINATION & SYLLABUS FOR CBT WILL BE PUBLISHED SHORTLY IN JIPMER website (www.jipmer.edu.in)

The category wise minimum Qualification marks for CBT & Skill test are as tabulated below:

CATEGORY	Minimum Eligibility Percentage/Percentile in Computer Based Test (CBT)	Minimum Eligibility Percentage in Skill Test (if any)
UR / EWSs	50	50
UR/ EWSs – PWBD	45	50
SC / ST / OBC	40	50

AGE RELAXATION

Category	Age-Relaxation permissible beyond the Upper age limit (as on 19.08.2024)
SC/ST	5 years
OBC	3 years
Central Government Civilian employees who have rendered not less than 3 years regular and continuous service as on crucial date (Last date of registration of application).	For Group B posts, relaxation of 5 years in age for UR/EWS Category. For Group C posts, upper age limit is 40 years for UR/EWS Category.
	For Group B posts, relaxation of 8 (5+3) years in age for OBC Category. For Group C posts, upper age limit is 43 years for OBC Category.
	For Group B posts, relaxation of 10 (5+5) years in age for SC/ST Category. For Group C posts, upper age limit is 45 years for SC/ST Category.
PWBD (UR/EWS)	10 years
PWBD + OBC	13 years
PWBD + SC/ST	15 years
Ex-Servicemen (XSM)	For UR/EWS Category- After deducting the military service rendered + 3 years from the actual age, the age of the candidate should fall within the Upper age limit for UR/EWS category as on 19.08.2024.
	For OBC Category- After deducting the military service rendered + 6 years from the actual age, the age of the candidate should fall within the Upper age limit for OBC category as on 19.08.2024.
	For SC/ST Category- After deducting the military service rendered + 8 years from the actual age, the age of the candidate should fall within the Upper age limit for SC/ST category as on 19.08.2024.
No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies	

DEFINITIONS OF CATEGORIES

(i) **Unreserved (UR)** means a candidate who is an Indian national satisfying the requirement of eligibility.

(ii) **Other Backward Classes (OBC) (NON-Creamy Layer):-**

Applicants are required to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 or the latest notification of the Government of India (ie. Central list) in support of his/her claim. **Kindly click the following link to see the central list of OBC** http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx

OBC Certificate must be in the format as mentioned in the **Annexure I. Certificate to be produced at the time of joining should NOT be older than ONE Year on the date of joining.**

(iii) **Economically Weaker Sections (EWS):-**

Applicants who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified Municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. **(As per the Office Memorandum F.No.36039/1/2019 dt 31st January 2019 by Ministry of Personnel, Public Grievances & Pension, Government of India)**

Income & Asset Certificate must be in the format as mentioned in the **Annexure II.**

(iv) **Scheduled Caste / Tribe (SC / ST):-**

Applicants will be required to produce the necessary certificate in the format provided. During verification, the certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per-& A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

SC/ST Certificate must be in the format as mentioned in the **Annexure III**

(v) **Persons with Benchmark Disabilities (PWBD):-**

Persons suffering from not less than 40% of relevant benchmark disability only will be eligible for appearing for Written (Computer Based Test) / Skill Test for the aforesaid post and also eligible to get age relaxation. In case they qualify to be considered to the post applied by them, after the selection process conducted by this Institute, the applicant shall have to undergo a medical test before the Medical Board to be constituted by this Institute. In case they fail in the medical test or the Medical Board gives its opinion that the benchmark disability is less than 40%, then they will not be offered the post and they will have to forgo their claim for that post.

