



PONDICHERRY UNIVERSITY

(A Central University)

*Bharat Ratna Dr B.R. Ambedkar Administrative Building,
R.Venkataraman Nagar, Kalapet, Puducherry - 605 014*

PU/Estt/NT8/2011-12/ 403

Date: 26.12.2011

The notification received from Indira Gandhi medical College & Research Institute, Puducherry regarding filling up of the post of Administrative Officer & Finance Officer on deputation basis is hosted below for information. Last date ~~for~~ is 12-01-2012.

P. S. S. S.
26/12
DEPUTY REGISTRAR (ADMN)

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009 ☎ 0413-2277889

Email: puducherrymedicalcollege@gmail.com

No. 31-82/IGMC&RI/Estt./Deptn./NT/2011/1977

Dated the 13 DEC 2011

To

1. The Director, JIPMER, Puducherry.
2. The Registrar, Puducherry Engineering College, Pillaichavady, Puducherry.
3. The Registrar, Pondicherry University, Kalapet, Puducherry.
4. The Dean, Rajiv Gandhi College of Veterinary and Animal Sciences, Puducherry.
5. The Dean, Mahatma Gandhi Post Graduate Institute of Dental Sciences, Puducherry.
6. The Dean, Mother Theresa Post Graduate & Research Institute of Medical Sciences, Puducherry.
7. The Dy . Accountant General (Civil Audit), Puducherry Branch, DAT Complex, Puducherry.

Sir,

Sub: IGMC&RI – Estt. – Filling up of the post of Administrative Officer and Finance Officer in the Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry on deputation basis – Reg.

I would like to inform that this Institute proposes to fill up of the posts of Group 'A' Officers (i.e.) one post of Administrative Officer and one post of Finance Officer, carrying the Scale of Pay in Pay Band-3-Rs.15600-39100+ Grade Pay 7600 on deputation basis for a period of one year.

As per Recruitment Rules , the Officer holding analogous posts or with at least 5 years of service in the post in the grade pay of Rs.6600 is eligible for deputation (copy of RRs enclosed).

I am, therefore, to request that the particulars/panel of eligible officers working in the Puducherry Administration and those who are willing for deputation may please be arranged to be furnished in the proforma enclosed along with the ACRs for the last five years to this Institute on or before 12/01/2012, for consideration.

Yours faithfully,


(Dr. P. JAYAKUMAR)
DIRECTOR

Encl: As stated.

PROFORMA

1. Name of Authority : INDIRA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE, KATHIRKAMAM, PUDUCHERRY.
2. Post applied for :
3. Name of the Applicant (IN BLOCK LETTERS) :
4. Name of father/husband :
5. Present post hold and since when, Scale of pay and pay drawn at present :
6. Department in which working at present :
7. Date of Birth :
8. Educational Qualification :
9. Technical Qualification :
10. Details of Computer Knowledge :
11. Details of Service (including deputation service) :

S.I No.	Designation	Department	Period	
			From	To

12. Whether belongs to SC/ST :
13. Residential Address :
14. Remarks :

Place:
Date:

Signature of candidate

To be Certified by the Head of Office

Certified that the particulars of the applicant have been verified and found correct.

No vigilance / disciplinarily proceedings are either pending or contemplated against the official.

SIGNATURE OF
HEAD OF DEPARTMENT/OFFICE

SEAL:

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.