



No.Admn.I /Con./B&C/1 (1)/2020[PF]

Date: 12/09/2020

WALK-IN INTERVIEW (for COVID-19 pandemic)

In view of the exigencies related with the COVID-19 Pandemic JIPMER- Puducherry will conduct walk-in interview for the post of **Computer Operator on CONTRACT BASIS under TNMCHIS** scheme scheduled to be held as detailed here under. The venue of the interview will be **Administrative Block, JIPMER, Puducherry.**

Sl. No.	Name of the Post	Date of Walk-In-Interview / Skill test	No. of Posts & Reservation					
			Total Posts	UR	OBC	EWS*	SC	ST
1.	Computer operator	23.09.2020 <i>(only for shortlisted candidates)</i>	20	10	5	1	3	1

* If there is no eligible candidate available under EWS reservation the same shall be operated under Unreserved(UR), due to the exigencies related with COVID-19 Pandemic.

ESSENTIAL QUALIFICATION, EXPERIENCE & AGE LIMIT

Sl. No.	Name of the Post & Consolidated Pay	No. of Posts	Essential Qualification, Experience & Age Limit for the post
1	Computer operator Salary: ₹20,000/- per month (Consolidated)	20 (Twenty)	<u>Essential Qualification:</u> Any degree with skills in using Word processor (speed of 8000 key depressions per hour – to be judged by a speed test) and Excel. Persons with DOEACC'O' level will be preferred. <u>Age Limit:</u> Not exceeding 30 years as on closing date.

DETAILS OF APPLICATIONS FEES

Rs. 500/- for General (UR) / OBC & EWS candidates

Rs. 250/- for SC/ST candidates

Application Fee is exempted in case of candidates applying under PwDs (Persons with Disability) Candidates

Kindly note that in addition to the application fee, service charge for making online payment will be deducted as per the norms of Bank.

The application fee once remitted will not be refunded at any circumstances.

MODE OF PAYMENT for Computer Operator (Only online payment through SBI collect):-

The mode of payment will be made only through SBI Collect (Online Payment) & No other mode of payment (DD/Cheque/MO/IPO/CRF/Cash etc) will be entertained.

HOW TO MAKE PAYMENT:-

1. Go to the JIPMER Website Home Page i.e www.jipmer.edu.in
2. **Click Online Payment**
3. **SBI Collect Page will appear**
4. Click on the Check box mentioned as “I have read and accepted the terms and conditions stated above”.
5. Click on **PROCEED**
6. Select **Rect. Various post on contract basis** from the drop down list of select payment category and fill the following details carefully
 - Notification No. : **Admn.I/Con./B&C/1(1)/2020[PF]**
 - Date and month of Notification : **12.09.2020**
 - Name of the Applicant :
 - Date of Birth :
 - Name of the Post : **Computer Operator**
 - Name of the department / Scheme : **TNCMCHIS Scheme**
 - Educational Qualification :
 - Category of the Applicant :
(from the drop down list)
 - Contact No :
 - Email :
 - Communication Address :
 - Application Fee (from the drop down list i.e. Rs. 500 for UR /OBC/EWS & Rs. 250 for SC / ST)
7. Select **SUBMIT** and proceed for online payment.
8. **Save the payment copy and the same should be submitted along-with the application for reconciliation.**

How to apply for Computer Operator:

Submission of application: Through On-line mode only.

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 <https://www.jipmer.edu.in> and click “Apply on-line to the post of Computer Operator for JIPMER, Puducherry”.

(OR)

Candidate should click the link (Ctrl + Click) or copy and paste the URL in Google chrome / Internet explorer / Mozilla Firefox.

https://docs.google.com/forms/d/1RAckZS10qSDJkLDcCPxqXIR5ctPUjAZ-Prr7_4ON8FU/edit?usp=sharing

3. The candidate should acquaint himself/herself with all requirements with regard to filling up the application on-line.
4. The last date of submission of online application is **18.09.2020 (Friday) till 05.00 PM.**
(Application received after the due date will not be considered for interview)
5. Candidates are advised **NOT TO SEND HARD COPY** of the application with documents by postal/courier/by hand.

Steps to be followed for online application form :

1. Candidate should have valid Gmail id login to register the application.
2. Candidate should click the link (Ctrl + Click) (OR) copy and paste the URL in Google chrome / Internet explorer / Mozilla Firefox.
https://docs.google.com/forms/d/1RAckZS10qSDJkLDcCPxqXIR5ctPUjAZ-Prr7_4ON8FU/edit?usp=sharing
3. Login page will appear. Enter the username and password of your Gmail id.
4. After login, the details required in the form to be filled by the candidate.
5. Candidate should upload the following documents in the online application form:

(a) Photo (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 20KB, as the maximum size limit is 200KB.

