

11TH GOVERNING BODY MEETING DATED 28.01.2010

AGENDA

11.5 Approval of Consolidated Recruitment Rules and creation of posts.

During the earlier occasions, posts were created for faculty and ministerial staff. Now, after the announcement of 6th Pay Commission, it was necessary to revise the Recruitment Rules. Hence the revised RRs and creation of posts after implementation of 6th Pay Commission is enclosed as Annexure-XI, for approval please. The posts will be filled phasewise as per the requirements of MCI and necessity

MINUTES

11.7 Approval of Consolidated Recruitment Rules and creation of posts.

Approved.



RECRUITMENT RULES

*Indira Gandhi Medical College & Research Institute,
Puducherry*

Norms followed in prescribing Recruitment Rules & Pay Scales

1. Wherever similar posts exist in other Central Govt. Medical Institutions like All India institution of Medical sciences, New Delhi, post Graduate Institute of Medical Education and Research, Chandigarh, JIPMER, Puducherry etc., if the required qualification and experience are the same, the same scale is proposed. Wherever higher qualification and more experience is required higher scale has been proposed.
2. Similarly for the posts which exists in Government of Puducherry and Autonomous Bodies of Government of Puducherry, for the same qualification and experience, same scale is fixed and for posts with either higher qualification or more experience, higher scale fixed.
3. Wherever dearth of staff is there like speech Therapist, Physiotherapist etc., higher scale has been fixed to attract staff.
4. For posts with SSLC & ITI certificate PB – 1 Rs.5200-20200 + Rs.1900 Grade Pay is proposed.
5. For Technical posts with H.Sc. qualification with 3 years Diploma or 5 years experience PB – 1 Rs.5200-20200 + Rs.2400 Grade Pay scale is proposed.
6. For Technical posts with technical degree like B. Se. (MLT) PB – 1 Rs.5200-20200 + Rs.2800 Grade Pay scale has been proposed.
7. For 4 years Technical Degree course like B.Pharm and B.Sc.(Nursing) PB – 2 Rs.9300-34800 + Rs.4200 Grade Pay scale is proposed.
8. For P.G Degree qualification posts, the proposed scale is PB – 2 Rs.9300-34800 + Rs.4200 Grade Pay.
9. The number of posts in the Faculty, Residents, Nursing and other cadres have been fixed as per MCI norms wherever available.
10. The Qualification, Pay Band, Grade Pay etc. with be changed as per 6th Pay Commission Recommendations wherever necessary.

The Puducherry Medical College Society hereby make the following rules, regulating the method of recruitment to the various posts in the Perunthalaivar Kamaraj Medical College & Research Institute.

1. (i) *Short title and Commencement.* 1) These rules may be called PKMC&RI Recruitment Rules 2009.

(ii) They shall come into force on and from the date of approval by PMCS. Governing Body.

2. *Number of posts, its classification and scale of pay.* The number of post, its classification and the scale of pay attached thereto, shall be as specified in column (2) to (4) of the Schedule Annexure here.

3. *Method of recruitment, age limit and other qualifications.* – The method of recruitment to the said post, age limit, qualification and other matters relating thereto, shall be as specified in columns (5) to (14) of the said schedule.

4. *Disqualification.*

No person, - who has entered into or contracted a marriage with a person having a spouse living; or

No person, - who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

5. *Power to relax:* Where the Governing Body of the Puducherry Medical College Society is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons. The Departmental Promotion Committee has powers to relax the requirements in respect of candidates who are otherwise meritorious.

6. *Saving:* Nothing in these rules shall affect the reservations, relaxations in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

7. Deputation for analogous posts will include from Central / State / U.T. Government, Autonomous Bodies and other Education Institutions.

8. The details of Selection Committee for Direct Recruitment posts and Departmental Promotion Committee for Promotion / Deputation posts are show in Annexure.

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53	Pharmacist	105
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55	Refractionist / Optometrist	109
56	Data Entry Operator	111
57	Health Visitor (Male / Female)	113
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59	OR Technicians / Animal OR Technician	117
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Group	Sl.No.	Scale of pay	Name of the Post	No. of posts	Total no. of posts
A	1	PB – 4 Rs.37400-67000 + 10000 Grade Pay	Director	1	24
			Dean	1	
			Medical Superintendent	1	
			Professor	21	
	2	PB – 4 Rs.37400-67000 + 8700 Grade Pay	Associate Professor	39	40
			Deputy Medical Superintendent	1	
	3	PB – 3 Rs.15600-39100 + 7600 Grade Pay	Registrar	1	4
			Administrative Officer	1	
			Finance Officer	1	
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	4	PB – 3 Rs.15600-39100 + 6600 Grade Pay	Assistant Professor	54	56
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			Physicist	1	
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			Casualty Medical Officer	8	
			Librarian	1	
			Lecturer (Bio-physics)	1	
			Veterinary Officer	1	
			Medical Officer (UHC + RHC + Screening OPD)	14	
			Child Psychologist / Clinical Psychologist	1	
			Physical Director	1	
			Assistant Registrar / AFO / AAO	3	
			Tutor / Demonstrator	33	
			Sr. Dietician	1	
Sr. Medical Record Officer			1		
Superintendent Workshop			1		
Deputy Nursing Superintendent			5		
Assistant Nursing Superintendent	12				
				74	
				208	

Group	Sl.No.	Scale of pay	Name of the Post	No. of posts	Total no. of posts
B	1	PB – 2 Rs.9300 – 34800 + 4800 Grade Pay	Programmer	1	47
			Nursing Sister / Public Health Technician Nurse	46	
	2	PB - 2 Rs.9300 - 34800 + 4600 Grade Pay	Staff Nurses	367	371
			Medical Records Officer	1	
			Private Secretary	3	
	3	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay	Deputy Librarian	1	24
			Dietician	3	
			Medical / Psychiatric Social Worker / Vocational Counsellor	12	
			Statistician	2	
			Office Superintendent	6	
	4	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay	Physiotherapist	6	29
			Occupational Therapist	2	
			Orthotic and Prosthetic Technician	2	
			Health Educator	3	
			Assistant Programmer / Data Processing Assistant	2	
			Assistant Librarian	1	
			Assistant Medical Record Officer	2	
Storekeeper-cum-Clerk Gr.I			5		
Stenographer Gr.I			3		
Speech Therapist / Audiometry Technician			3		
				471	

Group	Sl.No.	Scale of pay	Name of the Post	No. of posts	Total no. of posts
C	1	PB-3 Rs.15600 - 39100 + 6600 Grade pay	Senior Resident-cum-Tutor	37	37
	2	PB-3 Rs.15600 - 39100 + 5400 Grade pay	Junior Resident	78	78
	3	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay	Assistant including one post of Assistant Finance and one post of Accountant-cum-Cashier	9	32
			Stenographer Gr.II	7	
			Pharmacist	16	
	4	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay	Technician	66	133
			Refractionist / Optometrist	1	
			Data Entry Operator	3	
			Health Visitor (Male / Female) (TBC & D)	2	
			Radiographic Technician including Dark Room Assistant	32	
			OR Technicians / Animal OR Technician	29	
	5		Audio Visual Assistant cum Store keeper	3	75
			Storekeeper-cum-Clerk cum Computer Operation Gr.II / Storekeeper-cum-Record Clerk / Storekeeper	20	
			Health Inspector / Sanitary Inspector	4	
			Upper Division Clerk	14	
			Stenographer Gr.III	14	
			Dental Technician / Hygienist	4	
			Photographer	1	
			Boiler Attendants / Gas Plant Attendant	4	
			Library Assistant, Documentalist, Catalogour	7	
			Technical Assistant	4	
	6	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay	Receptionist-cum-Clerk	16	121
			Lower Division Clerk	18	
Driver-cum-Attendant			10		
Medical Record Clerk and Coding Clerk			31		
Carpenters			1		
OT Assistant			40		
Mechanic			5		
7	PB-1 Rs.5200-20200 + 1800 Grade pay	Multipurpose worker	399	399	
		Service to be Outsourced		875	
		Grant Total		1554	

Group A

RECRUITMENT RULES FOR THE POST OF DIRECTOR

1.	Name of the post	:	DIRECTOR
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 10000 Grade Pay + Special Pay of Rs.1000/-
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 65 years
7.	Period of probation, if any	:	2 years
8.	Educational Qualification	:	<p>i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>ii) A postgraduate qualification, e.g., MD/MS or a recognized qualification equivalent thereto.</p> <p>Experience : Minimum of ten years teaching experience as Professor / Associate Professor / Reader in a medical college / Institution out of which, at least five years should be as Professor in a department. Preference for this appointment may be given to the Heads of the Departments.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

DIRECTOR

1. Director of the Institution shall be the Chief academic and Executive Officer of the Institution and for imparting of instruction and maintenance of discipline therein. All other staff of the institution shall be subordinate to the Director. He / she shall be the custodian of the records, the funds of the Institution and such other properties of the Institution as the Governing Body may commit to his charge. The Director is accountable to the Governing Body.
2. The Director of the Institution shall have such other powers and perform such other duties as may be delegated or assigned to him / her by the Governing Body.
3. The Director of the Institution may delegate any of his / her powers to any of his / her subordinates.
4. The Director shall be the Member Secretary of the General Body as well as the Governing Body of the Society.
5. The Director shall be the Chairman of the Academic Committee, Equipment Purchase Committee and non-teaching Staff Selection Committee of the Institution.
6. The Director shall be a member of the Staff Selection Committee for all teaching faculty posts.

RECRUITMENT RULES FOR THE POST OF DEAN

1.	Name of the post	:	Dean
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 10000 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 65 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>(ii) A postgraduate qualification, e.g. MD / MS or a recognized qualification equivalent thereto.</p> <p>Experience:</p> <p>(iii) Minimum of ten years teaching experience as Professor in a medical college / Institution out of which at least five years should be as Head of a department. Preference for these appointments may be given to those who have service as Dean/Principal of a recognized Medical College/Institution.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

DEAN

1. The Dean shall be whole time officer of the Institution and shall be appointed by the Governing Body on such terms and conditions as may be laid down.
2. The Dean shall be directly responsible to the Director of the Institution for the proper discharge of his duties and functions.
3. The Dean shall exercise such powers and perform such duties as may be delegated or assigned by the Director.
4. The Dean is overall responsible for all students and academic and research activities of the institute.
5. The Dean shall coordinate all co-curricular and extra curricular activities of the students.
6. The Dean shall be assisted by the Registrar (Academic) in dealing with all academic activities and in all interactions with the University / MCI / other Institutions.
7. Wardens of the different hostels shall report to the Dean about the day to day functioning and maintenance of hostels and other services provided therein.
8. The request for leave from faculty members of pre and para clinical departments, requests for attending conferences, CME programmes, etc. will be controlled by the Dean.
9. He / she will inculcate punctuality and discipline among all staff and appropriate disciplinary action will be initiated against the defaulters.
10. He / she will be responsible for the redressal of genuine grievances of all college staff within his powers.
11. He / she will conduct periodical evaluation of all staff, academic policies, equipments, buildings, etc. with a view of improvement.
12. He / she will undertake any other duties or projects as desired by the Director.

RECRUITMENT RULES FOR THE POST OF MEDICAL SUPERINTENDENT

1.	Name of the post	:	Medical Superintendent
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 10000 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 65 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>(ii) A postgraduate qualification, e.g. MD/MS or a recognized qualification equivalent thereto.</p> <p align="center">(OR)</p> <p>(iii) A Master's Degree in Hospital Administration from a recognized Institution/University or a recognized qualification equivalent thereto.</p> <p>Experience:</p> <p>10 years experience in a major teaching recognized hospital in a senior administrative capacity and of which at least 5 years should be a Medical Supdt / Hospital In-charge/Equivalent post.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

MEDICAL SUPERINTENDENT

1. The Medical Superintendent is the chief executive officer of the hospital and leader of the hospital team.
2. He / She is directly accountable to the Director in all matters pertaining to patient care, management of the hospital and health of the staff.
3. He / She will be assisted by Deputy Medical Superintendent, Heads of the departments, Chief Nursing Officer, and Officers in charge of stores and maintenance.
4. He / She will monitor the functioning of all hospital departments and supportive services and Rural Health Centre and Urban Health Centre and sub-centres.
5. He / She will monitor the induction training of the new staff, orientation training of the transferred, upgradation training of those who are due for promotion and continuing education of all staff other than Doctors.
6. He / She will inculcate punctuality and discipline among all staff and appropriate disciplinary action will be initiated against the defaulters.
7. He / She will initiate welfare measures for patients, visitors and staff without sacrificing the organizational interests.
8. He / She will be responsible for the redressal of genuine grievances of all hospital staff within his powers.
9. The Medical Superintendent will be responsible for preparation and implementation of a hospital disaster management plan.
10. He / she will conduct periodical evaluation of all staff, hospital policies, equipments, buildings, etc. with a view of improvement.
11. He / She will conduct patients satisfaction survey to find out the strength and weaknesses of the hospital.
12. He / She will undertake any other duties or projects as desired by the Director.

RECRUITMENT RULES FOR THE POST OF PROFESSOR

1.	Name of the post	:	Professor
2.	Number of post	:	21 (twenty one) (Anatomy – 1, Physiology – 1, Biochemistry – 1, Pharmacology – 1, Pathology – 1, Microbiology – 1, Forensic Medicine – 1, Community Medicine – 1, General Medicine – 1, T.B & Chest – 1, Dermatology – 1, Psychiatry – 1, Paediatrics – 1, General Surgery – 1, Orthopaedics – 1, Ophthalmology – 1, ENT – 1, Obst. & Gynace. – 1, Anaesthesiology – 1, Radio Diagnosis – 1, Dentistry - 1) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 10000 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 60 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act) with M.S / M.D.</p> <p align="center">(OR)</p> <p>M.Sc with Ph.D. both in the faculty of Medicine (Non- Medical)</p> <p>Experience:</p> <p>(ii) As Reader / Associate Professor in concerned speciality for three years in a recognized medical college</p> <p>(iii) Minimum of four Research Publications Indexed / National journals in the field of specialization.</p> <p>Desirable:</p> <p>One research publication in International journal. Preference will be give to candidate with publication in international journal.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Associate Professor with three years service

PROFESSOR

1. To impart theoretical and practical instructions to all students and other staff.
2. To conduct and guide research work in the speciality.
3. To render patient care in the speciality.
4. To assist the HOD in the performance of his / her duty.
5. All faculty members will be accountable to the HOD who will be their immediate superior officer.
6. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSOCIATE PROFESSOR

1.	Name of the post	:	Associate Professor
2.	Number of post	:	41 (forty one) (Anatomy – 2, Physiology – 2, Biochemistry – 1, Pharmacology – 2, Pathology – 3, Microbiology – 2, Forensic Medicine – 1, Community Medicine – 2, General Medicine – 5, T.B. & Chest – 1, Dermatology – 1, Paediatrics – 3, General Surgery – 5, Orthopaedics – 2, ENT – 1 Obst. & Gynace. – 2, Anaesthesiology – 3, Radio Diagnosis – 2, Dentistry - 1) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 8700 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 58 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act) with M.S. / M.D. (OR) M.Sc with Ph.D. both in the faculty of Medicine (Non-Medical) Experience: (ii) As Assistant Professor / Lecturer in concerned speciality for four years in recognized medical college after obtaining P.G. Degree (iii) Minimum of two Research Publications Indexed / National journals
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Assistant Professor/ Lecturer in concerned speciality with four years service.