Post Code	Name & No. of Posts reserved	No. of post and category reserved for the particular Benchmark Disabilities (PWBD)	Functional Requirement
132024	MEDICAL LABORATORY TECHNOLOGIST	(c) ASD (M), SLD,MI & (d) MD Involving (a) to (c) [(a) HH / (b) OA, OL, BL, OAL, CP, SD/SI, LC, Dw, AAV (c) ASD (M), SLD,MI]	01 [#] post S, ST, W, BN, MF, RW, SE, H, C Mobility should not be restricted.
142024	NURSING OFFICER	(a) OA, OL, CP, SD/SI, LC, Dw, AAV.	15 [#] post
		(b) SLD (c) MD Involving (a) & (b) above	8 [#] post
232024	JUNIOR ADMINISTRATIVE ASSISTANT	(a) B, LV	01 [#] post
		(b) D, HH	01 [#] post
		(c) OA,OL,BL,OAL,CP, SD/SI, LC, Dw, AAV, MDy	01 post
		(d) ASD (M), SLD, MI & (e) MD involving (a) to (d) above	01 [#] post
242024	PHARMACIST	(c) ASD(M), SLD, MI & (d) MD Involving (a) to (c). [(a) D, HH / (b) OL, BL, CP, SD/SI, LC, Dw, AAV]	01 post S,ST,W,BN,L,KC,PP,MF,RW, SE, H Mobility should not be restricted.
282024	STENOGRAPHER GRADE - II	(c) OA, OL, BL,OAL, CP, SD/SI, LC, Dw, AAV.	01 [#] post S, ST, W, RW, SE, H, C Mobility should not be restricted.

Including Backlog vacancies.

ABBREVIATIONS USED:

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability,MI= Mental Illness, MD=Multiple Disabilities.

Disability Certificate must be in the format as mentioned in the **Annexure IV**

(vi) **Government Servant:-**

A candidate claiming to belong to the category of Government servant who have rendered not less than three (3) years regular and continuous service as on closing date for receipt of online application and thus seeking age relaxation under this para would be required to produce a certificate in the prescribed proforma mentioned in the **Annexure V** issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and not on casual/ adhoc/ daily wages/ hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Institute. Pay, GPF, Leave Encashment etc. if any are to be settled from the previous employer on selection before joining this Institution. Past service & pay protection will not be considered.

(vii) **Ex Servicemen (XSM) :-**

The Ex-servicemen (Re-employment in Central Services and Posts) Rules, 1979, as amended from time to time, defines an ex-servicemen as a person: –

- (i) who has served in any rank whether as combatant or non-combatant in a Regular/Army, Navy and Air Force of the Indian Union, and
- (ii) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; OR
- (iii) who has been relined from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; OR
- (iv) who has been released from such service as a result of reduction in establishment OR
- (v) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service OR
- (vi) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension OR
- (vii) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987;
- (viii) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- (ix) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note:- *Reservation and age concession is not admissible to sons, daughters and dependents of ex- servicemen.*

Ex-servicemen who have already secured employment in civil side under Central Government 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 XSM category. However, they are eligible for age relaxation as per rules.

Ex-servicemen Certificate must be in the format as mentioned in the **Annexure VI**

HOW TO APPLY?

Submission Of Application : Through **ON-LINE** mode only.

On Line Application User Interface : **ANNEXURE – VIII**

- 1) Candidates are informed to apply on-line mode only. (Any other mode of applications will not be accepted/considered)
- 2) Log on to link in the Home page <https://www.jipmer.edu.in> and navigate to the link "**Apply on-line for recruitment of various Gr. B & C posts – July 2024**".
- 3) Read the Advertisement in detail and instructions carefully.
- 4) The flow chart for filling application on-line given as Appendix (**ANNEXURE – VIII**) in the Prospectus.
- 5) The candidate should acquaint himself/herself with all requirements with regard to filling up the application on-line.

APPLICATION FEES

Application fees for each category as mentioned below to be paid by the candidate using **ANY ONE** of the following mode of payment.

a) Net Banking b) Credit Card c) Debit Card d) UPI

No other mode of payment will be accepted.

