

Indira Gandhi Medical College & Research Institute

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

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F. No. 2702/IGMC&RI/Estt./MC/A1/2025/ 946

Date: 14 MAR 2025

CIRCULAR

Sub: IGMC&RI – Estt. – Amendment of Recruitment Rules for the Post of Upper Division Clerk as per guidelines of DOPT office Memorandum – Notification – Comments called for – Reg.


Ref: OM No.AB.14017/48/2010-Estt..(RR), dated 31.12.2010.

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In terms of OM No.AB-14017/61/2008-Estt(RR) dated 13.10.2015 of the Department of Personnel and Training, Government of India communicated vide I.D.Note/Memorandum No.A.12017/03/2017/DPAR/CCD(1), dated 04.04.2017 by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry stating that before referring any proposal for framing / amendment in the Recruitment Rules of any post in Indira Gandhi Medical College & Research Institute, Puducherry, the proposed framing / amendments / revision in the Recruitment Rules are required to be published in the official website of IGMC&RI, Puducherry for 30 days for inviting comments from the stakeholders.

2. Accordingly, a draft RRs for the post of Upper Division Clerk is published on the official website of the Institute inviting comments from the stakeholders within 30 days from the date of notification.

3. Comments / Suggestions on the proposed RRs of Upper Division Clerk if any may be forwarded to the undersigned within the stipulated period.


(Dr. C. UDAYASHANKAR)
DIRECTOR

To

The Programmer, IGMC & RI, Puducherry

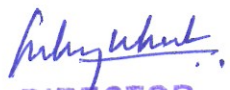
– with a request to publish the circular along with Draft RR of Upper Division Clerk in the official website.

Copy Submitted to:-


The PS to Secretary to Govt. (Health), Chief Secretariat, Puducherry.

AMENDMENT PROPOSED IN THE RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

Col. No.	Details	Provision in Existing RR	Revised Provision in Proposed RR
1	Name of the post	Upper Division Clerk	Upper Division Clerk
2	Number of posts	14 (Fourteen) (Subject to variation depending on work load)	14 (Fourteen) [2025] (Subject to variation depending on work load)
3	Classification of post	Group 'C'	Group 'C'
4	Level in the Pay Matrix	Level 4 in the Pay Matrix as per 7th CPC	Level 4 in the Pay Matrix
5	Whether selection post or non-selection post	Non Selection	Non-Selection
6	Age-limit for Direct Recruits	Not exceeding 35 years	Between 18 and 32 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in post which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Departments will be useful for efficient discharge of duties in the post for which selection is made). Note: (1) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges, are asked to submit the names. (2) In the case of recruitment made through advertisement, the crucial date for determining the age shall be the closing date of receipt of application.
7	Period of probation, if any	2 years	2 years
8	Educational Qualification	Essential: i) Bachelor's degree of any recognized University / institution or equivalent. ii) Computer knowledge iii) Typewriting English lower	Degree of a recognised University
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Education Qualification : Yes	No


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Col. No.	Details	Provision in Existing RR	Revised Provision in Proposed RR
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) 50% by direct recruitment through competitive examination. (ii) 50% by promotion, failing which by deputation and failing both by direct recruitment.	(a) 50% by direct recruitment through Competitive Examination Note: The direct recruitment candidates are required to pass the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely:- (i) Accounts test for Subordinate Officers; (ii) Common General Departmental Test for Ministerial Staff and should also pass typewriting test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognised Board or Technical Education; and (iii) Office Automation (b) 50% by promotion from Lower Division Clerks / Receptionist - cum - Clerks who have completed 8 years service in the grade after appointment thereto on regular basis and should have passed the following tests namely :- (i) Accounts test for Subordinate Officers; and (ii) Common General Departmental Test for Ministerial Staff failing which by deputation and 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 Lower Division Clerk / Receptionist-cum-Clerk with 8 years of service in the Grade Pay of Rs.1900/-. Deputation: From analogous posts of Ministerial Cadre (or) with 5 years service of Ministerial Cadre in the grade pay of Rs. 1900.	i. Promotion: from Lower Division Clerks / Receptionist - cum - Clerks who have completed 8 years service in the grade after appointment thereto on regular basis and should have passed the following departmental tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry namely :- (i) Accounts test for Subordinate Officers; (ii) Common General Departmental Test for Ministerial Staff. ii. Deputation: from analogous posts of Ministerial Cadre (or) with 5 years service of Ministerial cadre in the grade pay of Rs. 1900.
12	If a Departmental Promotion Committee / Recruitment Committee exists, what is the composition?	Group'C' Departmental promotion Committee/ Departmental Confirmation Committee:- (i) Director, IGMC&RI - Member (ii) Dean, IGMC&RI - Member (iii) Medical Superintendent, IGMC&RI - Member (iv) Administrative Officer, IGMC&RI - Member	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, IGMC&RI - Member
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.		Not applicable


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