ASSOCIATE PROFESSOR

1. To impart theoretical and practical instructions to all students and other staff.
2. To conduct and guide research work in the speciality.
3. To render patient care in the speciality.
4. To assist the HOD in the performance of his / her duty.
5. All faculty members will be accountable to the HOD who will be their immediate superior officer.
6. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF DEPUTY MEDICAL SUPERINTENDENT

1.	Name of the post	:	Deputy Medical Superintendent
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 4 Rs.37400-67000 + 8700 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 58 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>(ii) M.S. / M.D.</p> <p>Experience:</p> <p>(iii) 5 years experience in hospital Admn. in a recognized hospital in the scale of pay of Rs.12000-375-16500 or equivalent.</p> <p>(iv) MD (Hospital Administration) MHA from Medical faculty of a recognized Institution or equivalent degree.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age :No Educational qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which by Deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Medical Officers with 5 years service in the grade pay of Rs.7600 or with 10 years service in the grade pay of Rs.6600

DEPUTY MEDICAL SUPERINTENDENT

He / She is directly accountable to the Medical Superintendent in all matters pertaining to patient care, management of the hospital and health of the staff.

He / She will assist the Medical Superintendent in

1. Monitoring the functioning of all hospital departments and supportive services and Rural Health Centre and Urban Health Centre and sub-centres.
2. Monitoring the induction training of the new staff, orientation training of the transferred, upgradation training of those who are due for promotion and continuing education of all staff other than Doctors.
3. Inculcation of punctuality and discipline among all staff and to take appropriate disciplinary action against the defaulters.
4. Initiation of welfare measures for patients, visitors and staff without sacrificing the organizational interests.
5. Redressal of genuine grievances of all hospital staff within his / her powers.
6. Preparation and implementation of a hospital disaster management plan.
7. Periodical evaluation of all staff, hospital policies, equipments, buildings, etc. with a view of improvement.
8. Conducting survey for patients' satisfaction to find out the strength and weaknesses of the hospital.
9. Undertake any other duties or projects as desired by the Director.
10. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF REGISTRAR (ACADEMIC)

1.	Name of the post	:	Registrar (Academic)
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 7600 Grade Pay
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 55 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Master Degree in Arts / Science / Commerce of a recognized Institute or University. Knowledge in computer.</p> <p>ii) A minimum of 10 years of relevant experience in a Government / educational / Research Institution. The candidate would be expected to have some familiarity with Academic activities and working procedure in higher educational institutions preferably in medical institution.</p> <p>Desirable:</p> <p>Experience of computer systems for information processing and retrieval. Preference be given to those who have had experience of working in professional colleges in an analogous post.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By deputation, failing which by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Officer under the Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay Rs.6600.

REGISTRAR (ACADEMIC)

Registrar (Academic) shall work directly under the control of the Dean. He / she is responsible for all matters connected with academic work of the Institute and establishment matters of the faculty.

The duties will include

1. Recruitment of faculty and establishment matters of faculty.
2. Supervision of the academic section.
3. Conduction and supervision of all the examinations.
4. Issue of various certificates to the students.
5. Processing and disbursement of scholarships.
6. Member Secretary of various academic committees.
7. Member Secretary of Institute Council.
8. Assisting the Dean in co-curricular and extra curricular activities.
9. Servicing as Liaison Officer with University and MCI.
10. Attending to grievances of students.
11. Assisting Dean in supervision of hostels.
12. Any other duty entrusted by the Dean / Director

RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the post	:	Administrative Officer
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 7600 Grade Pay
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 55 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Master Degree in Arts / Science / Commerce or in Public Administration /Law/ Management of a recognized Institute or University. Knowledge in computer</p> <p>ii) A minimum of 10 years relevant administrative experience in Govt. / Educational / Research Institution.</p> <p>Desirable:</p> <p>Master in Business Administration</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By deputation, failing which by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Officer under the Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay of Rs.6600.

ADMINISTRATIVE OFFICER

The Administrative Officer shall work under the control of the Director.

The duties will include assisting the Director in

1. All establishment related matters other than faculty.
2. Recruitment of non-teaching staff.
3. Maintenance of service books, leave registers etc of all non-teaching staff.
4. All activities pertaining to outsourcing of services.
5. All legal issues and attending courts where necessary.
6. All matters pertaining to the estate of the Society.
7. Liaison with extramural bodies.
8. All matters pertaining to purchase.
9. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

1.	Name of the post	:	Finance Officer
2.	Number of post	:	One
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 7600 Grade Pay
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 55 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Master degree in Commerce / Financial Management from recognized University / Institution.</p> <p>ii) A minimum of 10 years relevant experience in Govt. / Educational / Research Institution, Finance and Accounts knowledge of Central Government / U.T. Rules.</p> <p>Desirable:</p> <p>(i) C.A.</p> <p>(ii) Previous experience in Educational Institution /Autonomous Bodies funded by the Government of Puducherry/Government of India in an analogous post.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By deputation, failing which by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Officer under the Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay of Rs.6600.

FINANCE OFFICER

The Finance Officer shall work under the control of the Director

The duties will include

- 1) Being in charge of finance matters of the Institute and assisting the Director in all financial matters.
- 2) Preparation of the annual statement of accounts and the budget of the Society for the next financial year.
- 3) Payment of salary of all staff.
- 4) Payment of all advances and supervision of adjustments of recovery of advances.
- 5) Exercising control and supervision over the revenue of the Institute and advice on the methods of collection employed.
- 6) Giving expenditure sanction as per the delegated powers.
- 7) Supervision of the limits fixed by the Institute Committee for recurring and non-recurring expenditure and for ensuring that the limits are not exceeded and all money are spent for purpose for which they are granted or allotted.
- 8) Keeping a constant watch on the state of the cash and bank balances and the investments of the Society.
- 9) Have the accounts of the Society regularly audited by internal auditors.
- 10) Ensuring that Registers of the building, land, equipment and other assets are maintained upto date and stock checking is conducted on an annual basis.
- 11) Calling for explanation for unauthorized expenditure and other financial irregularities and suggest disciplinary actions / compensation against the persons at fault.
- 12) Calling for from any office information or returns that may be considered necessary for the discharge of his duties.
- 13) Taking necessary steps for timely payment of bills.
- 14) Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF CHIEF NURSING OFFICER

1.	Name of the post	:	Chief Nursing Officer
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 7600 Grade Pay
5.	Whether selection post or non-selection post	:	Non-Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 55 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: (i) M.Sc (Nursing) from a recognized institution</p> <p>Experience: (ii) 6 years experience as Deputy Nursing Superintendent in a recognized hospital in the scale of pay of Rs.7500-250-12000 or equivalent.</p> <p>Desirable: 1. MHA/DHA 2. Ph.D in Nursing</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Promotion failing which Deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Deputy Nursing Superintendent with 6 years experience. Deputation / Absorption: From analogous posts of Central / State / UT / autonomous bodies or with 6 years service in the grade pay of Rs.4800.

CHIEF NURSING OFFICER

The Chief Nursing Officer shall work under the control of the Medical Superintendent.

The duties will include

1. Daily briefing to M.S / Dy.M.S on important events that have taken place in the hospital with regard to patient care.
2. Supervision of nursing procedures, ward maintenance and relevant departmental maintenance.
3. Control of postings, shift plan, rotation and leave of all nursing staff and other staff working under her.
4. Supervision of Nurses training programmes.
5. Daily ward rounds to ensure patient comforts, to ensure the functional status of ward equipments, storage, accounting, stock position and expenditure of medicines and supply of clean bed linen and patient linen.
6. Management of Nurses hostels.
7. Redressal of the grievances of the entire Nursing staff as far as possible.
8. Accompanying the Medical Superintendent / Dy. Medical Superintendent during the hospital rounds.
9. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR

1.	Name of the post	:	Assistant Professor
2.	Number of post	:	54 (fifty four) (Anatomy – 3, Physiology – 3, Biochemistry – 2, Pharmacology – 2, Pathology – 4, Microbiology – 2, Forensic Medicine – 2, Community Medicine – 3, General Medicine – 6, T.B. & Chest – 1, Dermatology – 1, Psychiatry – 1, Paediatrics – 2, General Surgery – 6, Orthopaedics – 3, Ophthalmology-1, ENT – 1, Obst. & Gynace. – 3, Anaesthesiology – 4, Radio Diagnosis – 3, Dentistry -1) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act) with M.S. / M.D. (OR) M.Sc with Ph.D. both in the faculty of Medicine (Non-Medical) (ii) Three years teaching experience in the subject in a recognized medical college as Resident / Registrar / Demonstrator / Tutor.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

ASSISTANT PROFESSOR

1. To impart theoretical and practical instructions to all students and other staff.
2. To conduct and guide research work in the speciality.
3. To render patient care in the speciality.
4. To assist the HOD in the performance of his / her duty.
5. All faculty members will be accountable to the HOD who will be their immediate superior officer.
6. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR OF STATISTICS

1.	Name of the post	:	Assistant Professor of Statistics
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: (i) Master's degree in Statistics from a recognized University</p> <p>Experience: (ii) 5 years teaching experience in the subject in a recognized college as Lecturer or equivalent.</p> <p>Desirable: Ph.D. in Statistics</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

ASSISTANT PROFESSOR OF STATISTICS

1. To impart theoretical and practical instructions to all students and other staff.
2. To conduct and guide research work in the speciality.
3. To assist the HOD in the performance of his / her duty.
4. Accountable to the HOD who will be the immediate superior officer.
5. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT PROFESSOR (BIOPHYSICS)

1.	Name of the post	:	Assistant Professor (Biophysics)
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: (i) M.D. (Bio-Physics) or (ii) M.Sc (Bio-Physics or Medical Biochemistry) with Ph.D. (Bio-Physics) (iii) M.D. (Physiology) or M.D. (Biochemistry) one year training in Bio-Physics.</p> <p>Experience: (ii) Three years teaching experience in the subject in a recognized medical college as Resident / Registrar / Demonstrator / Tutor / Lecturer.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

LECTURER (BIOPHYSICS)

1. To impart theoretical and practical instructions to all students and other staff.
2. To conduct and guide research work in the speciality.
3. To render patient care in the speciality.
4. To assist the HOD in the performance of his / her duty.
5. Accountable to the HOD who will be the immediate superior officer.
6. Any other duty assigned to him / her by the superiors.

RECRUITMENT RULES FOR THE POST OF PHYSICIST

1.	Name of the post	:	Physicist
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) Master's degree in Medical Physics from a recognized university or equivalent.</p> <p style="text-align: center;">(OR)</p> <p>M.Sc in Radiation Physics from a recognized university or equivalent.</p> <p style="text-align: center;">(OR)</p> <p>Master's degree in Physics with (a) Diploma in Radiological Physics from a recognized university or Institution.</p> <p>(ii) Certification as radiation safety officer by BARC, Mumbai.</p> <p>Desirable:</p> <p>3 years experience as physicist in a recognized medical college / Medical College hospital.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

PHYSICIST

The Physicist shall work under the control of the HOD of Radiodiagnosis.

The duties will include

- 1) Being the Radiation Safety Officer of the Institution.
- 2) Procurement, storage, supply and disposal of radio pharmaceutical.
- 3) Periodical monitoring of radiation exposure of employees and radiation safety of equipments.
- 4) Participation in academic activities.
- 5) Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST

1.	Name of the post	:	System Analyst
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 30 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: M.Tech (Computer Science) from a recognized university with first class or at least 60% marks or equivalent with three years programming experience in electronic data processing</p> <p style="text-align: center;">(OR)</p> <p>MCA / BE / B.Tech (Computer Science) / M.Sc (Computer Science) with first class or at least 60% marks or equivalent from a recognized university with 5 years programming experience in Electronic data processing</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which Deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Programmer with 5 years experience or equivalent. In case of deputation from analogous post or with 6 years service as Programmer in the grade pay Rs.4800 or equivalent.

SYSTEM ANALYST

The System Analyst shall work under the control of the Director.

The duties will include

1. Planning and execution of computerization programmes of the institution.
2. Being in-charge of the IT cell.
3. Control of IT related hardware and software.
4. Generation of reports and returns of the IT cell.
5. Supervision and maintenance of all computers in the establishment.
6. Supervision of relevant software development.
7. Monitoring of correspondence pertaining to IT related activities.
8. Provision of technical support and help to all users.
9. Training of staff and student on computer usage.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF CASUALTY MEDICAL OFFICER

1.	Name of the post	:	Casualty Medical Officer
2.	Number of post	:	8 (eight) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>(ii) Registered with MCI or State Medical Council.</p> <p>Experience:</p> <p>(iii) Five years experience as Junior Resident / MO in a recognized hospital in any Clinical discipline.</p> <p>Desirable:</p> <p>i) MD / MS /Diploma in any clinical Discipline from a recognized University/Institution.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

CASUALTY MEDICAL OFFICERS

The Casualty Medical Officers shall work under the control of the Medical Superintendent.

The duties will include

1. Receiving of patients attending emergency services.
2. Provision of first aid and resuscitation.
3. Getting relevant investigation where required.
4. Starting immediate treatment as appropriate.
5. Monitoring and observation of patients admitted in EMS wards.
6. Taking rounds and taking over patients from previous shift.
7. Obtaining consultation from specialists where required.
8. Performing minor operative procedure such as Suturing, splinting, drainage of abscesses.
9. Examination of Medico-legal cases and maintenance of proper records and attending courts.
10. Receipt of Mass Casualties and initiation of hospital disaster management plan.
11. Ensuring timely shifting of patients from EMS wards to various wards.
12. Preparation and transfer of patients to Operation Rooms.
13. Inspection of the casualty complex and maintenance of the area.
14. Generation of reports and returns.
15. Maintenance of Registers.
16. Maintenance of equipments.
17. Liaison with all the specialists and supporting services.
18. Function as liaison officer after working hours.
19. Supervision of the ACMOs (Junior Residents).
20. Indenting, stocking and accounting of stores.
21. Function as officer in-charge mortuary after working hours.
22. Control of movement of Ambulances.
23. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF LIBRARIAN

1.	Name of the post	:	Librarian
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 6600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Master Degree in Library Science / Information Science from a recognized University ii) Degree / Diploma in Computer from a recognized institute iii) Experience in Library Automation and Administration (iv) 8 years service as Deputy Librarian or equivalent in a recognized college / university in the scale of pay of Rs.6500-250-10500.</p> <p>Desirable:</p> <p>(i) M.Phil / Ph.D in Library Science / Information Science and Documentation</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Deputy Librarian with 8 years service. In case of deputation from analogous post in library or with 8 years of service in the grade of Deputy Librarian or equivalent post in the grade pay of Rs.4600.

LIBRARIAN

The Librarian shall work under the control of the Dean.

The duties will include assisting the Dean in

1. Over all administration supervision and maintenance of the Central Library.
2. Establishment and maintenance of an Electronic library with sufficient nodes.
3. Establishing and maintenance of an inter library network.
4. Bringing about improvements in the library.
5. Issue of new library cards and permitting outsiders to use the library.
6. Purchase of books, journals and magazines.
7. Maintenance and supervision of the library seminar hall for various academic activities.
8. Overall in charge for the stock of furniture and books available in the library.
9. Any other duties assigned by the Superior officers.