CATEGORY	APPLICATION FEES
UR / EWS	Rs.1,500 + Transaction Charges as applicable
OBC	Rs.1,500 + Transaction Charges as applicable
SC/ST	Rs.1,200 + Transaction Charges as applicable
PWBD (Persons with Benchmark Disabilities)	Exempted From Application Fees

GENERAL INSTRUCTION

1. The Cut-off date to determine maximum age limit, essential qualifications & experience will be last date of submission of online application.
2. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications. Internship, training, teaching and research experience etc. gained in the course of acquiring an educational qualification will not be counted as experience.
3. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on online application that means photo/signature is not as per the JIPMER prescribed format and in that case, your application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on their online application form.
4. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only and separate application fees will be applicable. While applying for two different posts it's the responsibility of the candidate to fill the column "**Have you applied for any other posts**".
5. On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
6. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.
7. The decision of the Competent Authority of JIPMER in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection (CBT/Skill Test), conduct of examination(s), allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
8. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority, in case of selection.
9. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel the selection process and the same may be communicated any mode to the candidate.
11. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
12. All information/updates pertaining to this advertisement including syllabus, CBT/Skill Test and result etc. will be displayed on the JIPMER website, which is <https://www.jipmer.edu.in>

INSTRUCTIONS FOR UPLOADING PHOTOGRAPH / SIGNATURE:

The candidate shall be required to upload TWO photographs:

1. To be captured: A REAL TIME PHOTOGRAPH captured by the webcam/in-built camera of the computer system.
2. To be uploaded: A PRE-SAVED recent Passport Size Color Photograph as per Image Upload instructions.

Instructions to capture photograph:

1. Stand/sit against a white background (Avoid distracting backgrounds)
2. The image must not include other objects or additional people. Ensure that you are the only one person in the picture.
3. The image must contain the full face, ears, neck, and shoulders of the entrant in frontal view with a neutral, non-smiling expression and with eyes open and directed at the camera.
4. The image must not contain any parts of the body below the entrant.

Instructions to upload photograph:

Candidate must have in softcopy/digital of **PASSPORT SIZE PHOTOGRAPH** (35mm width x 45mm Height) and save it as “**Candidate Photograph.jpg/.jpeg**” provided by photographer. Keep size of photograph minimum size be min. 50 and max. 80 KB. Scanner dpi should be 200 dpi.

Note:

- a. **The photograph must be taken with a placard** while the placard is being held by the candidate indicating name of candidate and date of capture.
- b. The name on the photograph should be legible.

Example:



Instructions to upload signature:

- a) Candidate has to affix his/her **SIGNATURE** in an area of 80mm Width X 35mm Height on paper with a black ball point pen. Scan that paper. Cut Signature is of 80mm Width X 35mm Height and save it as “**Candidate Signature.jpg/jpeg**”. Keep size of Signature minimum size 50KB, as the maximum size limit is 80 KB.

NOTE :

- i. File once uploaded cannot be changed before the edit window opens. After the closing of the edit window, file uploaded cannot be changed.
- ii. Candidate must upload the Photograph, Signature and Certificates in the correct specified fields. Do not make any mistake in uploading signature and photograph.

INSTRUCTION FOR UPLOADING LIST OF CERTIFICATES (IF APPLICABLE)

In addition to that, the following list of certificates to be uploaded separately

1. **COMMUNITY CERTIFICATE (EWS/OBC(NCL)/SC/ST) (If applicable)**
2. **PERSONS WITH BENCHMARK DISABILITY (PWBD) CERTIFICATE (If applicable)**
3. **EXPERIENCE CERTIFICATE (If applicable)**
4. **NO OBJECTION CERTIFICATE (If applicable)**
5. **EX-SERVICEMEN (If applicable)**

Candidate should scan the certificates separately (Whichever is applicable) and save it as JPEG/JPG/PDF format. Keep size of Certificate within limit is 800 KB (Maximum size will be allowed for uploading the certificates).

DISCLAIMER:

- a. Mere completion of “REGISTRATION FOR PAYMENT” does not confer right for issue of Hall Ticket.
- b. The process of submission of application On-line is completed only after clicking the “submit button” after Uploading personal details, *Scanned Photograph and Scanned Signature & Scanned Community / PWBD / Other Certificate (if applicable) (Refer to the Flow chart appended to the prospectus).
- c. The candidates are advised to download a copy of their filled in application, which contains Application No., Personal details, scanned photograph, scanned signature and the payment details.
- d. Fees will not be refunded under any circumstances.
- e. Request for change in the details provided in the application will not be considered, after submission of On-line application by clicking the “submit button”.
- f. Incomplete application, application with false details will be rejected
- g. Candidates are advised not to send hard copy of the application with documents by postal/courier/by hand.