(b) Birth Certificate/SSLC mark sheet

(c) 10th Marks Statement

(d) 12th Marks Statement

(e) Bachelor Degree Consolidated /Semester wise Marks Statement

(f) Bachelor Degree

(g) DOEACC ‘O’ certificate

(h) Any other qualification

} These documents to be merged as single PDF and the same should be uploaded.

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- (j) Community Certificate (If applicable)
- (k) OBC (NCL) Certificate (if applicable)
- (l) EWS Certificate (if applicable)

The documents to be merged as single PDF and the same should be uploaded.

(m) Self-marking of academic qualification **(to be downloaded from website with duly filled and signed)**

6. After uploading and filling the application form, the candidate should submit the application form.

SCHEDULE OF INTERVIEW:-

COMPUTER OPERATOR	
Last date of online application submission	18.09.2020 (Tentative)*
Publishing list of shortlisted candidates in JIPMER website	21.09.2020 (Tentative)*
Interview / skill test (only for shortlisted candidates)	23.09.2020 (Tentative)*
Reporting Time	08.00AM
Place of report	Administrative Block, JIPMER, Puducherry-605 006.

* Candidates are informed to check the JIPMER website i.e. www.jipmer.edu.in periodically for any updates.

A list of Short listed candidates who are to appear for the interview / skill test shall be published in our website www.jipmer.edu.in.

SELECTION PROCEDURE

Candidates will be shortlisted based on their academic course mark obtained in 10th to Degree level and those candidates who do not submit their mark sheets through online portal will be disqualified.

Candidates will be shortlisted based on the performance in academic courses in the ratio of three candidates per vacancy (10th, 12th, Graduation and DOEACC ‘O’).

Academic	Weightage	Self-Marking
10 th pass	20% weightage	Marks obtained ÷ Maximum marks x 20
12 th pass	20% weightage	Marks obtained ÷ Maximum marks x 20
Degree	20% weightage	Marks obtained ÷ Maximum marks x 20
DOEACC ‘O’	20% weightage	Marks obtained ÷ Maximum marks x 20

Shortlisted candidates will be required to qualify in skill test.

Computer Skill Test

(Computer Operator)

- The candidates will be shortlisted for Computer Skill Test in the ratio **1: 3** as per the vacancy available in each category.
- 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 with speed of 8000 key depressions)
 - **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.

However, the same may be relaxed by discretion of competent authority.

Note:- If sufficient shortlisted candidates have not qualified in the skill test as per our requirement, the next phase of shortlisting may be further extended from the remaining existing registered candidates in order to fill the vacancy.

Selection will be made by giving 100% weightage for the performance in skill test.

NOTE:

1. Age relaxation 5 years for SC/ST, 3 years for OBC.
2. The date of walk-in interview / skill test will be considered as cut-off date for computing the upper age limit and experience.

TERMS AND CONDITIONS FOR CONTRACT APPOINTMENT:

1. The appointment is purely on **CONTRACT BASIS** and will be for a period of 89 days with effect from the date of joining. No extension will be granted.
2. No individual call letters will be sent to the applicants. They are advised to refer JIPMER website (www.jipmer.edu.in) for finding out their candidature as well as venue, date & time of skill test.
3. The appointment can be terminated at any time before the expiry of the period of 89 days referred to above, with one month notice without assigning any reason or if the person's work is considered unsatisfactory by the competent authority.
4. If the appointee wishes to resign his/her job, he/she has to serve one month's notice or remit one month salary or pay thereof, as the case may be proportionate to the shortfall in the notice period.
5. The appointee shall perform the duties as assigned to him/her, including in COVID-19 healthcare area. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment. The contractually engaged persons may have also to work in shifts and can be posted at any place in JIPMER.
6. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants appointed on regular basis.

7. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the JIPMER, Puducherry.
8. The appointee shall not be granted any claim or right for regular appointment to any post of JIPMER Puducherry/JIPMER Karaikal. The contract appointee will not have any claim for permanent or regular employment in this Institute as this is purely a temporary contractual engagement and will remain valid up to contractual period for which the engagement is approved on each occasion.
9. The appointee shall be on a whole time appointment at JIPMER, Puducherry and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
10. The appointment to the said post will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
11. On appointment, the appointee will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed proforma.
12. The appointee will not be entitled to any T.A. for attending the interview and joining the appointment.
13. Other conditions of service will be governed by relevant rules and orders issued from time to time.
14. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from the service and also such other action as the Government may deem it necessary.
15. The JIPMER reserves the rights to increase or decrease the number of vacancies.
16. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
17. The contractually engaged persons should not have been convicted by any Court of Law.
18. The contract appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
19. The contract appointee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.
20. Canvassing of any kind will lead to disqualification.
21. All disputes will be subject to jurisdictions of Court of Law at Puducherry.
22. They will come under the control of Medical Superintendent and their salary will be met out from the TNCMCHIS Fund.

MEDICAL SUPERINTENDENT

Note: A valid e-mail-id is compulsory as further communication will be made through e-mail.