RECRUITMENT RULES FOR THE POST OF VETERINARY OFFICER

1.	Name of the post	:	Veterinary Officer
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) A recognized Bachelor's degree in Veterinary Science included in the 1st schedule or in 2nd schedule of veterinary council act 1984 (52of 1984). (ii) Should be registered with state veterinary Council/ Indian veterinary council.</p> <p>Desirable:</p> <p>Master's degree in veterinary sciences in any branch.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By deputation failing which by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	By deputation from the cadre of Veterinary Surgeons working in Animal Husbandry Department of Government of Puducherry.

VETERINARY OFFICER

The Veterinary Officer shall work under the control of the Officer i/c of the animal house.

The duties will include

1. Being overall incharge of procurement and maintenance of animals meant for educational & research purposes.
2. Maintenance of the animal house.
3. Being familiar with the quarantine regulations for upkeep of animals.
4. Being able to diagnose and treat common ailments affecting laboratory animals such as rats, mice, guinea pigs, rabbits, sheep etc.
5. Familiarity with the common vaccines used for the prevention of diseases in animals.
6. Initiation, procurement and storage of animal feed.
7. Familiarity with the housing conditions for common laboratory animals.
8. Supervision of the work of animal attenders.
9. Assisting in Surgical procedures in animals.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF GENERAL DUTY MEDICAL OFFICER (UHC & RHC+SCREENING OPD)

1.	Name of the post	:	General Duty Medical Officer (UHC & RHC + Screening OPD)
2.	Number of post	:	4 (UHC&RHC) + 8 (Screening OPD) + 2 (UHC&RHC) Lady Medical Officers (total – twenty two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: (i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act). ii) Registered with MCI or State Medical Council.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

MEDICAL OFFICERS

The Medical Officers in the screening OPD shall work under the control of the Dy.M.S.

The Medical Officers posted to UHC / RHC shall work under the control of the HOD (Community Medicine).

MO – Screening OPD

The duties will include

1. Inspection of OPD complex daily and ensuring adequate cleanliness and maintenance of equipments.
2. Liaison with specialists and investigative departments, pharmacy and co-ordination of smooth flow of patients.
3. Supervision of all activities of sub-ordinate staff working in the screening OPD.
4. Maintenance of records and registers.
5. Generation of reports and returns.
6. Assistance in academic programmes.
7. Any other duties that may be assigned from time to time by the superiors.

MO – UHC and RHC

The duties will include

1. Inspection of RHC, UHC complex daily and ensuring adequate cleanliness and maintenance of equipments.
2. Liaison with parent hospital, specialists and investigative departments, pharmacy and co-ordination of smooth flow of patients.
3. Supervision of all activities of sub-ordinate staff working in the centres and sub-centres.
4. Assisting of all activities concerned with national programmes.
5. Making field visits as required.
6. Maintenance of records and registers.
7. Generation of reports and returns.
8. Assistance in academic programmes.
9. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF CHILD PSYCHOLOGIST /CLINICAL PSYCHOLOGIST

1.	Name of the post	:	Child psychologist / Clinical psychologist
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. Master's Degree in Psychology of a recognized University or equivalent.</p> <p>2. Diploma in Medical social Psychology of a recognized university or equivalent / M.Phil in Clinical psychologist (or) Diploma in Medical and Social Psychologist from a recognized institution or equivalent.</p> <p>3. Three years experience of child guidance including one year experience in a child psychology unit / Three years experience in Medical and Social Psychologist in a recognized unit.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

CHILD PSYCHOLOGIST

The Child Psychologist shall work under the control of the HOD of Pediatrics.

The duties will include

1. Attending the Child guidance clinic in the hospital which includes counseling to children and parents, application of psycho-diagnostic methods and methods.
2. Assisting the HOD in academic and administrative duties.
3. Participating in training and research.
4. Any other duties that may be assigned from time to time by the superiors.

CLINICAL PSYCHOLOGIST

The Clinical Psychologist shall work under the control of the HOD of Psychiatry.

The duties will include

1. Attending the psychiatry OPD and ward and other ancillary services such as drug de-addiction and counseling of patients and relatives.
2. Application of psycho-diagnostic methods and methods.
3. Assisting the HOD in academic and administrative duties.
4. Participating in training and research.
5. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF PHYSICAL DIRECTOR

1.	Name of the post	:	Physical Director
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) Master's Degree in Physical Education (two year course) Master degree in Sports (MPES) (two year course) (or) its equivalent.</p> <p>Experience:</p> <p>(ii) Experience in Physical Instruction for 5 years in a recognized college.</p> <p>Desirable:</p> <p>Ph.D in Physical Education</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

PHYSICAL DIRECTOR

The Physical Director shall work under the control of the Dean.

The duties will include

1. Being overall in charge of all the sports and other extracurricular activities of the students.
2. Being responsible for the procurement and storage of all stores meant for sports activities.
3. Coordinating the celebrations on such ceremonial occasions such as Independence day and Republic day.
4. Functioning as the member secretary of sports committee.
5. Supervising the maintenance of the stadium, swimming pool, gym and the playgrounds.
6. Co-ordination with University and other colleges for sports activities.
7. Maintenance of recreational facilities in the hostels.
8. Any other duties assigned by the Superior officers.

**RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR / ASSISTANT
FINANCE OFFICER / ASSISTANT ADMINISTRATIVE OFFICER**

1.	Name of the post	:	Assistant Registrar / Assistant Finance Officer / Assistant Administrative Officer
2.	Number of post	:	3 (three) (Subject to variation depending on work load)(including one post of Deputy Registrar presently available)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Postgraduate degree of any university or equivalent. ii) Experience: With 5 years service as office Supdt. / Section Officer / equivalent in the scale of pay of Rs.6500-200-10500. iii) Computer knowledge.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which Deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion / deputation from analogous posts of Finance, Academic and Ministerial or from the grade of office Superintendent with 5 years service in the grade pay of Rs.4600.

ASSISTANT REGISTRAR / AFO / AAO

The Assistant Registrar / AFO / AAO shall work under the control of the Dean.

The duties will include

1. Assisting Registrar / FO / AO in all his duties.
2. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF TUTOR / DEMONSTRATOR

1.	Name of the post	:	Tutor / Demonstrator
2.	Number of post	:	33 (thirty three) (Anatomy – 4, Physiology – 4, Biochemistry – 4, Pharmacology – 3, Pathology – 6, Microbiology – 4, Forensic Medicine – 3, Community Medicine – 4, Dentistry – 1) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: (i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act). (OR) M.sc with Ph.D. or D.Sc in the faculty of Medicine For non-medical graduates the M.Sc.[faculty of Medicine] (Anatomy / Physiology / Biochemistry / Microbiology / Pharmacology / M.Pharm (Pharmacology) in the respective subjects.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

TUTOR / DEMONSTRATOR

The Tutor/Demonstrator shall work under the control of the Head of the Department

The duties will include

1. Providing academic assistance to assigned student's either in groups or individually.
2. Establishing liaison with the faculty to work under the teacher's direction.
3. Responsible for maintaining reports of each student.
4. Assisting in evaluations.
5. Helping students develop positive attitudes towards learning.
6. Helping students develop self-confidence, raise self-respect to reduce anxiety or fear of failure in academic work.
7. Assisting students in achieving a better understanding of subject –both theory & practical.
8. Establishing and maintaining rapport with students.
9. Assisting in the arrangement of practical and clinical classes.
10. Helping in diagnostic work.
11. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF SENIOR DIETICIAN

1.	Name of the post	:	Senior Dietician
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) M.Sc (Nutrition / Home Science with specialization in Food & Nutrition)</p> <p>(or)</p> <p>B.Sc (Nutrition) / B.Sc (Home Science) with PG Diploma in Dietetics</p> <p>Experience:</p> <p>(ii) Five years as Dietician in the scale of pay of Rs.6500-200-10500 or its equivalent.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which by Deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Dietician in the grade pay of Rs.4200 with 5 years experience. Deputation from analogous posts of dietician of Central / State / UT / Autonomous Bodies or with 5 years service in the grade pay of Rs.4600

SENIOR DIETICIAN

The Senior Dietician shall work under the control of the Medical Superintendent / Dy.M.S.

The duties will include

1. Making ward rounds to find out about special dietary needs of the patients.
2. Liaison visits to the physicians to discuss the special dietary needs of patients.
3. Visiting the hospital kitchen and giving specific instructions to prepare special diets.
4. Giving nutritional education to inpatients/outpatients/visitors and public at camps or other designated sites.
5. Taking classes on nutrition for students.
6. Holding the inventory of the dietary cell.
7. Preparation statistics periodically.
8. Preparing weekly menu for the inpatients.
9. Preparation special menu for patients requiring special diets and handing over to patients on discharge.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF SENIOR MEDICAL RECORDS OFFICER

1.	Name of the post	:	Senior Medical Records Officer
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Non selection
6.	Age limit for Direct Recruitment	:	Not exceeding 55 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: (i) Bachelor's degree in Medical Record Science. Experience: (ii) Five years experience in the cadre of MRO in the scale of pay of Rs.6500-200-10500 or equivalent.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which deputation failing which by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Medical Record Officer with 5 years experience. Deputation from analogous posts of Central / State / UT / Autonomous Bodies or with 5 years service in the grade pay of Rs.4600

SENIOR MEDICAL RECORD OFFICER

The Senior Medical Record Officer shall work under the control of the Medical Superintendent / Dy.M.S.

The duties will include

1. Being in charge of medical records department, admission cell, hospital reception, patients cloak room.
2. Responsibility for designing medical records, computerizing the department and drafting hospital forms.
3. Organization of the monthly audit meeting.
4. Convening of weekly review committee meeting with clinical departments for completion of records.
5. Responsibility for proper medical records keeping and implementing fast retrieval techniques.
6. Securing safely the medico legal records.
7. Planning and supervision of distribution and retrieval of OPD documents on a daily basis.
8. Responsibility for drafting, instituting policy or final disposal of medical records as per existing national norms/policies.
9. Detailing staff on shifts as per requirement.
10. Assisting students and doctors in research programmes.
11. Conducting training programmes in Medical Record Science.
12. Updating himself with progress in the field of medical records keeping.
13. Generation and maintenance of hospital statistics.
14. Supervision of personnel posted in various reception.
15. Supervision of the functions of cloakroom.
16. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT WORKSHOP

1.	Name of the post	:	Superintendent Workshop
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 3 Rs.15600-39100 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Not Applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's Degree in Bio-Medical / Mechanical / Electrical / Instrumentation / Electronics Engineering from a recognized University or Institution.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Deputation failing which Direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation from analogous post or from the grade in the grade pay of Rs.4200 with 5 years service of maintenance of Medical Equipments.

SUPERINTENDENT WORKSHOP

The Superintendent workshop shall work under the control of the Director.

The duties will include

1. Being accountable to both the Medical Superintendent in hospital maintenance and the Dean in Institution maintenance.
2. Being overall incharge of the workshop.
3. Being responsible for preventive and breakdown maintenance programme of the entire complex including equipments/buildings/records etc.
4. Supervising the cadre of supervisors belonging to the following areas:
 - Electrical AC and refrigeration
 - Buildings and roads
 - Electronics and Communication
 - Mechanical &Automobile
 - Biomedical engineering
 - Waste management
 - Water purification
 - Fire control
5. Ensuring that essential services are carried out round the clock.
6. Preparing preventive maintenance programme for every equipment and handing it over to the users.
7. Preparing logbook for every equipment and handing it over to the users. Periodic overseeing the completion of the logbooks.
8. Being responsible for corrective / emergency maintenance by his own staff / outsourcing / annual maintenance contractors. Being responsible for following the procedures given in the SOP.
9. Ensuring the physical safety of patients, visitors and staff are safeguarded from hazards arising from electrical, mechanical or other engineering defects.
10. Supervision of the following:
 - Installation of equipments
 - Addition/alteration of buildings
 - Generation and distribution of utilities.
 - Inspection, Calibration and lubrication.
11. Preparation of a maintenance schedule and following it.
12. Being responsible for maintaining an inventory of instruments, spares, registers & ledgers.
13. Preparation of reports and returns.
14. Indenting, collecting, stocking, accounting and issue of stores as per SOP.
15. Functioning as an advisor on all engineering aspects.
16. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF DEPUTY NURSING SUPERINTENDENT

1.	Name of the post	:	Deputy Nursing Superintendent
2.	Number of post	:	1(one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Non-selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Bachelor's Degree in Nursing ii) Registered with any State Nursing Council</p> <p>Experience:</p> <p>(iii) 5 years experience as Assistant Nursing Superintendent in a recognized hospital in the scale of pay of Rs.6500-200-10500 or equivalent</p> <p>Desirable:</p> <p>Master's Degree in Nursing</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Assistant Nursing Superintendent with 3 years service in the grade pay Rs.4200. Deputation / absorption from analogous posts or with 3 years service in the grade pay of Rs.4600 Grade Pay.

DEPUTY NURSING SUPERINTENDENT

The Deputy Nursing Superintendent shall work under the control of the Chief Nursing Officer.

The duties will include

1. Officiating as CNO in her absence on instruction of Medical Superintendent / Dy. Medical Superintendent.
2. Assisting the Chief Nursing Officer in her duties.
3. Evaluating the nursing care and sanitation in the hospital premises and submitting report to the Chief Nursing Officer.
4. Conducting and evaluating nursing training programmes.
5. Supervisory hospital rounds on a daily basis.
6. Assisting the Chief Nursing Officer in the management of Nurses hostel.
7. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT NURSING SUPERINTENDENT

1.	Name of the post	:	Assistant Nursing Superintendent
2.	Number of post	:	4 (four) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'A'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 5400 Grade Pay
5.	Whether selection post or non-selection post	:	Non-selection
6.	Age limit for Direct Recruitment	:	Not exceeding 43 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor's Degree in Nursing ii) Registered with any State Nursing Council Experience: (iii) 3 years service as a Nursing Sister in a recognized hospital in the scale of pay of Rs.5500-175-9000 or equivalent.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Nursing Sister with 3 years service in the grade pay of Rs.4200. Deputation / Absorption: From analogous posts or with 3 years service in the grade pay of Rs.4200.

ASSISTANT NURSING SUPERINTENDENT

The Assistant Nursing Superintendent shall work under the control of the Chief Nursing Officer.

The senior most will officiate as Dy. Nursing Superintendent in her absence on orders from Medical Superintendent/Dy. Medical Superintendent.

The duties will include

1. Assisting Dy. Nursing Superintendent/CNO in their duties.
2. Supervising all nursing activities and general cleanliness of designated area.
3. Carrying out basic nursing duties when called for.
4. Training the nurses on procedures and supervising nurses training programme.
5. Getting feedback from patients and visitors about the general conduct of nurses, and other ward staff, nursing procedures etc and taking remedial measures under the guidance of CNO/DNS.
6. Any other duties that may be assigned from time to time by the superiors.

Group B

RECRUITMENT RULES FOR THE POST OF PROGRAMMER

1.	Name of the post	:	Programmer
2.	Number of post	:	1 (one)(Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4800 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 30 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Post Graduate degree in computer science / computer application. ii) Three years programming experience in electronic data processing.</p> <p>Desirable: Experience in Web designing</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Assistant Programmer / Data Processing Assistant with 3 years service. Deputation from analogous posts or with 3 years service in the grade pay of Rs.4200 or with 7 years service in the grade pay of Rs.4200 and possessing the education qualification as above.