NOTE:

- The applicant is advised to read the Advertisement carefully before starting online registration and ensure that no column is left blank.
- Candidates are advised to go through On-line application User Interface given as (Annexure – VIII) before filling up the application.
- In the event of rejection of the on-line application form, correspondence / request for re- consideration will not be entertained. Fresh application with another payment has to be made on-line.
- Refund of application fee will NOT be entertained under any circumstances (No refund of fee paid earlier will be done). The applicants are therefore required to exercise due caution while filling and making online payment.
- The application once submitted is FINAL and NO request for change in any data filled by the applicant will be entertained at any stage.
- In case the candidate has found an error of entry committed by him/her in the application, a new application has to be submitted along with the prescribed fee. The earlier application will automatically stand cancelled
- No E-Mail or Written communication will be entertained in this regard

EXAM CITIES FOR WRITTEN EXAMINATION:

- Test centre of Computer Based Test (CBT): The test centre for computer Based Test (CBT) will be preferable in **Puducherry, Delhi/NCR, Kolkata, Mumbai, Chennai, Coimbatore, Madurai, Salem, Tiruchirapalli, Tirunelveli, Vellore, Bengaluru (Bangalore), Hyderabad, Tiruvananthapuram, Thrissur, Kochi, Kozikode, Kollam & Kannur** or any other places as decided by the Director, JIPMER. However, the candidates cannot claim as a matter of rights to be allotted a centre of their choice. The JIPMER will have the discretion to allot exam centre.
- In case of any unforeseen circumstances the Exam City can be cancelled at any point of time and a new Exam City can be allotted en bloc with due intimation in website/ text message.

HALL TICKETS:

- Hall Tickets for the Written (Computer Based Test) Examination shall be available for download to candidates whose applications are complete in all respects.
- The Hall Ticket will contain:
 - (1) Name and date of birth as typed by the candidate in the application.
 - (2) Photo and signature image as uploaded by the candidate.
 - (3) Examination City allotted and Roll Number.
- **NO** change in the category/age/name/DOB (Date of Birth) will be entertained after submission of application. The candidates in such case have to apply a fresh before the closing date.
- Request for rectification / change of any other details in the application / hall ticket shall **NOT** be considered under any circumstance.
- **candidates are advised to preserve a copy of their hall ticket which is mandatory for certificate verification and till appointment.**
- Candidates will **NOT** be allowed to appear for the Written (Computer Based Test) Examination unless he/she produce the hall ticket from the JIPMER website at the exam centers along with ID proof in original.

INSTRUCTIONS - DO'S AND DON'T'S

1. Scheme of examination (CBT/Skill Test), date of examination and syllabus will be notified in due course in the JIPMER website only. Mode of Examination and Skill Test in English language only.

Candidates are requested to be available in their allotted exam centres 2 hours before the commencement of the exam to avoid unnecessary tussle in the last minute. They also advised to visit the exam venue one day before the examination.

2. Candidates should carry **ONLY Hall Ticket along with Valid Identity proof (in original) inside the hall**. Candidate will **NOT** be allowed to take the examination **without valid Hall Ticket & Valid ID Proof other than mentioned below will NOT be permitted/accepted under any circumstances**
 1. Indian Passport
 2. Indian Voter ID
 3. Indian Driving License
 4. Bank Pass Book of a Nationalized Bank with address, photo & Date of Birth
3. The candidate is solely responsible **to get the signature and seal of the Centre Representative/Invigilator** on their Hall ticket. Failure to do so is liable for disqualification. Before leaving the hall the Original Hall ticket should be handed over to Invigilator.
4. Biometric authentication / Iris capture and image capture through digital device and hard copy of signature and fingerprint in attendance sheet will be taken. Cooperation of the candidate is solicited. If the fingers are quoted (stamped ink/mehandi/colored... etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
5. **Candidate will NOT be permitted to take any other papers except hall ticket and Valid Identity proof (in original) inside the hall.**
6. Cellular phones, calculators, watch, alarm clocks, digital watches with built-in-calculators / memory, ear phones and other electronic gadgets etc. **will not be permitted.** (Arrangements will NOT be made by the duty staff for safe keeping and returning the above gadgets if brought). **Candidates are solely responsible for the safe keeping of their belongings**
7. In case any candidate is caught or found to use any unfair means he / she shall be liable for summarily disqualification.
8. **Use of unfair means /impersonation will lead to summarily cancellation of selection / appointment.**
9. JIPMER reserves the right to **reschedule the date / time of the examination, depending upon local conditions.**
10. Candidates taking the Written (Computer Based Test) Examination will be subjected to thorough frisking before being allowed into the hall.
11. Biometric finger print / Iris capture and image capture will be done for every candidate on the day of Examination inside the examination hall by the authorized personnel.

