

Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

No.10110/IGMC&RI/Estt/NT/A4/2023/ 3136

Puducherry, dated 28 AUG 2024

NOTIFICATION

In exercise of powers conferred on the Governing Body in clause 12 (n) of the Rules and Regulations of the Pondicherry Medical College Society, Rules and Regulations, 2005 notified in G.O. Ms. No.30 dated 31st May, 2005, read with G.O.Ms.No.38 dated 19.04.2010 of Health Secretariat, Puducherry and in supersession of the Recruitment Rules, 2010 (approved as per 11th Governing Body meeting dated 28.01.2010) and subsequent amendment made in the post Lower Division Clerk (Sl.no.71) and Receptionist-cum-Clerk (Sl.no.70) vide order dated 02.02.2022, in so far as they relate to the post of Lower Division Clerk and Receptionist-cum-Clerk, except as respect things done or omitted to be done before such supersession, the Governing Body (PKMCS) hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Lower Division Clerk and Receptionist-cum-Clerk in IGMC&RI, Puducherry, namely:-

1. **Short title and Commencement:**

- (a) These rules may be called the Indira Gandhi Medical College & Research Institute, Lower Division Clerk and Receptionist-Cum-Clerk Recruitment Rules, 2024.
- (b) They shall come into force on the date of their notification published in the official Gazette.

2. **Application:** These rules shall apply to the posts as specified in Column 1 of the schedules annexed hereto.

3. **Number of posts, its classification and Level in the Pay Matrix:**

The number of posts, its classification and the Level in the Pay Matrix pay attached thereto, shall be specified in column (2) to (4) of the Schedules annexed hereto.

4. **Method of recruitment, age limit and other qualifications, etc.** - The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns (5) to (13) of the said schedules.

5. **Disqualification:** No person-

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Governing Body of the Perunthalaivar Kamaraj Medical College Society may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:** Where the Governing Body of the Perunthalaivar Kamaraj 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 with the approval of Hon'ble Lieutenant Governor, relax any of the provisions of these rules with respect to any class or category of persons.

7. **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.

// BY ORDER //


DIRECTOR

2/12

SCHEDULE-I**RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK (AMENDED)**

1	Name of the post	: Lower Division Clerk
2	Number of post	: 18 (eighteen) (2023) Subject to variation depending on workload
3	Classification of post	: Group 'C'
4	Scale of pay	: Level 2 in the Pay Matrix
5	Whether selection post or non-selection post	: Non - Selection
6	Age limit for Direct Recruitment	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government. Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7	Educational Qualification	: (a) A pass in H.Sc., (12th class) or equivalent from a recognized Board or University. (b) A pass in Typewriting Lower Grade Examination in English or Tamil or Malayalam or Telugu conducted by Government / Board of Technical Education. (or) A typing speed of 35 w.p.m in English or 30 w.p.m in Tamil / Malayalam/ Telugu on Computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word). Note: Candidates who have passed the written examination shall also pass the typing speed test on computer for final selection for appointment to the post. However, those who have passed the Typewriting Lower Grade Examination in English/ Tamil / Malayalam / Telugu conducted by Government / Board of Technical Education need not undergo the typing speed test.
8	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.	: Age : No Education Qualification : S.S.L.C (10th standard pass) or equivalent

9	Period of probation, if any	: Two years (for direct recruits). Note: Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority, for completion of probation.
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	: (i) 60% by direct recruitment; (ii) 40% 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: Multipurpose Worker with 3 years of service in the grade rendered after appointment thereto on regular basis and having successfully completed the short term training in Office Procedure. Note-1: The requirement of training for promotion is not applicable to the officers holding the feeder post in regular basis on the date of notification of these rules. Note-2: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.
12	If a Departments Promotion Committee/Recruitment Committee exists, what is the composition	Group 'C' Departmental Promotion Committee/Departmental Confirmation Committee: (i) Secretary to Govt. (Health)-cum-Vice Chairman (PKMCS)-Chairman (ii) Director, IGMC&RI-Member (iii) Dean , IGMC&RI-Member (iv) Medical Superintendent, IGMC&RI-Member (v) Administrative Officer-Member
13	Circumstance in which UPSC is to be consulted in making recruitment	Not applicable


DIRECTOR

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF RECEPTIONIST-CUM-CLERK (AMENDED)**

1	Name of the post	:	Receptionist-cum-Clerk
2	Number of post	:	16 (sixteen) (2023) (Subject to variation depend on workload)
3	Classification of post	:	Group 'C'
4	Scale of pay	:	Level 2 in the Pay Matrix
5	Whether selection post or non-selection post	:	Non-Selection
6	Age limit for Direct Recruitment	:	Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government. Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7	Educational Qualification	:	(i) A pass in H.S.C (12th class) or its equivalent from a recognized Board/Institute; (ii) A pass in Diploma/Certificate Course in Computer Application or any higher qualification in Computer Application.
8	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age : No Education Qualification : S.S.L.C(10th standard pass) or equivalent.
9	Period of probation if any	:	Two years (for direct recruits) Note: Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the Competent Authority, for completion of probation.
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	:	(i) 60% by direct recruitment. (ii) 40% 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	<p>Promotion: Multipurpose Worker with 3 years of service in the grade rendered after appointment thereto on regular basis and having successfully completed the short term training in Office Procedure.</p> <p>Note-1: The requirement of training for promotion is not applicable to the officers holding the feeder post in regular basis on the date of notification of these rules.</p> <p>Note-2: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>
12	If a Departmental Promotion Committee/Recruitment Committee exists, what is the composition	<p>Group 'C' Departmental promotion Committee/ Departmental Confirmation Committee:-</p> <p>(i) Secretary to Govt. (Health)-cum-Vice Chairman (PKMCS) - Chairman (ii) Director, IGMC&RI - Member (iii) Dean, IGMC&RI - Member (iv) Medical Superintendent, IGMC&RI - Member (v) Administrative Officer, IGMC&RI - Member</p>
13	Circumstance in which UPSC is to be consulted in making recruitment	Not applicable


DIRECTOR

8/12