PROGRAMMER

The Programmer shall work under the control of the System Analyst.

The duties will include

1. Executing of data entry, storage, processing and retrieval.
2. Supervising the activities of data processing assistant.
3. Creating backup storage.
4. Being responsible for maintaining the inventory of computer cell.
5. Preparing the reports and returns.
6. Indenting, Collecting and Accounting of stationery and general stores for computer cell.
7. Maintenance of all the computers of the Institute.
8. Software development and programming.
9. Initiating correspondence pertaining to IT related activities.
10. Providing technical support and help to all users and staff.
11. Imparting training to users and students.
12. Any other duties that may be assigned from time to time by the superiors.

**RECRUITMENT RULES FOR THE POST OF NURSING SISTER/PUBLIC HEALTH
TECHNICAL NURSE**

1.	Name of the post	:	Nursing Sister/ Public Health Technical Nurse
2.	Number of post	:	27 + 1 (twenty seven) (Subject to variation depending on work load) + 1 Public Health Technical Nurse
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4800 Grade Pay
5.	Whether selection post or non-selection post	:	Non-selection
6.	Age limit for Direct Recruitment	:	Not applicable
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's degree in Nursing from a recognized University / Institution. Registered with any State Nursing Council Experience: 3 years experience as a staff nurse.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	1) Promotion: From the grade of Staff Nurse with 3 years experience in the grade pay of Rs.4200. 2) Deputation / Absorption: From analogous posts or with 3 years service in the grade pay of Rs.4200.

NURSING SISTER/PUBLIC HEALTH TECHNICAL NURSE

The Nursing Sister/Public Health Technical Nurse shall work under the control of the Assistant Nursing Superintendent and Head of Department respectively.

The duties include

1. Carrying out all nursing procedures of the ward/Department.
2. Supervising the functional status, maintaining and repairing of all equipments, furniture and fixtures of ward/department.
3. Training the nurses and supervising nurse training programme.
4. Taking daily ward rounds.
5. Preparing / supervising preparation of patient beds.
6. Receiving the admitted cases and discharging the patients on advice.
7. Recording the vital signs of the patients.
8. Recording all the parameters as prescribed by doctors.
9. Collecting lab specimens, dispatching to the lab, collecting the results and recording them at prescribed documents.
10. Performing all necessary procedure.
11. Indenting, storing, accounting and distribution of all stores.
12. Maintaining registers and documents and preparing reports and returns.
13. Preoperative preparation of all patients.
14. Assisting the patients and physiotherapists in giving physiotherapy.
15. Assisting the bedridden patients in vomiting, passing urine and stool.
16. Catheterization of female patients.
17. Undertaking of new borns.
18. Escorting the patients to different wards and departments along with their documents.
19. Calling for concerned doctors in emergency and following SOP on dealing with emergencies.
20. Paying special attention and respect to the dead body. Wrapping the dead body and handing over it to mortuary.
21. Any other duties that may be assigned from time to time.

RECRUITMENT RULES FOR THE POST OF STAFF NURSE

1.	Name of the post	:	Staff Nurse
2.	Number of post	:	141 (one hundred and forty one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Degree in Nursing/Diploma in general nursing and Midwives or equivalent ii) Registered with any State Nursing Council
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By direct recruitment failing which by deputation.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation / Absorption: From analogous posts

STAFF NURSE

The Staff Nurse shall work under the control of the Nursing sister on nursing and administrative aspects and to treat patient for implementing doctor's orders.

The duties include

1. Carrying out all nursing procedures of the ward/Department.
2. Supervising the functional status, maintenance and repair of all items of wards/departments.
3. Training the newly posted nurses and other staff.
4. Taking daily ward rounds.
5. Taking ward rounds with treating doctors and supervisory nursing staff/medical staff.
6. Preparing the patients beds.
7. Receiving the admitted cases and discharge patients on doctor's order.
8. Recording the vital signs of the patients.
9. Recording all parameters as prescribed by doctor.
10. Collecting lab specimens, dispatch to labs, collect the test results and record them at prescribed documents.
11. Administering medicines, gases and fluids as per prescription .
12. Performing indenting , storage, accounting and distribution of all stores.
13. Maintaining of charts, registers and documents.
14. Nursing care of eye, ear, mouth, breast, perineum and whole body of the patients where indicated.
15. Carrying out feeding (especially tube feeding) of the patients.
16. Preoperative preparation of all patients .
17. Carrying out coma care and prevention of bed sore.
18. Giving stomach wash, bowel wash and enema.
19. Giving dressings, infusions and transfusions where indicated .
20. Assisting the bedridden patients and physiotherapists in giving physiotherapy.
21. Assisting the bedridden patients in vomiting, passing urine and stool.
22. Catheterization of female patients.
23. Undertaking care of new borns.
24. Escorting the patients to different wards and departments along with their document.
25. Calling for the concerned doctor in emergency and follows Sop on dealing with emergencies.
26. Taking special attention and respect to the dead body. She will wrap and hand over it to the relatives/ mortuary or to the police (in case of the medico legal cases) as per existing SOP.
27. Imparting health education to patients and visitors.
28. Supervising the jobs of multipurpose workers of their wards/departments.
29. Handing over /take over the patients/documents/stores after each shift of duty.
30. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF DEPUTY LIBRARIAN

1.	Name of the post	:	Deputy Librarian
2.	Number of post	:	1(one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 45 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: (i) Master Degree in Library Science / Information Science from a recognized University (ii) Experience in Library Automation</p> <p>Experience: (iii) Three years experience as Assistant Librarian in a recognized college / university in the scale of pay of Rs.5500-175-9000 or equivalent. (iv) Experience in Library Administration.</p> <p>Desirable: (i) M.Phil / Ph.D in Library Science / Information Science and Documentation (ii) Computer: Degree / Diploma / Knowledge.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Promotion failing which Deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Assistant Librarian with 3 years service in the grade pay of Rs.4200. Deputation / Absorption: From analogous posts or with 3 years service in the grade pay of Rs.4200.

DEPUTY LIBRARIAN

The Deputy Librarian shall work under the control of the Librarian.

The duties will include

1. Over all administration supervision and maintenance of the Central Library.
2. Establishing and maintaining of an Electronic library with sufficient nodes.
3. Establishing and maintenance of an inter library network.
4. Bringing about improvements in the library.
5. Issue of new library cards and permitting outsiders to use the library.
6. Purchase of books, journals and magazines.
7. Carrying out an annual physical verification of all stocks.
8. Maintenance and supervision of the library seminar hall for various academic activities.
9. Overall in charge for the stock of furniture and books available in the library.
10. Any other duties that may be assigned from time to time by the Superior officers.

RECRUITMENT RULES FOR THE POST OF DIETICIAN

1.	Name of the post	:	Dietician
2.	Number of post	:	3 (three)(Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: i) M.Sc (Nutrition / Home Science with specialization in Food & Nutrition) (or) (ii) B.Sc (Nutrition) / B.Sc (Home Science) with PG Diploma in Dietetics</p> <p>Desirable: Three years experience in a recognized hospital / Institution in the scale of pay of Rs.5500-175-9000 as Dietician or equivalent post.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

DIETICIAN

The Dietician shall work under the control of the Senior Dietician and will officiate as Senior dietician in her absence

The duties will include assisting the Senior dietician in

1. Making ward rounds to find out about special dietary needs of the patients.
2. Liaising with physicians to discuss the special dietary needs of patients.
3. Visiting the hospital kitchen and giving specific instructions to prepare special diets.
4. Giving nutritional education to inpatients/outpatients/visitors and public at camps or other designated sites.
5. Taking classes on nutrition for students.
6. Assisting the Senior dietician in her duties.
7. Assisting the Senior dietician in the preparation of statistics.
8. Preparing weekly menu for the inpatients and over to the kitchen.
9. Preparing special menu for patients requiring special diets and handover to patients on discharge.
10. Ensuring the cleanliness of the kitchen and neighbouring areas.
11. Ensuring monthly medical examination of all food handlers.
12. Any other duties that may be assigned from time to time by the superiors.

**RECRUITMENT RULES FOR THE POST OF MEDICAL / SOCIAL WORKER/ PSYCHIATRY
SOCIAL WORKER / VOCATIONAL COUNSELLOR**

1.	Name of the post	:	Medical / Social worker/ Psychiatry Social Worker / Vocational Counsellor
2.	Number of post	:	Medical / Social worker / Psychiatry Social Worker - 10 (twelve) (PSM – 5, Psychiatric – 2, Paediatrics – 1, Obst. & Gyance. – 2) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Master's Degree in Psychology / Sociology / Social work from a recognized Institution. Desirable: Two years experience as a MSW in a recognized hospital.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

MEDICO SOCIAL WORKER/PSYCHIATRY SOCIAL WORKER/VOCATIONAL COUNSELLOR

The Medico Social Worker/Psychiatry Social Worker shall work under the control of the assigned HODs.

The duties will include

1. Providing health education to patients and public.
2. Guiding and assisting the patients in obtaining concessions and sanctioned / eligible financial assistance.
3. Motivating the public for blood donation.
4. Assisting the patients in reaching various departments.
5. Organizing camps, health exhibition etc.
6. Motivating the public to avail primary health care services and psychiatric help where needed.
7. Counselling of patients and relatives.
8. Communicating with relatives of seriously ill and deceased patients.
9. Acting as a liaison between doctors and patients and helping the doctors get the psychosocial background of the patients.
10. Helping the patients know more about disease prevention and advising regarding health promotion.
11. Dealing with patients / community with compassion and empathy.
12. Working as a member of rehabilitation team of the hospital.
13. Guiding and training convalescents in suitable vocations.
14. Motivating patients to continue with or change into relevant vocations.
15. Being responsible for the inventory keeping of vocational cell.
16. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS OFFICER

1.	Name of the post	:	Medical Records Officer
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4600 Grade Pay
5.	Whether selection post or non-selection post	:	Non selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's degree in Medical Record Science or MRO certificate with 3 years experience in the cadre of AMRO in the scale of Rs.5500-175-9000.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Assistant Medical Records Officer with 3 years experience. Deputation / Absorption: From analogous posts or with 3 years service in the grade pay of Rs.4600

MEDICAL RECORDS OFFICER

The Medical Records Officer shall work under the control of Senior Medical Record Officer.

The duties will include assisting the SMRO in

1. Administration of medical records department, admission cell, hospital reception, patients cloak room.
2. In designing medical records, computerizing the department and drafting hospital forms.
3. Organization of the monthly audit meeting.
4. Convening of weekly review committee meeting with clinical departments for completion of records.
5. Proper medical records keeping and implementing fast retrieval techniques.
6. Securing safety of medico legal records.
7. Planning and supervision of distribution and retrieval of OPD documents on a daily basis.
8. Drafting, instituting policy or final disposal of medical records as per existing national norms/policies.
9. Detailing staff on shifts as per requirement.
10. Assisting students and doctors in research programmes.
11. Conducting training programmes in Medical Record Science and updating with progress in the field of medical records.
12. Generation and maintenance of hospital statistics.
13. Supervision of personnel posted in various receptions.
14. Supervision of the functions of cloak room.
15. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

1.	Name of the post	:	Private Secretary
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4600 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 50 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. Master's degree of recognized university / Institution with computer knowledge.</p> <p>2. Shorthand in English (Higher) Typing Tamil (Lower) English (Higher)</p> <p>Experience:</p> <p>3. 3 years experience in stenographer Gr.I or equivalent in the scale of pay of Rs.9300-34800 + Rs.4200 Grade Pay.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Stenographer Gr.I with 3 years service in the grade pay of Rs.4200. Deputation / Absorption: From analogous posts or with 3 years service in the grade pay of Rs.4200.

PRIVATE SECRETARY

The Private Secretary shall work under the control of the designated Officer.

The duties will include

1. Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
2. Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
3. Exercising skills in human relations and be cordial with the persons who come in contact with the assigned superior Officer.
4. Taking dictation in shorthand transcribing it.
5. Fixing up of appointments
6. Screening the telephone calls and the visitors in a tactful manner.
7. Keeping an accurate list of engagements, meetings etc., and reminding the Officer sufficiently in advance of the same.
8. Maintaining in proper order, the papers required to be retained by the Officer.
9. Keeping a note of the movement of files seen by his Officer and other officers.
10. Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
11. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
12. Generally assisting him in such a manner as he may direct and at the same time.
13. Indenting stationery and stores and maintaining inventory.
14. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF STATISTICIAN

1.	Name of the post	:	Statistician
2.	Number of post	:	2 (two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. Master's degree in statistics. 2. Familiarity with standard Electronic Statistical Software.</p> <p>Desirable:</p> <p>Experience in Health statistics for 2 years.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

STATISTICIAN

One of the Statisticians shall work under the control of the SMRO in the Medical Records department and the other under the HOD, Community Medicine.

Statistician –MRD

The duties will include

1. Preparation and maintenance of all hospital statistics.
2. Preparation of monthly reports of morbidity and mortality.
3. Generation of other reports as required.
4. Compiling and sending of returns pertaining to disease statistics to various organizations.
5. Providing information to various departments for research purposes.
6. Forwarding of statistical returns regarding notifiable diseases to the Directorate and other agencies.
7. Participation in the training programme of the Department.
8. Any other duties that may be assigned from time to time by the superiors.

Statistician – Community Medicine

1. Preparation and maintenance of all statistics concerning UHC & RHC and Department.
2. Participating in all the teaching, training and research programmes of the Institute.
3. As ex-officio member of the institute research council providing statistical assistance to all ongoing research programmes of all the departments.
4. Assisting in the statistical calculation of scientific papers of all departments.
5. Assisting in all statistical works of all departments.
6. Assisting in the dissertations of the Postgraduate students.
7. Conducting training programmes in statistics for various intramural and extramural users.
8. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT

1.	Name of the post	:	Office Superintendent
2.	Number of post	:	6 (six)(Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4600 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 46 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. Master Degree from a recognized University 2. Working knowledge in computer.</p> <p>Desirable:</p> <p>1. Pass in the departmental Higher Accounts test(Part I&II)</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	<p>Promotion: From the grade of Assistant with three years experience service in the grade pay of Rs.4200.</p> <p>Deputation / Absorption: From analogous posts of ministerial cadre or with 3 years service in the in the grade pay of Rs.4200 in the Ministerial Cadre.</p>

OFFICE SUPERINTENDENT

The Office Superintendent shall work under the control of the Registrar/Finance Officer / Administrative Officer / Dy. M.S. as the case may be.

The duties will include

A. GENERAL DUTIES

1. Distribution of work to the subordinate staff equitably.
2. Training, helping and advising the staff.
3. Management and co-ordination of the work.
4. Maintenance of order and discipline in the section.
6. Maintenance of a list of residential addresses of the Staff.

B. RESPONSIBILITIES RELATING TO DAK.

1. Going through the receipts and despatches.
2. Putting up dak to the higher authorities immediately.
3. Keeping a watch on any hold-up in the movement of dak; and
4. Scrutinizing the section diary once a week to know that it is being properly maintained.