12. The candidate must show, on demand, the hall ticket for admission in the examination hall. A candidate who does not produce the hall ticket issued by the JIPMER. He/She will not be admitted to the Examination Hall under any circumstances, by the Center Superintendent.
13. During the examination, the invigilator will check hall ticket of the candidates to satisfy himself/herself about the identity of each candidate. If the identity of the candidate is doubtful the candidate shall not be allowed to appear for the examination.
14. Candidates are advised to check the seating plan and identify the room / lab allotted as per their Hall Ticket number, which will be displayed outside the halls.
15. **Candidates will not be permitted to leave the exam hall until the exam is over except acute health related issues.**
16. Smoking in the Examination Hall is strictly prohibited.
17. Tea, coffee, cold drinks or food & snacks are **NOT** allowed in the Examination Halls.
18. The test will start exactly at the time mentioned in the Hall Ticket and an announcement to this effect will be made by the invigilator.
19. The candidate must sign in the Attendance Sheet at the appropriate place and affix the Left Index Finger impression against the appropriate column of the attendance sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation.
20. **For those who are unable to appear on the scheduled date of examination for any reason, re-examination shall NOT be held by the JIPMER under any circumstances.**
21. This Hall Ticket is issued subject to condition that if ineligibility is detected at any stage, the candidature will be cancelled.
22. **Once inside the Examination Centre / Premises, all candidates will be under surveillance & activities will be monitored.** Hence, candidates are advised **NOT** to indulge into any unlawful activities which will invite disqualification & legal actions.

The allotted venues are within the perimeter of 50 to 100 kms from the main city. Hence, the candidates are advised to visit the exam venue one day prior to the exam date.

On the exam date, the candidates are advised to be in the centre two (2) hours before the commencement of examination.

- Candidates are advised to go through the **Mock Test** for computer based Test (online examination).




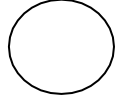
Links to Mock Test created for applicants to familiarize themselves for taking the online exam mode are available at <https://www.jipmer.edu.in>
<https://www.digialm.com/OnlineAssessment/index.html?827@@M17>

AWARDING OF MARKS:-

The Candidates will be selected based on the performance in the **Written exam (Computer Based Test) and skill test (if applicable).**

Awarding of Marks:-

- **The response of the candidate for a question(s), on click of “submit button” before closing of Examination shall be considered as the response chosen by the candidate.**
- **Questions that are ANSWERED will be considered as ANSWERED**
- **MARKED FOR REVIEW and ANSWERED will be considered as ANSWERED**
- **MARKED FOR REVIEW and UNANSWERED will be considered as NOT ANSWERED**
- **Each answer with CORRECT RESPONSE shall be awarded FOUR MARKS.**
- **Negative mark i.e., One (1) Mark will be deducted for each INCORRECT RESPONSE.**
- **ZERO mark will be given for the questions NOT ANSWERED.**

			
CORRECT	WRONG	FOR REVIEW	NOT ANSWERED
+4	-1	0	0

METHOD OF RESOLVING TIES:-

In case of two or more candidates securing equal marks in the written examination their inter se merit shall be determined in the following order:

1. **Less Negative Marks:** The candidate who scores less negative marks will be ranked higher.
2. **Age:** If still the tie exists, the candidate elder by age will be ranked higher
3. **Alphabetical order:** If still the tie exists, (A to Z) in alphabetical order of the name shall be taken into account to break the tie.

