



JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION & RESEARCH

(An Institution of National Importance)

Under Ministry of Health & Family Welfare, Government of India)



**RECRUITMENT TO THE POST OF
LOWER DIVISION CLERK - 2019
FOR JIPMER, KARAIKAL**

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ADMIN -I (RECRUITMENT SECTION) – CONTACT DETAIL ENQUIRY)

ASSISTANT ADMINISTRATIVE OFFICER

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**Web URL: www.jipmer.puducherry.gov.in/
www.jipmer.edu.in**

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

Note:

For any query related to apply for the post of Lower Division Clerk, clarifications will be provided **ONLY from the above contact numbers and e-mails during office hours (09 AM to 01 PM & 02 PM to 04.30 PM).**

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

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

IMPORTANT DATES

Publication of Advertisement Notice in leading News papers all over India	04.03.2019 (Monday)
On-line Registration of application from	13.03.2019 (Wednesday) 11.00 A.M
On-line Registration of application closes on	01.05.2019 (Wednesday) till 05.00 P.M
Download of Hall Ticket from JIPMER website www.jipmer.puducherry.gov.in (The Hall Tickets will be made available through Internet download ONLY and NOT by Post)	It will be intimated later
Date of Examination* (Online Mode Only) (Single Shift)	

Note:-

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

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

Important Note:-

The candidates are strictly advised to read the detailed advertisement and confirm themselves whether they are fulfill their required educational qualification, experience, age etc. in the respective post before starting online registration. Pre-verification of generated application will not be conducted. Even though, if the candidate is provisionally shortlisted in the recruitment exam but if he/she does not fulfill the required educational qualification, experience, age etc. as per the advertisement notification during post verification, his/her name will be automatically removed from the short list. No further correspondence in this regard will be entertained



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No.JIP/KKL/Admn-I/DR/1(1)/2019

Date: 05.03.2019

Online applications are invited by the Director, Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry-605006 from eligible candidates to the post of Lower Division Clerk on regular basis for the **Karaikal Campus of JIPMER located at Karaikal-609 602 as detailed below:**

Post Code No.	Name of the Post	Name of the Group belongs to	No. of vacancies	Category (Vertical Reservation)				
				UR	OBC	EWS	SC	ST
201901	LOWER DIVISION CLERK	C	10	04	02	01	02	01

Note : “ No. of vacancies are subject to change”

Horizontal Reservation

The number of vacancies indicated in the above post includes the following Horizontal Reservation:

Post Code No.	Name of the Post	Ex-Servicemen (XSM)
201901	LOWER DIVISION CLERK	1

Note :-

The candidates appointed under Horizontal Reservation i.e Ex-Servicemen, will be adjusted against the vacancy of respective categories of SC/ST/EWSs/OBC/Unreserved (UR)

The working place will be at Karaikal.

EMOLUMENTS/SALARY

Post Code No.	Name of the Post	Pay Matrix (7 th CPC)
201901	LOWER DIVISION CLERK	Level – 2(Rs.19,900/- to Rs.63,200) of pay matrix of 7 th CPC(Rs.5200-20200+GP Rs.1900/- pre revised)

In addition to the above pay scale, other allowances are admissible as per rules from time to time.

ESSENTIAL ELIGIBILITY CRITERIA

(Post Code No.201901) LOWER DIVISION CLERK

Upper Age limit : Not exceeding 30 years
(As on closing date of registration i.e.01.05.2019)

Essential Qualifications:

- (i) 12th Class or equivalent qualification from a recognized board or University.
- (ii) A Typing speed of 35 w.p.m in English on Computer
(35 w.p.m correspond to 10500 KDPH on an average of 5 key depressions for each word).

Note:-

A candidate must have attained the minimum age of 18 years as on closing date of registration i.e 01.05.2019

AGE RELAXATION

Category	Age-Relaxation permissible beyond the Upper age limit (as on 01.05.2019)
<u>Lower Division Clerk</u>	
SC/ST	35 years
OBC	33 years
Employees working in Govt./ PSU/ Autonomous body under the Govt. who have rendered not less than 3 years regular and continuous service as on crucial date. (Last date of registration of application)	Up to 40 years of age for UR Category
	Up to 43 years of age for OBC Category
	Up to 45 years of age for SC/ST Category
PwD	40 years
PwD + OBC	43 years
PwD + SC/ST	45 years