C. RESPONSIBILITIES RELATING TO ISSUE OF DRAFT:

1. Ensuring that all corrections have been made in the draft before it is marked for issue.
2. Checking whether all enclosures are attached.
3. Priority marking.
4. Indicating the mode of despatch.

D. RESPONSIBILITY OF EFFICIENT AND EXPEDITIOUS DISPOSAL OF WORK AND CHECKS ON DELAYS.

1. Keeping a note of important receipts with a view to watching the progress of action.
2. Ensuring timely submission of arrear and other returns.
3. Inspection of clerks' tables to ensure that no letter file has been overlooked.
4. Ensuring that cases are not held up at any stage. .
5. Going through the list of periodical returns every week and taking suitable action on items requiring attention during next week.

E. INDEPENDENT DISPOSAL OF CASES.

1. Issuing reminders.
2. Obtaining or supplying factual information of a non-classified nature.
3. Any other action on the subject as authorize.

F. DUTIES IN RESPECT OF RECORDING AND INDEXING

1. Approving the recording of files and their classification.
2. Review of recorded file before destruction.
3. Ordering and supervising periodic weeding of unwanted spare copies
4. Ensuring proper maintenance of registers.
5. Ensuring proper maintenance of reference books, Office Orders, etc., and keeping them up to date.
6. Ensuring neatness and tidiness in the Section.
7. Dealing with important and complicated cases himself.
8. Ensuring strict compliance with Departmental Security Instructions.
9. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF PHYSIOTHERAPIST

1.	Name of the post	:	Physiotherapist
2.	Number of post	:	6 (six) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: Bachelor degree in physiotherapy or its equivalent from recognized institution.</p> <p>Desirable: 1 years experience in the field of rehabilitation.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

PHYSIOTHERAPIST

The Physiotherapist shall work under the control of HOD, Orthopaedics. A physiotherapist delegated by the HOD of orthopaedics will maintain the departmental inventory indent, stock, issue and account for expendable and non expendable stores.

The duties will include

1. Treating the patients in the department of physiotherapy/other wards /departments.
2. Advising the patients on self therapy/home therapy/group therapy.
3. Providing health education to the patients.
4. Maintaining the registers and statistics.
5. Being responsible for preparing reports and returns.
6. Keeping a logbook for each equipment and follow prescribed preventive maintenance programme.
7. Maintaining general cleanliness of the area.
8. Treating all patients with compassion and empathy.
9. Assisting in teaching, training and research activities of the Department.
10. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF OCCUPATIONAL THERAPIST

1.	Name of the post	:	Occupational Therapist
2.	Number of post	:	2 (two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor degree in Occupational Therapy or its equivalent from recognized institution. Desirable: 1 years experience in the field of rehabilitation.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

OCCUPATIONAL THERAPIST

The Occupational Therapist shall work under the control of HOD Orthopaedics. An occupational therapist delegated by the HOD, orthopaedics will maintain the departmental inventory, indent, stock, issue and account for expendable and non-expendable stores.

The duties will include

1. Providing occupational therapy to the prescribed patients.
2. Advising the patients on self therapy/home therapy.
3. Providing health education to the patients.
4. Maintaining the registers and statistics.
5. Being responsible for preparing reports and returns.
6. Keeping a log book for each equipment and follow prescribed previous maintenance programme.
7. Maintaining general cleanliness of the area.
8. Treating all patients with compassion and empathy.
9. Assisting in teaching, training and research activities of the Department.
10. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF ORTHOTIC AND PROSTHETIC TECHNICIAN

1.	Name of the post	:	Orthotic and Prosthetic Technician
2.	Number of post	:	2 (two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's degree in Orthotics and Prosthetics from a recognized institution. (OR) Diploma in Orthotics and Prosthetics or from a recognized Institution or equivalent with two years experience in an Orthotic and Prosthetic workshop.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

ORTHOTIC AND PROSTHETIC TECHNICIAN

The Orthotic and prosthetic technician shall work under the control of. HOD of Orthopaedics

The duties will include

1. Preparation of appliances and calipers according to the needs of the patients referred to the Department.
2. Taking measurements for prostheses and advising the patients regarding the same.
3. Participating in preparation of prostheses.
4. Preparation and distribution of crutches.
5. Deal with any instances of problems with prosthetic limbs and take corrective measures.
6. Coordinating with physiotherapy and occupational therapy departments for ensuring functional satisfaction to patients.
7. Assisting in teaching, training and research activities of the Department
8. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF HEALTH EDUCATOR

1.	Name of the post	:	Health Educator (RHC - 2, UHC - 2)
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>(i) Bachelor Degree in Botany/Zoology/Home Science/ Nutrition/Chemistry/ Social science/ Social Anthropology (10+2+3 system) from a recognized University or its equivalent.</p> <p>(ii) Diploma in Health Education from a recognized University.</p> <p>iii) one year experience in the relevant field.</p> <p>Desirable:</p> <p>Master's Degree in any one of the subject detailed under col. 8(i) from a recognized University.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

HEALTH EDUCATOR

The Health Educator shall work under the control of. Head of Department of community medicine.

The duties will include

1. Providing health education to the public, at rural health centre, urban health centre, OPDS, camps, homes etc.
2. Organizing camps, health exhibition, well baby clinics etc.
3. Motivating public to avail primary health care services and to take part in national health programmes.
4. Creating awareness among public about environmental sanitation and personal hygiene and taking part in environmental cleaning.
5. Studying the environmental problems.
6. Organising meetings with village representatives, mahila mandals etc periodically.
7. Conducting epidemiological survey/investigation with the help of doctor.
8. Acting as a link between the doctors and the patients and helping the doctors.
9. Getting details about the social background of patients and the patients about the diseases and prevention.
10. Dealing with patients / community with compassion and empathy.
11. Any other duties that may be assigned from time to time by the superiors

**RECRUITMENT RULES FOR THE POST OF ASSISTANT PROGRAMMER / DATA
PROCESSING ASSISTANT**

1.	Name of the post	:	Assistant Programmer / Data Processing Assistant
2.	Number of post	:	2 (two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 30 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: 1.Post Graduate degree in Computer Science / Computer Application. 2.Two years experience in electronic data processing.</p> <p>Desirable: Experience in programming</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which deputation, failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade DEO with 6 years service in the grade pay of Rs.2800. Deputation / Absorption: From analogous posts of Data Processing or with 6 years service of Data Processing in the grade pay of Rs.2800.

ASSISTANT PROGRAMMER / DATA PROCESSING ASSISTANT

The Assistant Programmer / Data Processing Assistant shall work under the control of the Programmer.

The duties will include

1. Assisting the programmer in data storage, processing and retrieval.
2. Creating backup storage for posterity.
3. Helping the programmer to maintain the inventory.
4. Helping the programmer in preparing reports and returns.
5. Helping the programmer in indenting, collecting, stocking and accounting of stores.
6. Maintenance of all the computers in the establishment.
7. Helping the programmer in the development of the software.
8. Helping the programmer in the application of different software.
9. Providing technical support and help to all users and staff.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARIAN

1.	Name of the post	:	Assistant Librarian
2.	Number of post	:	1(one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1) Master's degree in Library Science/ Information Science.</p> <p>2) Experience in Library Automation</p> <p>Desirable:</p> <p>1. Three years experience in a Medical / Engineering / University Library</p> <p>2. Degree/Diploma in computer</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

ASSISTANT LIBRARIAN

The Assistant Librarian shall work under the control of the Librarian.

The duties will include assisting the Librarian in

1. Over all administration supervision and maintenance of the Central Library.
2. Establishment and maintenance of an Electronic library with sufficient nodes.
3. Establishing and maintenance of an inter library network
4. Bringing about improvements in the library,
5. Issue of new library cards and permitting outsiders to use the library.
6. Purchase of books, journals and magazines.
7. Maintenance and supervision of the library seminar hall for various academic activities.
8. Overall in charge for the stock of furniture and books available in the library.
9. Any other duties assigned by the Superior officers.

RECRUITMENT RULES FOR THE POST OF ASSISTANT MEDICAL RECORDS OFFICER

1.	Name of the post	:	Assistant Medical Records Officer
2.	Number of post	:	2 (Two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non selection
6.	Age limit for Direct Recruitment	:	Not exceeding 45 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: Bachelor's degree in Medical Record Science or MRO certificate with 5 years experience in the cadre of Medical Record Clerk in the scale of Rs.3200-85-4900 or equivalent.</p> <p>Desirable: Degree / Diploma in computer.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of Medical Record Supervisor with 5 years experience.

ASSISTANT MEDICAL RECORD OFFICER

The Assistant Medical Record Officer shall work under the control of the M.R.O / S.M.R.O.

The duties will include assists the MRO / SMRO in

1. Administration of medical records department, admission cell, hospital reception, patients cloak room.
2. In designing medical records, computerizing the department and drafting hospital forms.
3. Organization of the monthly audit meeting.
4. Convening of weekly review committee meeting with clinical departments for completion of records.
5. Proper medical records keeping and implementing fast retrieval techniques.
6. Securing safety of medico legal records.
7. Planning and supervision of distribution and retrieval of OPD documents on a daily basis.
8. Drafting, instituting policy or final disposal of medical records as per existing national norms/policies.
9. Detailing staff on shifts as per requirement.
10. Assisting students and doctors in research programmes.
11. Conducting training programmes in Medical Record Science and updating with progress in the field of medical records.
12. Generation and maintenance of hospital statistics.
13. Supervision of personnel posted in various receptions.
14. Supervision of the functions of cloak room.
15. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF STOREKEEPER–CUM-CLERK-CUM-COMPUTER OPERATOR GRADE-I

1.	Name of the post	:	Storekeeper- cum- Clerk-cum-Computer Operator Grade-I
2.	Number of post	:	5(five) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 45 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized university / institute or equivalent 2. Computer knowledge. 3. Five years experience in store keeping <p>Desirable:</p> Degree / Diploma in Material Management
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion, failing which by deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Storekeeper-cum-Clerk Gr.II with 10 years service in the grade pay of Rs.2400. Deputation / Absorption: i) From analogous posts of Store Keeping (or) ii) with 10 years service as Storekeeper-cum-clerk Gr.II in the grade pay of Rs.2400.

STOREKEEPER-cum –CLERK Gr.I

The storekeeper shall work under the control of the HOD/Dy.M.S.,

The duties will include

1. Being responsible for the care, custody of stores and issuing of stocked items.
2. Receipt, stocking, issue and accounting of stored items.
3. Monitoring the consumption of stores and to prepare indent for procurement
4. Calling of quotations/tenders and preparation of comparative statement.
5. Maintenance of connected Ledgers/Registers/SRB etc.
6. Maintenance of furniture, equipments, glasswares, miscellaneous items of the concerned department, section, unit etc.
7. Maintenance of buffer stock wherever necessary.
8. Maintenance of related files in respect of stores.
9. Arrangements for day-to-day repair work of sophisticated instruments, equipments and for annual service contract.
10. Proposal for condemnation of unserviceable, broken and obsolete items and monitoring of the same.
11. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gr.I

1.	Name of the post	:	Stenographer Gr.I
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 45 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Bachelor's degree of recognized university / Institution with computer knowledge.</p> <p>ii) Shorthand in English (Higher) Typing Tamil (Lower) English (Higher)</p> <p>Experience:</p> <p>iii) 3 years service as stenographer Gr.II in the scale of pay of Rs.5000-150-8000.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	<p>Promotion: From the grade of Stenographer Gr.II with 3 years experience in the grade pay of Rs.4200.</p> <p>2) Deputation / Absorption: i) From analogous post of Stenographer or ii) with 3 years service in the grade pay of Rs.4200 as Stenographer Gr.II</p>

STENOGRAPHER GR.I

The Stenographer Gr.I shall work under the control of the designated Officer.

The duties will include

1. Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
2. Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
3. Exercising skills in human relations and be cordial with the persons who come in contact with the assigned superior Officer.
4. Taking dictation in shorthand transcribing it.
5. Fixing up of appointments.
6. Screening the telephone calls and the visitors in a tactful manner.
7. Keeping an accurate list of engagements, meetings etc., and reminding the Officer sufficiently in advance of the same.
8. Maintaining in proper order, the papers required to be retained by the Officer.
9. Keeping a note of the movement of files seen by his Officer and other officers.
10. Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
11. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
12. Generally assisting him in such a manner as he may direct and at the same time.
13. Indenting stationery and stores and maintaining inventory.
14. Any other duties that may be assigned from time to time by the superiors

**RECRUITMENT RULES FOR THE POST OF SPEECH THERAPIST / AUDIOMETRY
TECHNICIAN**

1.	Name of the post	:	Speech Therapist / Audiometry Technician
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'B'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Degree in speech pathology from a recognized university (or) equivalent qualification in relevant field.</p> <p align="center">(OR)</p> <p>Diploma in speech pathology with 2 years experience in the relevant field in a recognized hospital / institution.</p> <p>ii) Knowledge of Tamil</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

SPEECH THERAPIST / AUDIOMETRY TECHNICIAN

The speech therapist /audiometry technician shall work under the control of the HOD of ENT

The duties will include

1. Carrying out audiometry, hearing aid test, trial and prescription of hearing aids, speech therapy etc.
2. Maintenance of all equipments of ENT department.
3. Taking care of all the inventory related to audiology and any others as directed by the superior.
4. Keeping the entire area clean and tidy.
5. Preparing the reports and returns
6. Making of indents, collection of stores, stocking them and accounting for them properly.
7. Preparing monthly statistics.
8. Any other duties that may be assigned from time to time by the superiors.

Group C

RECRUITMENT RULES FOR THE POST OF SENIOR RESIDENT-CUM-TUTOR

1.	Name of the post	:	Senior Resident-cum-Tutor (Tenure renewable every year for a maximum of 3 years)
2.	Number of post	:	37 (thirty seven) (General Medicine – 6, T.B. & Chest – 1, Dermatology – 1, Psychiatry – 1, Paediatrics – 3, General Surgery – 6, Orthopaedics – 3, Ophthalmology – 1, ENT – 1, Obst. & Gynaec. – 3, Anesthesiology – 7, Radio-Diagnosis – 4) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB-3 Rs.15600 - 39100 + 6600 Grade pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 33 years
7.	Period of probation if any	:	--
8.	Educational Qualification	:	Essential: i) A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act). Experience: ii) Three years experience in the subject in a recognized medical college / Institution after acquiring the MBBS degree. Desirable: A postgraduate degree / Diploma in respective subject.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

SENIOR RESIDENT-CUM-TUTOR

The Senior residents shall work under the control of the Head of the unit. They will be the principal physician in charge of day to day management of inpatients and outpatients managed by the unit and will take instruction where necessary from the Head/other faculty in the unit.