DECLARATION OF RESULTS

The list of shortlisted candidates who will be eligible for certificate verification and Skill Test would be declared after completion of Computer Based Test and the marks of individual candidate will be made available on JIPMER Website <https://www.jipmer.edu.in>

Based on the result of the Competitive Written (Computer Based Test) Examination, **the following merit lists** will be prepared based on scores obtained in the written (Computer Based Test):

- (a) Common (UR) Merit list
- (b) Economically Weakers section (EWSs) Candidates Merit list
- (c) Other Backward Classes (OBC) Candidates Merit list
- (d) Scheduled Caste (SC) Candidates Merit list
- (e) Scheduled Tribe (ST) Candidates Merit list

Horizontal Reservation

- (f) PWBD Candidates Merit List
- (g) Ex-Servicemen

SC, ST, OBC and PWBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PWBD candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.

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

Individual letters will NOT be sent to the Provisional Shortlisted CANDIDATES called for Certificate Verification/Skill Test. Please check the website for the lists. **Candidates are advised to browse the JIPMER website periodically for updated information.** They will be required to attend Certificate verification/Skill Test at the Institute at their own cost on the notified date. Those failing to do so, will not be considered for final selection.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling the application form. Without prejudice to criminal action/debarment from JIPMER examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-

- In possession of mobile phone, accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switch off mode and on person or otherwise
- Involved in malpractices.
- Using unfair means in the examination hall.
- Obtaining support for his / her candidature by any means.
- Impersonate/ procuring impersonation by any person.
- Submitting fabricated documents or documents which have been tampered with.
- Making statements which are incorrect or false or suppressing material information.
- Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or JIPMER representatives.
- Intimidating or causing bodily harm to the staff employed by the JIPMER for the conduct of examination.
- To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- Candidature can also be cancelled at any stage of the recruitment for any other ground which the JIPMER considers to be sufficient cause for cancellation of candidature.
- **CAUTION:-** Canvassing in any form will be a **disqualification**.

JIPMER DECISION FINAL

The decision of the JIPMER in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, allotment of examination centres, conduct of examination(s) will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

DISQUALIFICATION

No person,

(a) Who has entered into or contracted a marriage with a person having spouse living or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post. Provided that the Director, Jawaharlal Institute of Post graduate and Medical Research Institute may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

LEGAL JURISIDICION:

- (i) If any person(s) or invigilator(s) engaged in the conduct of JIPMER written (Computer Based Test) Examination is found acting in a manner that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this examination, he/she shall be liable to prosecution under the Indian Penal Code.
- (ii) The disputes, if any with regard to appointment / Skill Test process after the Written (Computer Based Test) Examination etc. will be subject to the legal Jurisdiction of the Union Territory of Puducherry.

IMPORTANT NOTE

1. JIPMER reserves the right to make changes in the information provided in this Advertisement based on directives from competent authorities. This cannot be quoted for any sanction.
2. Questions & answers for the CBT conducted by JIPMER are an intellectual property right of JIPMER and will not be shared with the candidates after the exam.
3. NOT withstanding the information given in this Advertisement JIPMER, has the ultimate right to decide on any issue as per its Rules and Regulations.
4. Candidates are advised to check JIPMER website <https://www.jipmer.edu.in> for any up-to-date information including changes in the scheduled dates, etc.,

PUDUCHERRY
Date: 19.07.2024

DIRECTOR

ANNEXURE – I

This is to certify that _____ son/daughter of _____ of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under :

- i) Resolution No.12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary–Part I, Section I, No.186 dated 13th September, 1993.
- ii) Resolution No.12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No.163, dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May 1995 published in the Gazette of India extraordinary Part-I Section I No.88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India–extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri/Smt./Miss _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated: _____ District Magistrate or Seal:

Deputy Commissioner etc.