In addition to that, the following age relaxation is permissible beyond the upper age limit to the following category for the posts of Lower Division Clerk

Ex-Servicemen (XSM)	For UR Category- After deducting the military service rendered + 3 years from the actual age, the age of the candidate should fall within the Upper age limit for UR category as on 01.05.2019
	For OBC Category- After deducting the military service rendered + 6 years from the actual age, the age of the candidate should fall within the Upper age limit for OBC category as on 01.05.2019
	For SC/ST Category- After deducting the military service rendered + 8 years from the actual age, the age of the candidate should fall within the Upper age limit for SC/ST category as on 01.05.2019

DEFINITIONS OF CATEGORIES

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

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

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

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

III. **Economically Weaker Sections (EWSs):-**

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

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

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

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

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

INCOME & ASSET Certificate must be in the format as mentioned in the **Annexure II**.

IV. **Scheduled Caste / Tribe (SC / ST):-**

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

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

V. Persons with Disability (PwDs):-

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

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

Code No.	Name of the post	Physical Requirement	Categories of Disabled suitable for jobs
1.	Lower Division Clerk	S.ST.W.MF.SE.RW.C.	OA,OL,BL,OAL

ABBREVIATIONS USED:

S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg

VI. Government Servant :-

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

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Institute.

VII. Ex Servicemen (XSM) :-

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

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

Note:-

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

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

HOW TO APPLY?

SUBMISSION OF APPLICATION : THROUGH ON-LINE MODE ONLY.

ON LINE APPLICATION USER INTERFACE: ANNEXURE – VII

- 1) Candidates are informed to apply on-line mode only. (Any other mode of applications will not be accepted/considered)
- 2) Log on to link in the Home page www.jipmer.puducherry.gov.in and navigate to the link “Apply on-line Lower Division Clerk (LDC) – 2019”.
- 3) Read the Advertisement in detail and instructions carefully.
- 4) The flow chart for filling application on-line given as Appendix (ANNEXURE – VII) in the Prospectus.
- 5) The candidate should acquaint himself/herself with all requirements with regard to filling up the application on-line.

APPLICATION FEES

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

No other mode of payment will be accepted.

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

CATEGORY	APPLICATION FEES
1. UR 2. UR + XSM	Rs.1,500 + Transaction Charges as applicable
1. OBC 2. OBC + XSM	Rs.1,500 + Transaction Charges as applicable
1. EWS 2. EWS + XSM	Rs.1,500 + Transaction Charges as applicable
1. SC/ST 2. SC/ST+ XSM	Rs.1,200 + Transaction Charges as applicable
PwD (Persons with Disability)	Exempted From Application Fees

INSTRUCTIONS FOR UPLOADING PHOTOGRAPH / SIGNATURE:

a. **One (1) recent colour passport size photograph with light background is required.**

Black & White / Polaroid photographs are not acceptable.

IMPORTANT

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

Example:



NOTE : Candidate must upload the Photograph, Signature and Certificates in the correct specified fields.

Do not make any mistake in uploading signature and photograph.

- a) Candidate must have in softcopy/digital of **PASSPORT SIZE PHOTOGRAPH** (30mm width x 45mm Height) and save it as “**Candidate Photograph.jpg**” provided by photographer. Keep size of photograph minimum size 10KB, as the maximum size limit is 80KB.
- b) Candidate has to affix his/her **SIGNATURE** in an area of 80mm Width X 35mm Height on paper with a black ball point pen. Scan that paper. Cut Signature is of 80mm Width X 35mm Height and save it as “**Candidate Signature.jpg**”. Keep size of Signature minimum size 10KB, as the maximum size limit is 80 KB.

INSTRUCTION FOR UPLOADING LIST OF CERTIFICATES (IF APPLICABLE)

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

- 1. COMMUNITY CERTIFICATE (OBC/EWS/SC/ST) CERTIFICATE (If applicable)**
- 2. PERSONS WITH DISABILITY (PwD) CERTIFICATE (If Applicable)**
- 3. EX-SERVICEMEN CERTIFICATE (If Applicable)**

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

DISCLAIMER:

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

NOTE:

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

EXAM CITIES FOR WRITTEN EXAMINATION:

- The examination centres are tentatively proposed in 2 cities of Tamil Nadu & Puducherry State/U.T. as mentioned below:

Sl. No.	Name of the City
1	Chennai
2	Puducherry

- The allotment of Exam City would be as per the order of preference clicked by applicant during on-line registration on a FIRST-CUM-FIRST served basis.
- Normally the first preference would be allotted.
- Depending upon local conditions, JIPMER reserves the right to allot any other Exam City other than the preferences given by the applicant.
- NO request for change of centre would be considered under any circumstances.
- The Exam City preference is only indicative and subject to change; Jawaharlal Institute of Post Graduate Medical Education & Research retains the final decision on the same and its allotment.
- If seats for Written Exam are unavailable in the chosen 2 exam cities, nearby (exam) cities will be considered for venues.
- In case of any unforeseen circumstances the Exam City can be cancelled at any point of time and a new Exam City can be allotted en bloc with due intimation in website/ text message.

The test centre for computer Based Test (CBT) will be preferable in Puducherry or any other places as decided by the Director, JIPMER. However, in case substantial numbers of candidates apply for a post, then the candidates may be allotted a centre as opted by them out of the centres. However, the candidates cannot claim as a matter of rights to be allotted a centre of their choice. The JIPMER will have the discretion to allot exam

HALL TICKETS:

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

INSTRUCTIONS - DO'S AND DONT'S

1. **Candidates are requested to be available in their allotted exam centres 2 hours before the commencement of the exam to avoid unnecessary tussle in the last minute. They also advised to visit the exam venue one day before the examination.**
2. Candidates should carry **ONLY Hall Ticket along with Valid Identity proof (in original) and photocopy (Xerox) of the same ID proof inside the hall.** Candidate will **NOT** be allowed to take the examination **without valid Hall Ticket & Valid ID Proof. ID Proof other than mentioned below will NOT be permitted /accepted under any circumstances**
 1. Aadhar
 2. E-Aadhar with validated digital signature
 3. Passport
 4. Voter ID
 5. Driving License
3. The candidate is solely responsible **to get the signature and seal of the centre Representative/Invigilator** on their Hall ticket. Failure to do so is liable for disqualification. Before leaving the hall, photocopy of the ID proof should be handed over to Invigilator.
4. Biometric authentication through digital device and hard copy of signature and fingerprint in attendance sheet will be taken. Cooperation of the candidate is solicited.
5. **Candidate will NOT be permitted to take any other papers except hall ticket and Valid Identity proof (in original) and photocopy (Xerox) of the same ID proof inside the hall.**
6. Cellular phones, calculators, watch, alarm clocks, digital watches with built-in-calculators / memory, ear phones and other electronic gadgets etc. **will not be permitted.** (Arrangements will NOT be made by the duty staff for safe keeping and returning the above gadgets if brought). **Candidates are solely responsible for the safe keeping of their belongings.**
7. In case any candidate is caught or found to use any unfair means he / she shall be liable for summarily disqualification.
8. **Use of unfair means /impersonation will lead to summarily cancellation of selection / appointment.**
9. JIPMER reserves the right to **reschedule the date / time of the examination, depending upon local conditions.**
10. Candidates taking the Written (Computer Based Test) Examination will be subjected to thorough frisking before being allowed into the hall.
11. Biometric finger print and image capture will be done for every candidate on the day of Examination inside the examination hall by the authorized personnel.

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

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

- Candidates are advised to go through the **Mock Test** for computer based Test (online examination). **Link for mock test is available on JIPMER's Website**

Links to Mock Test created for applicants to familiarize themselves for taking the online exam mode, are available at www.jipmer.puducherry.gov.in

METHOD OF SELECTION

Post Code No.	Name of the Post	Method of Selection
201901	Lower Division Clerk	Written Test (Computer Based Test) & Skill Test (Qualifying in nature)

WRITTEN EXAMINATION

- Written (Computer Based Test) Examination will be conducted through a **Computer Based Test (CBT) [Online] only.**
- The duration of the written (Computer Based Test) examination shall be **1½ hours (One Hour and Thirty minutes).**
- **The common Online (CBT) written Examination will be conducted in a Single shift**
****The exact schedule of date and time will be announced later depending on the number of applicants.***
- Therefore all candidates will be required to appear at CBT Online written (Computer Based Test) Examination.
- The venue, time and shift of the examination will be communicated to the candidates in the Hall ticket
- No candidate will be permitted to appear in the examination unless he/she holds a valid "Hall ticket" issued by the Institute and a proof of their identification.