Their duties will include:

1. Providing and assisting in patient care and operating room procedures.
2. Attending rounds with supervisors and independently.
3. Taking night calls in rotation.
4. Attending to emergency room patients when on call, including review and retrieval of records and x-rays of patients.
5. Co-ordinating and directing interns and Junior residents.
6. Attending to all emergency operative procedures when on call.
7. Participating in outpatient clinic including rural/urban centres and sub-centres.
8. Participating in undergraduate and postgraduate teaching.
9. Issuing medical certificates.
10. Seeing consultations on behalf of the unit.
11. Preparation of the operating schedule and work schedule.
12. Ensuring that all case records are complete.
13. Attending courts as and when required.
14. Assisting in research activities.
15. Ensuring that investigations as appropriate are sent in time and results collected.
16. Interacting with patients relatives.
17. Obtaining informed consent for procedures.
18. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF JUNIOR RESIDENT

1.	Name of the post	:	Junior Resident (Tenure for 1 year)
2.	Number of post	:	77 (seventy seven) (General Medicine – 18, T.B. & Chest – 2, Dermatology – 3, Psychiatry – 3, Paediatrics – 9, General Surgery – 18, Orthopaedics – 9, Ophthalmology – 3, ENT – 3, Obst. & Gynaec. – 9) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB-3 Rs.15600 - 39100 + 5400 Grade pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	--
8.	Educational Qualification	:	Essential: A medical qualification included in Schedule I & II or part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Scheduled should also fulfill the conditions specified in Section 13(3) of the Act).
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable

JUNIOR RESIDENT

The Junior Residents shall work under the control of their supervising Sr. residents.

Their duties will include:

1. Providing and assisting inpatient care and operating room procedures.
2. Attending rounds with supervisors and independently.
3. Taking night calls in rotation.
4. Attending to emergency room patients when on call, including review and retrieval of records and x-rays of patients.
5. Coordinating and directing interns.
6. Attending to and assisting all emergency operative procedures when on call.
7. Participating in outpatient clinic including rural/urban centres and sub-centres.
8. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF ASSISTANT

1.	Name of the post	:	Assistant
2.	Number of post	:	9 (nine) [including 1- Accountant-cum- Cashier and 1- Assistant (Finance) in the scale of pay of Rs.5500-175-9000 which is applicable for the existing incumbent only] (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non selection
6.	Age limit for Direct Recruitment	:	Not applicable
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: 1. Bachelor's degree from a recognized University / Institution. 2. Computer knowledge
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade UDC with 3 years service in the grade pay of Rs.2400. Deputation: i) From analogous posts of Ministerial Cadre (or) ii) with 3 years service in Ministerial Cadre in the grade pay of Rs.2400.

ASSISTANT

The Assistant shall work under the control of the Office Superintendent as the case may be.

The duties will include

A. GENERAL DUTIES

1. Distribution of work to the subordinate staff equitably.
2. Training, helping and advising the staff.
3. Management and co-ordination of the work.
4. Maintenance of order and discipline in the section.
7. Maintenance of a list of residential addresses of the Staff.

B. RESPONSIBILITIES RELATING TO DAK.

1. Going through the receipts and despatches.
2. Putting up dak to the higher authorities immediately.
3. Keeping a watch on any hold-up in the movement of dak; and
4. Scrutinizing the section diary once a week to know that it is being properly maintained.

C. RESPONSIBILITIES RELATING TO ISSUE OF DRAFT:

1. Ensuring that all corrections have been made in the draft before it is marked for issue.
2. Checking whether all enclosures are attached.
3. Priority marking.
4. Indicating the mode of despatch.

D. RESPONSIBILITY OF EFFICIENT AND EXPEDITIOUS DISPOSAL OF WORK AND CHECKS ON DELAYS.

1. Keeping a note of important receipts with a view to watching the progress of action.
2. Ensuring timely submission of arrear and other returns.
3. Inspection of clerks' tables to ensure that no letter file has been overlooked.
4. Ensuring that cases are not held up at any stage.
5. Going through the list of periodical returns every week and taking suitable action on items requiring attention during next week.

E. INDEPENDENT DISPOSAL OF CASES.

1. Issuing reminders.
2. Obtaining or supplying factual information of a non-classified nature.
3. Any other action on the subject as authorize.

F. DUTIES IN RESPECT OF RECORDING AND INDEXING

1. Approving the recording of files and their classification.
2. Review of recorded file before destruction.
3. Ordering and supervising periodic weeding of unwanted spare copies
4. Ensuring proper maintenance of registers.
5. Ensuring proper maintenance of reference books, Office Orders, etc., and keeping them up to date.
6. Ensuring neatness and tidiness in the Section.
7. Dealing with important and complicated cases himself.
8. Ensuring strict compliance with Departmental Security Instructions.
9. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gr.II

1.	Name of the post	:	Stenographer Gr.II
2.	Number of post	:	7 (seven) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 40 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's degree in recognized University with computer knowledge. Shorthand in English (Higher) Typing Tamil(Lower) English (Higher)
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by direct recruitment.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion: From the grade of Stenographer Gr.III with 3 years service in the grade pay of Rs.2400. Deputation / Absorption: i) From analogous posts of Stenographer (or) (ii) 3 years service as Stenographer Gr.III in the grade pay of Rs.2400

STENOGRAPHER GR.II

The Stenographer Gr.II shall work under the control of the designated Officer.

The duties will include

1. Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
2. Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
3. Exercising skills in human relations and be cordial with the persons who come in contact with the assigned superior Officer.
4. Taking dictation in shorthand transcribing it.
5. Fixing up of appointments.
6. Screening the telephone calls and the visitors in a tactful manner.
7. Keeping an accurate list of engagements, meetings etc., and reminding the Officer sufficiently in advance of the same.
8. Maintaining in proper order, the papers required to be retained by the Officer.
9. Keeping a note of the movement of files seen by his Officer and other officers.
10. Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
11. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
12. Generally assisting him in such a manner as he may direct and at the same time.
13. Indenting stationery and stores and maintaining inventory.
14. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF PHARMACIST

1.	Name of the post	:	Pharmacist
2.	Number of post	:	16 (sixteen) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 2 Rs.9300 – 34800 + 4200 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor's degree in Pharmacy from a recognized institution / University or equivalent. ii) Registered as Pharmacist under the Pharmacist Act, 1948.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in Hospital Pharmacy

PHARMACIST

The Pharmacist shall work under the control of the Pharmaceutical chemist

The duties include

1. Reading the prescriptions and issuing the medicines and instructing the patients verbally on how to take them.
2. Keeping the medicines and related supplies in an orderly fashion and keeping the pharmacy clean and tidy.
3. Issuing bulk supplies to wards and departments on proper indent as per the SOP.
4. Stock keeping of all medical stores categorized in an orderly fashion and maintaining the stores clean and tidy.
5. Maintaining all records, registers and ledgers and computerized data.
6. Checking expiry date, physical deterioration etc and taking timely action.
7. Preparing the indents for routine and making requests for urgent purchases as per the procedures laid down.
8. Collecting the stores, stocking them and accounting them properly.
9. Initiating the reports and returns on time
10. Dealing with the patients and their relatives with compassion and empathy.
11. Withdrawal and freezing of stocks on instruction.
12. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF TECHNICIAN

1.	Name of the post	:	Technician
2.	Number of post	:	66 (Technician-65, ECG Technician-1)(sixty six) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) B.Sc MLT (three years course) from a recognized Institution/University. ii) Computer knowledge.</p> <p>Desirable:</p> <p>Two years experience in Medical Lab in a recognized Hospital.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Technical field

TECHNICIAN

The Technician will be under the control of the concerned HOD

The duties include

1. Maintaining the cleanliness of the laboratory facilities.
2. Checking cleaning laboratory equipments, instruments and supplies.
3. Filling of laboratory records.
4. Admitting laboratory specimen.
5. Issuing laboratory results.
6. Performing different chemical, microscopic and bacteriological tests to obtain data for use in the diagnosis and treatment of diseases.
7. Performing laboratory examinations.
8. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF REFRACTIONIST /OPTOMETRIST

1.	Name of the post	:	Refractionist / Optometrist
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. H.Sc or equivalent. 2. Diploma in Refractionist course with 2 years experience as a Refractionist in a recognized Hospital.</p> <p>Desirable: B.Sc. Optometry</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation / Absorption: From analogous posts of Eye Department.

REFRACTIONIST / OPTOMETRIST

The Refractionist shall work under the control of the HOD of Ophthalmology.

The duties include

1. Performing the following jobs in OPD.
 - a. Vision testing.
 - b. Subjective correction and post mydriatic test.
 - c. Dynamic and /or cycloplegic refraction.
 - d. Spectacle verification and usage of focimeter
 - e. Sonometry.
 - f. Syringing/Sac testing.
 - g. Keratometry.
 - h. B.P. recording.
 - i. Ultrasound "A" SCAN
 - j. Epilation
 - k. Removal of foreign bodies.
2. Using / assisting the ophthalmologist in use of the following instruments or in procedures.
 - a. Autorefractometer
 - b. Autorefractokeratometer
 - c. Non contact tonometer
 - d. Synoptophore
 - e. Humphrey's field analysis
 - f. Fundus fluorescein angiography
 - g. Ocular coherence Sonogram etc.
 - h. Low vision aids- under the supervision of ophthalmologist
 - i. Contact lens
3. Helping in history taking and pre-post operative assessment.
4. Preparing the patients for surgery.
5. Participating in ward rounds and help the nursing staff in medication.
6. Helping the ophthalmologist in the OT if required.
7. Preparing the indent, collect stores, stock them and account them as per SOP.
8. Preparing the statistics, reports and returns.
9. Working in hospital / urban health centres / rural health centres or campsites if needed.
10. Participating in national health programmes, school health programmes and health check-ups.
11. Providing health education to the public on OPD/wards/camps/any where else.
12. Helping students/ doctors in training and research programmes.
13. Attending review meetings.
14. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

1.	Name of the post	:	Data Entry operator
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay (including one post of Data Entry Assistant which is to designated and Grade Pay of Rs.2400 is to be revised)
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 30 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Computer Science / Computer Application from a recognized University. 2. A pass in Higher Grade in English Typewriting. 3. A pass in trade test to be conducted by recruitment committee. <p>Desirable:</p> <p>Post Graduate degree in Computer Science / Computer Application.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation / Absorption: i) From analogous posts in computer technology

DATA ENTRY OPERATOR

The Data entry operator shall work under the control of the Programmer.

The duties will include

1. Assisting the programmer in data entry, data storage, processing and retrieval.
2. Creating backup storage for posterity.
3. Helping the programmer to maintain the inventory.
4. Helping the programmer in preparing reports and returns.
5. Helping the programmer in indenting, collecting, stocking and accounting of stores.
6. Maintenance of all the computers in the establishment.
7. Helping the programmer in the development of the software.
8. Helping the programmer in the application of different software.
9. Providing technical support and help to all users and staff.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF HEALTH VISITOR

1.	Name of the post	:	Health Visitor (DTCD – 1, Psychiatry – 1)
2.	Number of post	:	2 (two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor Degree in Botany/Zoology/Home Science/ Nutrition/Chemistry/ Social science/ Social Anthropology (10+2+3 system) from a recognized University or its equivalent. ii) Diploma / Certificate in Public relations / Health Education/ Health Visitor course or equivalent from recognized institution. iii) one year experience in the relevant field.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous post of Health Education

HEALTH VISITOR

The Health Visitor shall work under the control of the HOD – DTCD / Psychiatry

The duties include

1. Making home visits to find out health and environment related factors and advise them on personal hygiene, environmental sanitation and diseases.
2. Helping the doctor to implement national health programmes.
3. Giving training on general health matters.
4. Counselling and motivating patients and relatives.
5. Organizing camps and health exhibitions.
6. Meeting the village representatives, mahila mandals, youth clubs etc to organize health awareness programmes and to provide expert advice.
7. Dealing with the community with compassion and empathy.
8. Any other duties that may be assigned from time to time by the superiors

**RECRUITMENT RULES FOR THE POST OF RADIOGRAPHIC TECHNICIANS INCLUDING
DARK ROOM ASSISTANT**

1.	Name of the post	:	Radiographic Technician including Dark Room Assistant
2.	Number of post	:	32(thirty two) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: Degree in Radiography from a recognized institute.</p> <p align="center">(or)</p> <p>HSC or equivalent with Diploma in Radiography with one year experience as Radiographic Technician in a recognized hospital.</p> <p align="center">(or)</p> <p>HSC or equivalent with Certificate in Radiological Assistant course with 2 years experience as Radiographic Technician in a recognized hospital.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in X-ray Department.

RADIOGRAPHIC TECHNICIANS INCLUDING DARK ROOM ASSISTANT

The Radiographic Technician including Dark Room Assistant will work under the control of HOD Radiology.

The duties include

1. Reception and Registration of patients.
2. Intending, storage and accounting of films.
3. Preparing patients for examinations, explaining procedures, positioning patients appropriately, setting equipment.
4. Taking x-rays and developing films.
5. Ensuring film and image optimization.
6. Maintaining of Records.
7. Despatch of films.
8. Disposal and Accounting of old film.
9. Any other duties that may be assigned from time to time by the superiors.

**RECRUITMENT RULES FOR THE POST OF OT TECHNICIAN/ANIMAL OT
TECHNICIAN**

1.	Name of the post	:	OT Technician / Animal OT Technician
2.	Number of post	:	29 (twenty nine) (Subject to variation Depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2800 Grade Pay
5.	Whether selection post or non-selection post	:	Non-Selection
6.	Age limit for Direct Recruitment	:	Not Applicable
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>1. Bachelor's degree of a recognized university or institution or its equivalent.</p> <p>2. One year O.T. Technician course from a recognized hospital or Medical Institution.</p> <p>Desirable:</p> <p>Five years experience in an operation theatre of a recognized and reputed teaching hospital.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	<p>Age : No</p> <p>Educational Qualification : Yes</p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both by Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of OR Assistant with 5 years experience. Deputation from analogous posts or with 5 years experience as OR assistant

O.R / ANIMAL O.R TECHNICIAN

The O.R / Animal O.R Technician shall work under the control of the nurse in charge of O.R or doctor in charge of animal O.R.

The duties include

1. Handing over /taking over the equipments and records during shift change.
2. Being a part of the O.R team and assist the surgical team.
3. Loading/unloading patients.
4. Maintaining the cleanliness and sterility of O.Rs.
5. Keeping the equipments, instruments, records, stores, worktables and general area clean and tidy.
6. Responsible for having surgical instruments, sterile bandages and linens, needed fluids and other equipments ready for the operation.
7. Assisting doctors by handing them needed instruments during surgery and for counting sponges and needles before and after the operation.
8. Making sure that all equipments are in functional status and maintenance of a log book for each equipment.
9. Helping the nurse in charge of O.R in the collecting technical, general and stationery stores and proper storage.
10. Assisting the nurse in charge of O.R in collection of surgical specimens and proper disposal.
11. Helping the nurse in charge in general upkeep, maintenance and fumigation of O.Rs.
12. Taking the patients after surgery to the recovery room.
13. Helping the students in observing the O.R proceedings.
14. Dealing with the patients/visitors with compassion and empathy.
15. One of the OR technician may be incharge of the Technical maintenance of O.R.
16. Any other duties that may be assigned from time to time by the superiors.

**RECRUITMENT RULES FOR THE POST OF AUDIO VISUAL ASSISTANT-CUM-
STOREKEEPER**

1.	Name of the post	:	Audio Visual Assistant-cum-Storekeeper
2.	Number of post	:	3 (three) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'c'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: 1. SSLC or equivalent 2. Two years ITI Trade certificate in electronics from recognized institution. 3. Two years experience in handling and maintenance of audio visual equipments.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Audio Visual and Store Keeping

AUDIO VISUAL ASSISTANT-CUM-STOREKEEPER

The Audio Visual Assistant-cum-Storekeeper shall work under the control of Head of Medical Education Cell.