NOTE:

- (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
 - (i) District Magistrate/Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluk Magistrate/Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....
district..... state.....hereby declare that I belong to the.....community
which is recognized as a backward class by the Government of India for the purpose of reservation in
services as per orders contained in Department of Personnel and Training Office Memorandum No
36102/22/93- Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/
sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No.
36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th
May, 2013.

Signature:

Full Name:

Address

ANNEXURE – II

Government of _____
(Name & Address of the authority issuing the certificates)
INCOME & ASSET CERTIFICATE TO* BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri./Smt./Kumari _____
Son/Daughter/Wife of _____ Permanent resident of
_____ village / street _____ Post Office, _____ District
_____ in the state / Union Territory _____ Pin code _____

whose photograph is attested below belongs to Economically weaker Sections, since the gross annual income * of his/her family ** is below Rs.8 lakh (Rupees Eight Lakh Only) for the financial year _____. His/ Her Family does not own or possess any of the following assets ****

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 Sq.ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2 Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name : _____

Designation: _____

**Recent Passport size
attested photograph of
the applicant**

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate should be issued by any one of the following authorities in the above prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS

1. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar and
4. Sub-Divisional Officer or the area where the candidate and/or his family normally resides

ANNEXURE – III

Ministry of Personnel, Public Grievances and Pensions vide their order No.36033/4/97 Estt. (RES) dated 25.7.2003 and No.36011/3/2005 Estt (RES) dated 9.9.2005 respectively.

Candidates must note that a certificate from any other person/authority will not be accepted and no further correspondence in this regard shall be entertained. The name, designation and the seal of the officer should be legible in the certificate.

FORM OF SC/ST CERTIFICATE PRESCRIBED

Form of certificate as prescribed in M.H.A., O.M., No.42/21/49 N.G.S. dated the 28.1.1952, as revised in Dept. of Per. & A.R. letter No.36012/6/76 Est. (S.C.T.), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

CASTE CERTIFICATE

This is to certify that Shri./Smt./Kum.*..... son/daughter* of of village/town* in district/Division* of the State/Union Territory* belongs to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

1. (as amended by the Scheduled Caste and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the SC & ST orders (Amendment) Act, 1976
- The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- The Constitution (Puducherry) Scheduled Caste Order, 1964.
- The Constitution (Uttar Pradesh) (Scheduled Tribes) Order, 1967.
- The Constitution (Goa, Daman & Diu) Scheduled Caste order, 1968.
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- The Constitution (Puducherry) Scheduled Tribes Order, 2016

2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt*..... father/mother of Shri/Smt/Kum*..... of village/town* in District/Division* of the State/Union Territory* who belongs to the caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the (name of prescribed authority) vide their No..... date %3. Shri*/Smt*/Kum*..... and/or his/her* family ordinary reside(s) in village/ town*..... of the State/Union Territory of

Signature

Place

**Designation

Date

State/Union Territory

(With seal of Office)

* Please delete the words which are not applicable.

1 please quote specific Presidential Order.

Delete the paragraph which is not applicable.

Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

ANNEXURE – IV

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

[Affix here recent attested Photograph showing the disability duly attested by the chairperson of the Medical Board

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum.....
son/wife/daughter of Shri.....of.....age.....
sex.....identification mark(s) is suffering from permanent disability of
following category :-

A Locomotors or cerebral palsy:

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach
(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(vi) BH-Stiff back and hips(Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance

B Blindness or Low Vision:

(i) B- Blind
(ii) PB- Partially Blind

C Hearing impairment:

(i) D- Deaf
(ii) PD- Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of __years__months.*

3. Percentage of disability in his/her case is.....percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|---------|
| (i) F-can perform work by manipulating with fingers. | Yes /No |
| (ii) PP-can perform work by pulling and pushing | Yes /No |
| (iii) L-can perform work by lifting | Yes /No |
| (iv) KC-perform work by kneeling and crouching | Yes /No |
| (v) B-can perform work by bending | Yes /No |
| (vi) S-can perform work by sitting | Yes /No |
| (vii) ST-can perform work by standing | Yes /No |
| (viii) W-can perform work by walking | Yes /No |
| (ix) SE-can perform work by seeing. | Yes /No |
| (x) H-can perform work by hearing/speaking | Yes /No |
| (xi) RW-can perform work by reading and writing. | Yes /No |

Signature and seal of the Medical Authority.