METHOD OF WRITTEN EXAMINATION (Computer Based Test):

- The Written examination (Computer Based Test) shall be conducted in **ENGLISH** medium **ONLY**.
- The Written Examination (Computer Based Test) is common to all and consists of **100 single best response type MCQs** having four alternatives and **the details of questions will be asked from the following subjects to the respective post as mentioned below:-**





Post Code No.	Scheme of Examination			
201901	Duration of the Examination will be 90 minutes (1½ (one and half) Hours). The question paper will consist of Multiple Choice Questions of objective type.			
	Subject	No. of Questions	Maximum Mark	Duration of the written test
	General Intelligence & Reasoning	25	100	90 minutes
	Numerical Aptitude	25	100	
	General English	25	100	
	General Awareness & Current Affairs	25	100	
TOTAL	100	400		

AWARDING OF MARKS:-

The Candidates will be shortlisted to appearing for Skill test based on the performance in the written exam (Computer Based Test).

Awarding of Marks:-

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

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

METHOD OF RESOLVING TIES:-

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

1. **Less Negative Marks:** - The candidate who scores less negative marks will be ranked higher.
2. **Age:** If still the tie exists, the candidate elder by age will be ranked higher

SUMMARY OF EXAMINATION PATTERN
(Please see the text for details and explanations)

01	Mode of Examination	Computer Based Test (CBT) [Online]
02	Duration of Examination	1½ hours (One Hour and Thirty Minutes)
03	Number of Shifts	Single Shift
04	Date of Examination	The exact schedule of date and time will be announced later depending on the number of applicants
05	Timing of Examination	
06	Location of Examination Centres	Tentatively 2 cities in India
07	Language of Paper	English Only
08	Type of Examination	Objective Type
09	Number of Questions	One Paper of 100 (One Hundred) Questions
10	Type of Objective Questions	Multiple Choice Questions (MCQs)
11	Syllabus	Questions from Reasoning, General English, Quantitative aptitude and General Awareness
12	Marking Scheme	Correct Answer : Four Mark (+)4 Incorrect Answer : (-)1 Unanswered : 0 Marked for Review : 0
13	Method of determining merit	Overall merit by Total scores
14	Method of resolving ties	1. Less Negative Marks 2. Senior in Age

DECLARATION OF RESULTS

The list of candidates who will be eligible for certificate verification and Skill Test would be declared in JIPMER website only. The marks of individual candidate will be made available on JIPMER Website www.jipmer.puducherry.gov.in / www.jipmer.edu.in

Post Code No: 201901 (Lower Division Clerk)

Based on the result of the Competitive Written (Computer Based Test) Examination, **the following merit lists** will be prepared based on scores obtained in the written (Computer Based Test) and **the candidates will be shortlisted in the ratio 1:5 for Computer Skill Test.**

- (a) Common (UR) Merit list
- (b) Other Backward Classes (OBC) Candidates Merit list
- (c) EWS candidates Merit list
- (d) Scheduled Caste (SC) Candidates Merit list
- (e) Scheduled Tribe (ST) Candidates Merit list

Horizontal Reservation

- (f) Ex-Serviceman Candidate Merit List

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

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

Individual letters will NOT be sent to the Provisional Shortlisted CANDIDATES for Certificate Verification/Skill Test. Please check the website for the lists. **Candidates are advised to browse the website periodically for updated information.** They will be required to attend Certificate verification/Skill Test at the Institute at their own cost on the notified date.

Computer Skill Test (Lower Division Clerk)

- The candidates will be shortlisted for Computer Skill Test in the ratio **1: 5** as per the vacancy available in each category.
- The minimum Qualifying Marks in written (Computer Based Test) examination will be 50 percentile for Unreserved (UR) Category and 40 percentile for Reserved Categories (SC/ST/OBC/EWSs) and Sub Category (PWD/ Ex-servicemen)
However, the same may be relaxed by discretion of competent authority.

- The shortlisted candidates will have to appear for Computer Skill Test of Qualifying Nature which would be in **English Language only**. The Computer Skill Test shall comprise of following two parts:

Part A :-Typing a letter/passage/paragraph - 25 Marks

Typing Proficiency (English typing @ 35 words per minute on computer corresponding to 10500 Key Depression Per Hour (KDPH) on an average of 5 key depressions for each word

Part B:-Preparation of Table/Database in MS-Excel - 25 Marks.