The duties include

1. Preparation and collection of Audio-visual Aids and materials.
2. Assisting in conducting of Workshops, Conferences, etc.
3. Operating all audiovisual equipments, copier machines, etc.
4. Operation of slides, projector, film projection, etc.
5. Upkeep and maintenance of audiovisual equipments.
6. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF STOREKEEPER –CUM- CLERK GRADE-II

1.	Name of the post	:	Storekeeper- cum- Clerk Grade-II
2.	Number of post	:	20(twenty) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized university / institute or equivalent 2. Computer knowledge. 3. Five years experience in store keeping <p>Desirable: Degree / Diploma in Material Management</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation / Absorption : From analogous posts of store keeping

STOREKEEPER-cum-CLERK II

The storekeeper shall work under the control of the HOD/Dy.M.S.,

The duties will include

1. Being responsible for the care, custody of stores and issuing of stocked items.
2. Receipt, stocking, issue and accounting of stored items.
3. Monitoring the consumption of stores and to prepare indent for procurement.
4. Calling of quotations/tenders and preparation of comparative statement.
5. Maintenance of connected Ledgers/Registers/SRB etc.
6. Maintenance of furniture, equipments, glasswares, miscellaneous items of the concerned department, section, unit etc.
7. Maintenance of buffer stock wherever necessary.
8. Maintenance of related files in respect of stores.
9. Arrangements for day-to-day repair work of sophisticated instruments, equipments and for annual service contract.
10. Proposal for condemnation of unserviceable, broken and obsolete items and monitoring of the same.
11. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF HEALTH INSPECTOR / SANITARY INSPECTOR

1.	Name of the post	:	Health Inspector - 2 / Sanitary Inspector - 2
2.	Number of post	:	4 (four) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: (i) HSC or its equivalent. (ii) Diploma in Health Education from a recognized University for Health Inspector post. (iii) Diploma in Sanitation course for Sanitary Inspector post.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Health Educator / Sanitation.

HEALTH INSPECTOR / SANITARY INSPECTOR

Health Inspector / Sanitary Inspector will be under the control of HOD PSM

The Sanitary Inspector under the control of AAO.

The duties will include

1. Inspecting places of employment to detect unhealthy working conditions.
2. Responsible for keeping the Indoor and Outdoor places neat and tidy.
3. Rendering sanitation services.
4. Performing water sampling, insect control and other sanitation services.
5. Campaign for cleanliness of the environment.
6. Conduct epidemiological investigation of case and provide sanitary measures to prevent the spread of disease in area covered by Rural and Urban area and campus.
7. Supervision of Refuse & Sewage collection, transportation and disposal.
8. Survey of campus for assessing sanitary standards and prescription of remedial measures.
9. Demonstration and Supervision of use personnel protection devices by health care worker.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1.	Name of the post	:	Upper Division Clerk
2.	Number of post	:	14 (fourteen) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Non Selection
6.	Age limit for Direct Recruitment	:	Not Applicable
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor's degree of any recognized university / institution or equivalent. ii) Computer knowledge iii) Typewriting English lower
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Education Qualification: Yes
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By promotion failing which by deputation failing both Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Promotion from the grade of LDC with 3 years service in the grade pay of Rs.1900. Deputation: From analogous posts of Ministerial Cadre (or) with 3 years service of Ministerial Cadre in the grade pay of Rs.1900

UPPER DIVISION CLERK

The Upper Division Clerk shall work under the control of the Office Superintendent.

The duties will include:

A. GENERAL DUTIES

1. Assisting the Office Superintendent in his / her duties.
2. Carrying out all duties assigned to him / her by Office Superintendent.
3. Helping all the staff of the institute.
4. Coordinating with all the colleagues and sub-sections.
5. Maintenance of discipline, punctuality and order in the section.
6. Fast response to all dak as instructed.
7. Preparation of drafts when asked for.
8. Preparation of routine reply.
9. Correction of the typed draft with the manuscript.
10. Checking every typed letter for correctness superstructure body and substructure as per the teaching.
11. Keeping a diary of action taken.
12. Keeping a diary of letter asking for action and filling up the progress.
13. Timely preparation of reports and returns as per the chronological index.
14. Reminding the OS on pending files.
15. Sending of reminders as per the stipulated frequency.
16. Fast file retrieval and flogging of references.
17. Classification of files as per the instruction- weeding of files.
18. Helping the OS in the destruction.
19. Maintenance of cleanliness and tidiness of the section.
20. Helping the joined and inexperienced staff in learning office procedures.
21. Following of departmental security instructions.
22. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER Gr.III

1.	Name of the post	:	Stenographer Gr.III
2.	Number of post	:	16 (sixteen) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Bachelor's degree in a recognized University with computer knowledge. Shorthand in English (Higher) Typing Tamil (Lower) English (Higher)
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Stenographer.

STENOGRAPHER GR.III

The Stenographer Gr.III shall work under the control of the designated Officer.

The duties will include

1. Keeping the Officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.
2. Maintaining the confidentiality and secrecy of confidentiality and secret papers entrusted.
3. Exercising skills in human relations and be cordial with the persons who come in contact with the assigned superior Officer.
4. Taking dictation in shorthand transcribing it.
5. Fixing up of appointments
6. Screening the telephone calls and the visitors in a tactful manner.
7. Keeping an accurate list of engagements, meetings etc., and reminding the Officer sufficiently in advance of the same.
8. Maintaining in proper order, the papers required to be retained by the Officer.
9. Keeping a note of the movement of files seen by his Officer and other officers.
10. Destroying the stenographic record of the confidential and secret letters after they been typed and issued.
11. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
12. Generally assisting him in such a manner as he may direct and at the same time.
13. Indenting stationery and stores and maintaining inventory.
14. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF DENTAL TECHNICIAN /HYGIENIST

1.	Name of the post	:	Dental Technician/ Hygienist
2.	Number of post	:	4 (four) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) HSC or equivalent ii) Diploma in Dental Mechanic course from a recognized Institute / iii) Diploma in Dental Hygienist course from a recognized Institute.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Dental Technician.

DENTAL TECHNICIAN/ DENTAL HYGIENIST

The Dental Technician/Dental hygienist shall work under the control of the Head of Department of Dentistry.

The duties include

1. Assisting dental surgeon in all dental procedures.
2. Undertaking the lab work, including fabrication of removable partial denture, fixed partial denture, removable full denture, fabrication of study dental models, fabrication of surgical templates, maintenance of dental consumables, lab materials, maintenance of lab equipments etc.
3. Keeping the equipments, instruments, records, stores, worktables and general area clean and tidy.
4. Making sure that all equipments are in functional status and a log book for each equipment will be maintained and follow strict aseptic techniques.
5. A delegated technician will prepare the indents for chemicals, equipments, stationery and general stores, collect the indents, stock them, issue them and account them as per the instructions of the lab in charge. He will be the inventory holder.
6. Delegated technician will maintain the statistics.
7. Helping the teachers and students in training programmes.
8. Performing scaling in patients.
9. Educating dental patients regarding oral hygiene and demonstrate brushing techniques, dental flussing etc.
10. Maintaining asepsis in the dental chair unit and accessories.
11. Attending dental camps.
12. Dealing with the patients and their relatives with compassion and empathy.
13. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF PHOTOGRAPHER

1.	Name of the post	:	Photographer
2.	Number of post	:	1 (one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: 1. HSC or its equivalent 2. Diploma in Photography of a recognized Institute / university or equivalent. 3. Two years experience in Medical photography in a recognized Hospital. 4. Computer knowledge.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Photography.

PHOTOGRAPHER

The photographer shall work under the control of the Head of the Medical Education Cell.

The duties include:

1. Taking clinical and operative photographs.
2. Taking photomicrographs and specimen photographs.
3. Assisting postgraduate students and faculty in the research work.
4. Taking photographs during official functions.
5. Preparation of teaching material including power point presentations.
6. Arranging for audiovisual coverage for workshops.
7. Assisting in the teaching programmes.
8. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF BOILER ATTENDANT / GAS PLANT ATTENDANT

1.	Name of the post	:	Boiler Attendants / Gas Plant Attendant
2.	Number of post	:	4 (four) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <ol style="list-style-type: none"> 1. A pass in 3 years diploma in Mechanical Engineering (or) equivalent in the relevant field. 2. Boiler Competency Certificate from a recognized Institute.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in CSSD.

BOILER ATTENDANT / GAS PLANT ATTENDANT

The Boiler Attendant shall work under the control of the Superintendent workshop.

The duties include

1. Maintaining and operating boilers with strict economy.
2. Accounting for daily utilization of fuel for boiler.
3. Being responsible for periodic preventive maintenance programme of boiler,
4. Preparation of reports and returns.
5. Maintaining ledger/registers as per SOP.
6. Attending to complaints immediately. If it is beyond the scope, he will get external assistance urgently.
7. Any other duties that may be assigned from time to time by the superiors.

**RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT / CATALOGUER /
DOCUMENTALIST**

1.	Name of the post	:	Library Assistant / Cataloguer/ Documentalist
2.	Number of post	:	5+2(seven) (Subject to variation depending work load) Cataloguer – 1 (one) Documentalist – 1 (one)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor degree in Library Science/ Information Science. ii) Computer knowledge
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By direct recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in Library

LIBRARY ASSISTANT / CATALOGUER / DOCUMENTALIST

The Library Assistant / Cataloguer / Documentalist will work under the control of Librarian.

The duties will include:-

1. Having thorough understanding of selected principles of libraries and information science.
2. Use of the library's automation system, various software packages, conventional library materials and office equipment.
3. To perform Issue, Receipt catalogue, return to shelves maintain cleanness and render of delayed receipt of periodic physical verification of stock.
4. To see that books and journals are not defaced or mutilated.
5. Periodic physical verification of stock
6. To be responsible for the provisions of Library and information services to staff and students.
7. To be responsible for procedures for acquisition, processing and maintenance of sources including the evaluation and ordering of necessary supplies.
8. To be responsible for cataloguing duties including data entry and editing using the information management system and retrievals of information from on line data base.
9. To assist with the provisions of reference services to staff and students, including those involving the use of on-line and computerized information source.
10. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

1.	Name of the post	:	Technical Assistant
2.	Number of post	:	4 (four) one post for each (Civil – 1, Ele. & Refrig. – 1, Mech. & Auto. – 1, Electronics & Commu. -1) (Subject to variation depending work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 2400 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: Three year Diploma course in respective filed 1. Civil, 2. Electrical & Refrigeration, 3. Mechanical & Automobile, 4. Electronics & Communication Desirable: Two years experience in concerned field.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	NA

TECHNICAL ASSISTANT

They will be under the control of Superintendent Workshop

The duty will included

1. In charge of day to day maintenance of service in their domain.
2. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF RECEPTIONIST-CUM-CLERK

1.	Name of the post	:	Receptionist-cum-Clerk
2.	Number of post	:	16 (sixteen) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <p>i) Bachelor's degree of any University or equivalent ii) Proficiency in spoken English and Tamil. iii) Computer knowledge</p> <p>Desirable:</p> <p>Two years experience as a Receptionist in a recognized Institution.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous post subject to possessing the educational qualification prescribed in column 8.

RECEPTIONIST-CUM-CLERK

The Receptionist-cum-Clerk shall work under the control of the S.M.R.O. A delegated person will carry out administrative duties.

The duties include

1. Working like a front office employee of a hotel, with compassion, cheer and helpfulness.
2. Receiving the patients and visitors and guiding them to the respective areas.
3. Providing information and answers to queries either in person or through telephone.
4. Updating all data on hospital like admission, discharges, deaths, bed occupancy, availability of beds, visiting hours, availability of specialists etc in the Computer.
5. Working on three shifts and handing over the equipments and data to the next on duty.
6. Taking part in periodical updates on subjects relating to front office management, human behaviour and public relations.
7. Maintenance of exchange, intercoms, call connections, responding to queries etc.
8. Functioning as the image keeper of the hospital and member of public relations team.
9. Fixing appointments for patients with consultants.
10. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1.	Name of the post	:	Lower Division Clerk
2.	Number of post	:	18 (including 5 posts for Library) (eighteen) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 35 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor's degree of any recognized University / institution or equivalent. ii) Computer knowledge iii) Typewriting English lower
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts of Ministerial Cadre.

LOWER DIVISION CLERK

The Lower Division Clerk shall work under the control of the Office Superintendent.

The duties include

1. Assisting the Office Superintendent in his/her duties.
2. Carrying out all duties assigned to him/her by the Office.
3. Helping all the staff of the institute.
4. Coordinating with all the colleagues and sub-sections.
5. Maintenance of discipline, punctuality and order in the section.
6. Fast response to all dak as instructed.
7. Preparation of drafts when asked for.
8. Preparation of routine reply.
9. Correction of the typed draft with the manuscript.
10. Checking every typed letter for correctness superstructure body and substructure as per the teaching.
11. Keeping a diary of action taken.
12. Keeping a diary of letter asking for action and filling up the progress.
13. Timely preparation of reports and returns as per the chronological index.
14. Reminding the OS on pending files.
15. Sending of reminders as per the stipulated frequency.
16. Fast file retrieval and flogging of references.
17. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF DRIVER-CUM-ATTENDANT

1.	Name of the post	:	Driver-cum-Attendant
2.	Number of post	:	10 (ten) (Subject to variation depending on work load) (including one post of Driver-cum-Attendant Gr.I in the scale of pay of Rs.4000-100-6000 which is applicable for the existing incumbent only)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: SSLC and Driving License in LMV and HMV Desirable: 2 years experience as Driver in Central Govt. / State Govt. / Public Institution.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By direct recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in driving

Driver-cum-Attendant

Driver will be under the control of the Administrative Officer.

The duties will include

1. Drive vehicles belonging to the Society including staff cars, ambulances, other transport vehicles etc in shifts.
2. Maintenance of all the above mentioned vehicles including appropriate servicing and repairs.
3. Maintenance of proper logbook for the assigned vehicles on a day to day basis and getting it signed by the superiors / users.
4. Maintaining the garage and environment clean and tidy.
5. Responsible for the proper cleanliness of the staff car.
6. Should maintain the Fuel Indent Book of the vehicles and produce the same to authorities concerned for checking.
7. To attend to the minor repairs in all the vehicles.
8. To attend the calls of the Doctors.
9. To take students on field visits and RHC and UHC.
10. Attending camp duties when required.
11. To take doctors to the Rural Health Centre/Urban Health Centre.
12. To attend the duties his superior apart from driving the vehicle.
13. Any other duties assigned by the superiors from time to time.

RECRUITMENT RULES FOR THE POST OF MEDICAL RECORDS CLERK AND CODING CLERK

1.	Name of the post	:	Medical Records Clerk and Coding Clerk
2.	Number of post	:	27 + 4 (twenty seven) (Subject to variation Depending on work load) Coding Clerk – 4 (four)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: i) Bachelor's degree of any recognized university / institution or equivalent. ii) Computer knowledge iii) Typewriting English lower Desirable: Training in Medical Records training course.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in MRD Department.