ANNEXURE – V

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT SERVANTS

(To be filled by the Head of the Office or Department in which the candidate is working).

(Please see under **Definition of Categories**)

It is certified that *Shri/Smt./Km. _____ is holding the post of _____ in the pay scale of _____ with 3 years regular service in the grade.

(*Please delete the words which are not applicable.)

This organization has no objection to his/her application being considered for the post of _____ in JIPMER, Puducherry. In the event of his / her selection to the post, he / she will be relieved from the duty to take up the post of _____ in JIPMER, Puducherry.

No. _____

Signature _____

Dated _____

Designation _____

(Seal with Name & Designation)

Office Stamp

ANNEXURE – VI

Form of Certificate for serving Defense Personnel (Ex-serviceman)

(Please see para (vii) - under **Definition of Categories**)

I hereby certify that, according to the information available with me (No.) _____
_____(Rank)_____(Name)
is due to complete the specified term of his engagement with the Armed Forces on the (Date)
_____.

Place:-

Date

(Signature of Commanding Officer)

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER EX-SERVICEMAN QUOTA

I understand that, if selected on the basis of the recruitment/ examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re- employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to ex-servicemen, except as per Department of Personnel and Training OM No. 36034/1/2014-Estt(Res) dated 14.08.2014.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

ANNEXURE – VII

Step 1 : Registration

- Candidate must ensure that their mobile number is not registered with DND (Do Not Disturb) service.
- Login Credentials (User ID and Password) and Login Link will be sent to the registered Email and Mobile Number **after 5 minutes** post Registration. Please wait until you receive the SMS and Email.
- Candidate must check his/her Email Inbox, Junk mail and Spam after registration to get Login Credentials for complete Application process.
- Candidate are advised to keep the registered e-mail and mobile number active till the recruitment process is over as the updates will be given to registered e-mail and mobile number only.

Step 2 :Login

- Click on the login link received via Email.
- Enter the User ID and Password to login.

Step 3 : Click “Edit” to fill the Application Form

- Click on the “Edit” button which is available at the right top corner.
- Fill in all the details and click submit to proceed.
- Upload the Photograph and Signature
- Upload the Community Certificate (if applicable)
- Upload the PWBD (Persons with Benchmark Disability) Certificate (If applicable)

Step 4 :Payment

Candidate would be redirected to payment gateway after uploading the photograph/signature/community certificate successfully.

Step 5 :Final Application page

After successful payment, candidate can take a printout/save of his/her application and keep it safe for his/her future reference.

(Step wise with pictorial illustration will be uploaded separately in the JIPMER Website)

PAYMENT FAILURE CASES

The Reason(s) for Payment Failure:

1. Bad internet connection
2. Authorization failure
3. Authentication failure – Wrong details entered
4. Delayed notification
5. Payment gateway failure

When a payment fails while paying the application fees, there could be two cases

1. The amount is not debited –

In this case, you might receive a message from your bank that the payment was not be processed.

2. The amount is debited –

In this case, you might receive a message from your bank that the payment was processed and the amount will be debited (a transaction fails on the receiver's side, but the payment gets debited from the user's account). In such cases, the amount gets automatically refunded by the bank within 45 working days. Most banks don't notify users in case of refunds, so be sure to check your statement to ensure that the refund has come.

In the meantime, you can go ahead and make the fresh payment again

In case it's been long and the money still hasn't been refunded, do send us a message to the following email id and let us know. The status of the refund will be intimated.

Kindly mention the following details to inform the status of refund.

1. **Application sequence No/User ID** : _____
2. **Name of the Candidate** : _____
3. **Transaction ID No** : _____

Email Id:- To 1) jipmergrpbandc@gmail.com

Contact No. +91-9513253398

Copy to 2) adm1recttbc@gmail.com

Representation to any other email-id will not be entertained under any circumstances.

ADMINISTRATIVE BUILDING



JIPMER WOMEN & CHILDREN'S HOSPITAL