- The total marks of the Computer Skill Test shall be 50 (fifty) with duration of 20 minutes (10 minutes each) for completing all the two parts. The candidates shall be given the text/matter in the Question Paper, which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper.
- The Qualifying Marks in Computer Skill Test will be **25 Marks out of Total 50 Marks** of which minimum 50% of marks out of 25 should be obtained in Part A and Part B separately.

Conducting of this Skill Test is to assess the Essential Qualification of having working knowledge of Computer including use of office suites and databases. Hence, there will be no exemption from it for any category of candidates (including PWD).

Note:- JIPMER reserves the right to admit only such number of candidates to Computer Skill Test of Lower Division clerk Recruitment as are considered necessary by it for Computer Skill Test, based on the performance of candidates in written (Computer Based Test) examination.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

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

- In possession of MOBILE PHONE , ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE
- Involved in malpractices.
- Using unfair means in the examination hall.
- Obtaining support for his / her candidature by any means.
- Impersonate/ procuring impersonation by any person.
- Submitting fabricated documents or documents which have been tampered with.
- Making statements which are incorrect or false or suppressing material information.
- Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or JIPMER representatives.
- Intimidating or causing bodily harm to the staff employed by the JIPMER or the conduct of examination.
- To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- Candidature can also be cancelled at any stage of the recruitment for any other ground which the JIPMER considers to be sufficient cause for cancellation of candidature.
- CAUTION: - CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

JIPMER DECISION FINAL

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

DISQUALIFICATION

No person,

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

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

LEGAL JURISDICTION:

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

IMPORTANT NOTE

- 1. JIPMER reserves the right to make changes in the information provided in this Advertisement based on directives from competent authorities. This cannot be quoted for any sanction.**
- 2. NOT withstanding the information given in this Advertisement JIPMER, has the ultimate right to decide on any issue as per its Rules and Regulations.**
- 3. Candidates are advised to check JIPMER website www.jipmer.puducherry.gov.in for any up-to-date information including changes in the scheduled dates, etc.,**

PUDUCHERRY
Date:05.03.2019

DIRECTOR

ANNEXURE – I

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

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

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

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

Dated:

District Magistrate or Seal:

Deputy Commissioner etc.

NOTE:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate/Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

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

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

Signature:.....

Full Name:.....

Address

ANNEXURE – II

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

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

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

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

Signature with seal of Office _____

Name : _____

Designation: _____

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

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

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

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

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

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

ANNEXURE – III

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

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

FORM OF SC/ST CERTIFICATE PRESCRIBED

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

CASTE CERTIFICATE

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

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

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

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

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

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

Signature

Place

**Designation

Date

State/Union Territory

(With seal of Office)

* Please delete the words which are not applicable.

1 please quote specific Presidential Order.

Delete the paragraph which is not applicable.

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

ANNEXURE – IV

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

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

DISABILITY CERTIFICATE

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

A Locomotors or cerebral palsy:

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

(ii) BA-Both arms affected

(a) Impaired reach
(b) Weakness of grip

(iii)

(iv) BLA-Both legs and both arms affected(v)

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

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

(v) OA-One arm affected

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

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

(vii) MW-Muscular weakness and limited physical endurance

B Blindness or Low Vision:

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

C Hearing impairment:

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

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

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

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

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

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

Signature and seal of the Medical Authority.

ANNEXURE - V

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT SERVANTS

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

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

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

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

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

No. _____ Signature _____

Dated _____ Designation _____

(Seal with Name & Designation)

Office Stamp

ANNEXURE – VI

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES
REGARDING CIVIL EMPLOYMENT BY AVAILING
EX-SERVICEMEN QUOTA**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment of JIPMER, Karaikal vide Advt. Notice No.JIP/KKL/Admn-I/DR/1(1)/2019, Date: 05.03.2019, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

I also hereby declare the following facts:

- a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of Lower Division Clerk.
- b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in JIPMER, Karaikal vide Advt. Notice No.JIP/KKL/Admn-I/DR/1(1)/2019, Date: 05.03.2019 for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration / undertaking from the present Employer is enclosed. (Strikeout whichever is not applicable).

Place:

Signature :

Date:

Name :

Step 1 : Registration

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

Step 2 :Login

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

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

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

Step 4 :Payment

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

Step 5 :Final Application page

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

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

JIPMER