MEDICAL RECORD CLERK/CODING CLERK

The Medical Record Clerk/Coding clerk shall work under the control of the Assistant Medical Record Officer / MRO

The duties include

1. Maintaining the general cleanliness and order of the medical record department and periodically examining the records, dusts the racks and stack them properly.
2. Assisting the SMRO. MRO in designing the medical records, computerizing the department and redrafting hospital form.
3. Storing and issuing the medical records and maintain them as per the existing SOP.
4. Being responsible for distribution, retrieval and final disposal of the documents as per the instruction from SMRO/MRO.
5. Carrying out the final disposal of medical records as per the instruction from SMRO/MRO.
6. Participating in continuing technical education.
7. Any other duties that may be assigned from time to time by the superiors

RECRUITMENT RULES FOR THE POST OF CARPENTER

1.	Name of the post	:	Carpenter
2.	Number of post	:	1(one) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential: SSLC with ITI/certificate or equivalent in the trade of carpentry</p> <p>Desirable: 2 years experience in carpentry.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By direct recruitment failing which by deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous post in wood work

CARPENTER

The carpenter shall work under the control of the Superintendent of the workshop.

1. Polishing, repair and maintenance of furniture.
2. Making and fixing signboards.
3. Fabrication of small wooden items and furniture
4. Any other duties assigned by the superior from time to time.

RECRUITMENT RULES FOR THE POST OF OR ASSISTANT

1.	Name of the post	:	OR Assistant
2.	Number of post	:	40 (forty) (Subject to variation depending on work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	<p>Essential:</p> <ol style="list-style-type: none"> 1. SSLC or equivalent 2. One year training as Operating Room Assistant from a recognized Institute or equivalent. <p>Experience:</p> <p>One year experience as an operation theatre Assistant in a major recognized hospital.</p>
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	By Direct Recruitment failing which deputation
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Deputation: From analogous posts in Operating Room

OR ASSISTANT

The OR Assistant shall work under the control of the nurse in charge of the operating room.

The duties include

1. Handing over /taking over the equipments and records during shift change.
2. Being a part of the O.R team and assist the surgical team.
3. Loading/unloading patients.
4. Maintaining the cleanliness and sterility of O.Rs.
5. Keeping the equipments, instruments, records, stores, worktables and general area clean and tidy.
6. Making sure that all equipments are in functional status and maintenance of a logbook for each equipment.
7. Helping the nurse in charge of O.R in the collecting technical, general and stationery stores and proper storage.
8. Assisting the nurse in charge of O.R in collection of surgical specimens and proper disposal.
9. Helping the nurse in charge in general upkeep, maintenance and fumigation of O.Rs.
10. Helping the students in observing the O.R proceedings.
11. Dealing with the patients/visitors with compassion and empathy.
12. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POST OF MECHANIC

1.	Name of the post	:	Mechanic (Civil, Electrical & Refrigeration, Carpentry, Mechanical & Automobile, Electronics & Communication)
2.	Number of post	:	5 (five) one post for each (Civil – 1, Ele. & Refrig. – 1, Mech. & Auto. – 1, Carpentry – 1, Electronics & Commu. -1) (Subject to variation depending work load)
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB – 1 Rs.5200 – 20200 + 1900 Grade Pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	Essential: SSLC with IT certificate or equivalent in the concerned discipline. Experience: Two years experience in concerned discipline.
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	NA

MECHANIC

They will be under the control of Superintendent Workshop

The duty will included

1. In charge of day to day maintenance of service in their domain.
2. Any other duties that may be assigned from time to time by the superiors.

RECRUITMENT RULES FOR THE POSTS OF MULTIPURPOSE WORKER

1.	Name of the post	:	Multipurpose Worker
2.	Number of posts	:	399 (three hundred and ninety nine) (Subject to variation depending on work load) distribution as below.
3.	Classification of post	:	Group 'C'
4.	Scale of pay	:	PB-1 Rs.5200-20200 + 1800 Grade pay
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for Direct Recruitment	:	Not exceeding 32 years
7.	Period of probation if any	:	2 years
8.	Educational Qualification	:	SSLC
9.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various methods	:	Direct Recruitment
11.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not Applicable

Sl.No.	Place of Duty	No. of posts required as per norms
1	Laboratory	50
2	Animal House	2
3	Wards	234
4	Operation Theatre	80
5	Office	20
6	Dissection Hall	10
7	Incinerator	3
	Total	399

MULTIPURPOSE WORKER

Multipurpose workers develop skills to work in many areas of the hospitals namely wards, Departments, operation rooms, laboratory, CSSD, Laundry, stores, animal house, Offices etc. They will work as manual labourers, attendants, stretcher bearers, waiters, maintenance staff and so on. "They will work under the control of the in charge of ward/department/office. However, they will be interchanged or detailed en mass for certain common jobs by the MS/DY.M.S. They will be a work force for all types of activities associated with holding of meetings/seminars, shifting of departments, looking after guests and visitors, loading/unloading of logistic stores inside and outside hospital campus, putting banners and signposts, collection of stores/provision from outside campus, preparation and serving of tea/coffee etc in wards/departments, offices, guest rooms, meetings etc. They will work in rotation at periods as decided by the administrative authorities. In case of fire, they will function as fire fighting/fire salvaging team. They all will do running errands. Other duties will include

IN WARDS

1. Reporting to the Nurse incharge of ward for duty and informing when going 'OFF' duty or leaving the ward.
2. Helping in bed making
3. Maintaining cleanliness of patient's lockers and furniture and also the general cleanliness of the ward by cleaning and dusting of doors, windows and other furniture in the ward, cleaning of sinks in places other than latrines and washing lockers and cots as and when necessary.
4. Loading/unloading of the patients in ambulances and stretchers and transporting them to various departments/destinations.
5. Collecting diets from the kitchen and assisting in distribution.
6. Cleaning of plates, washing and cleaning of the dining room and pantry.
7. Cleaning and maintenance of equipments and supplies of the ward.
8. Assisting Medical and Nursing staff in the treatment of patients.
9. Maintaining the inventory of dining room and pantry .
10. Collection of linen from laundry, articles from CSSD and results from LAB/X-ray etc supplies from different stores.
11. Assisting the weak patients to go to the toilets and bath rooms.
12. Transporting dead bodies of patients from the wards to mortuary.
13. Carrying indents / letters. lab specimens etc to destinations.
14. Maintenance of stretchers, wheel chairs, trolleys etc in good working condition.
15. Proper handing over/ taking over where applicable.
16. Any other duties that may be assigned from time to time by the superiors

IN OPD/CASUALTY

1. Reporting to the Nurse incharge of OPD/casualty for duty and informing when going 'OFF' duty or leaving the ward.
2. Unloading patients from ambulances/vehicles and transporting them to OPD/casualty..
3. Transporting the patients from OPDs/casualty to the wards/departments.
4. Carrying indents/letters. lab specimens etc to destinations.
5. Collection of linen from laundry, articles from CSSD results from Lab X-ray etc and supplies from different stores.
6. Transporting dead bodies of patients from OPD/casualty to mortuary.
7. Assisting Medical and Nursing staff in the treatment of patients.
8. Collecting diets from the kitchen and assisting in distribution.
9. Maintaining cleanliness of patient's lockers and furniture and also the general cleanliness of the ward by cleaning and dusting of doors, windows and other furniture in the OPD's, cleaning of sinks in places other than latrines and washing lockers and cots as and when necessary.
10. Maintenance of stretchers, wheel chairss, trolley etc in good working condition.
11. Proper handing over/ taking over where applicable.
12. Any other duties that may be assigned from time to time by the superiors

IN OPERATING ROOMS TECHNICIAN

1. Reporting to the nurse incharge of O.R for duty and informing when going 'OFF' duty or leaving the ward.
2. To assist the O.R Technician/Theatre Assistant/Nursing staff in collecting medicines, dressing materials, etc.
3. Loading/unloading of the patients in wheel chairs and stretchers and transporting them to various wards departments/destinations.
4. Cleaning and maintenance of equipments and supplies of the O.R
5. Carrying indents/letters. lab specimens etc to destinations.
6. Collection of linen from laundry, articles from CSSD and supplies from different stores.
7. Maintenance of stretchers, wheel chairs, trolleys etc in good working condition.
8. Proper handing over/ taking over where applicable.
9. Any other duties that may be assigned from time to time by the superiors

IN ANIMAL HOUSE

1. Looking after the animals meant for experiments and research work.
2. Ensuring availability of animals for laboratory work.
3. Feeding of animals, cleaning of left over feeds, cleaning of trays, bowls, changing of water washing of cage and disposal of waste.
4. Frequent cleaning of the water tank in which frogs are kept.
5. Changing the bedding as per prescribed frequency.
6. Weighing and marking of animals prior to practical exercise/tests.
7. Handling of animals during practical for injection, oral administration of drugs, pitching, ECT, etc.
8. Collection of food items and paddy husk for animals.
9. Isolation and disposal of sick/dead animals.
10. Maintenance of hygiene and sanitation of animal house and premises.
11. Collection of supplies from various stores.
12. Any other duties that may be assigned from time to time by the superiors

IN LAUNDRY

1. Performing mechanical washing, hydro-extracting and manual drying, folding and pressing of all types of hospital linen.
2. Collection of soiled linen from wards/departments and distribution of cleaned linen to wards/departments and accounting them.
3. Collection of new linen from linen stores.
4. Collection of stores from various stores.
5. Any other duties that may be assigned from time to time by the superiors

IN OFFICE

1. Attending key duty on rotation basis.
2. Reporting on duty half-an-hour before the working hours of the office in which he / she works and leaving half-an-hour after the office hours.
3. Cleaning, dusting of the tables, walls and furniture in the area of the office everyday.
4. Attending to the telephone calls when the officer is not in his seat and writing down the telephone numbers or message and informing the officer on arrival. .
5. Running errands on official business within the office and outside.
6. Bringing of refreshment items from the Canteen to the officer concerned whenever required. Preparation of tea/soup etc and serving to the Officer.
7. Receiving and dispatching of letters to various Sections/Departments/Units, etc.
- 7a. Maintaining dispatch registers.
8. Carrying circulars to designated agencies.
9. Attending to Postal jobs.
10. Assisting the staff/officers in file/record keeping and movement.
11. Carrying indents to various stores.
12. Collection of the supplies from different stores and stocking them as per direction of superiors.
13. Any other duties that may be assigned from time to time by the superiors

IN CSSD

1. Assisting in manual and mechanical cleaning of instruments.
2. Assisting in setting of trays.
3. Assisting in cleaning of equipments/furnitures.
4. Collection of items meant for sterilization from the wards/departments.
5. Delivery of the sterile items to wards and departments.
6. Collection of supplies from various stores.
7. Any other duties that may be assigned from time to time by the superiors

IN STORES

1. Collecting indents from different wards and departments.
2. Distribution of stores to different wards/departments.
3. Assisting in collection, storage and distribution of stores.
4. Cleaning of furniture and equipments.
5. Collection of supplies from various stores.
6. Any other duties that may be assigned from time to time by the superiors.

**No.1243/H3/Health/2007
GOVERNMENT OF PUDUCHERRY
HEALTH SECRETARIAT**

Puducherry, dt 06.09.2007



OFFICE MEMORANDUM

Sub: Health –Outsourcing of specific services in Perunthalaivar Kamaraj Medical College and Research Institute, Puducherry – Approval - Accorded- Reg.

Ref: F.No.1-2/PMCS/Estt/2007-08/118 dt.18.6.2007 of Perunthalaivar Kamaraj Medical College and Research Institute, Puducherry.

Approval of the Government is conveyed for outsourcing the following services through a competent and qualified agencies which may be identified through the EO/ tender process for ensuring smooth and efficient functioning of the Perunthalaivar Kamaraj Medical College and Research Institute, Puducherry.

1. Cleaning and Sanitation Services
2. Security Services
3. Tailoring Services
4. Maintenance of Landscaping and interior Garden (Horticulture services)
5. Operation of lifts.
6. Cloak Room facilities for patients.
7. Food arrangement for in-patients including cooking and distribution and cleaning of the utensils.
8. Laundry Services
9. Barber Services.
10. Students' transport services.

2. The Director, Perunthalaivar Kamaraj Medical College and Research Institute, Puducherry is also directed to ensure that the system be put in position before the working of the hospital.

3. The Director, Perunthalaivar Kamaraj Medical College and Research Institute, Puducherry is therefore requested to take necessary action accordingly.

/ BY ORDER /

(Signature)

(C. SELVANATHAN)

UNDER SECRETARY TO GOVT. (HEALTH)

To
✓ The Director,
Perunthalaivar Kamaraj Medical College
and Research Institute,
Puducherry.,

Copy to:-

1. The Private Secretary to Hon'ble Health Minister, Puducherry.
2. The P.A. to Chief Secretary, Puducherry.
3. The Personal Assistant to Secretary (Health), Puducherry.
4. The P.A. to Director of Health and Family Welfare Services, Puducherry
5. The P.A. to Officer on Special Duty, DHFWS, Puducherry.
6. The Dean, PKMC&RI, Puducherry
7. The Medical Superintendent, PKMC&RI, Puducherry

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10/9/07

STAFF SELECTION COMMITTEE FOR TEACHING POSTS OTHER THAN DIRECTOR.

1. Director, PKMC&RI : Chairperson
2. Dean (for Pre Para Clinical Subjects) / M.S (for Clinical Subjects) : Member
3. Director, DHFWS : Member
4. Two experts in the concerned speciality : Member
5. Head of the Department of the concerned Specialty : Member
6. One expert to be nominated by the Vice Chancellor of the University to which the college is affiliated : Member
7. Registrar : Member Secretary

STAFF (NON-TEACHING) SELECTION COMMITTEE.

- | | | | |
|---|---|---|----------|
| 1 | Director, PKMC&RI | : | Chairman |
| 2 | Dean, PKMC&RI | : | Member |
| 3 | Medical Superintendent, PKMC&RI | : | Member |
| 4 | One expert / Head of the Department concerned | : | Member |
| 5 | Administrative Officer, PKMC&RI | : | Member |

Representation for SC / ST and Minorities will be made as per Rules.

DEPARTMENT PROMOTION COMMITTEE FOR GROUP 'A' POSTS OTHER THAN FACULTY

- | | | | |
|---|---------------------------------|---|----------|
| 1 | Director, PKMC&RI | : | Chairman |
| 2 | Dean, PKMC&RI | : | Member |
| 3 | Medical Superintendent, PKMC&RI | : | Member |
| 4 | Administrative Officer, PKMC&RI | : | Member |

Representation for SC / ST and Minorities will be made as per Rules.

DEPARTMENT PROMOTION COMMITTEE FOR GROUP 'B' POSTS OTHER THAN FACULTY

- | | | | |
|---|---------------------------------|---|----------|
| 1 | Director, PKMC&RI | : | Chairman |
| 2 | Dean, PKMC&RI | : | Member |
| 3 | Medical Superintendent, PKMC&RI | : | Member |
| 4 | Administrative Officer, PKMC&RI | : | Member |

Representation for SC / ST and Minorities will be made as per Rules.

DEPARTMENT PROMOTION COMMITTEE FOR GROUP 'C' POSTS OTHER THAN FACULTY

- | | | | |
|---|---------------------------------|---|----------|
| 1 | Director, PKMC&RI | : | Chairman |
| 2 | Dean, PKMC&RI | : | Member |
| 3 | Medical Superintendent, PKMC&RI | : | Member |
| 4 | Administrative Officer, PKMC&RI | : | Member |

Representation for SC / ST and Minorities will be made as per Rules.