

ADMINISTRATION-OFFICE ATTENDANT

29.1 OFFICE ATTENDANT GRADE III

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Office Attendant Gr. III				These Jobs may be assigned to Multitasking Pool.
2	Number of Posts	No Post	9 posts	No Post *	
3	Classification		Group 'C'		
4	Pay Band and Grade Pay		PB:1, Rs.5200-20200/- Grade pay of Rs.1800/-		
5	Method of Recruitment		By direct recruitment		

29.2 OFFICE ATTENDANT Gr.-II

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post OFFICE ATTENDANT Gr. II				These Jobs may be assigned to Multitasking Pool.
2	Number of Posts	93 posts	5 posts	No Post *	
3	Classification	Group ‘C’	Group-‘C’		Group – ‘C’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	PB:1, Rs.5200-20200/- Grade pay of Rs.1800/-		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Direct Recruitment	Selection post by promotion		

29.3 OFFICE ATTENDANT Gr.-I

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post OFFICE ATTENDANT Gr. I				These Jobs may be assigned to Multitasking Pool.
2	Number of Posts	41 posts	No Post	No Post *	
3	Classification	Group ‘C’			Group – ‘C’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800			Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Promotion			

29.4 SENIOR OFFICE ATTENDANT

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post SENIOR OFFICE ATTENDANT/ OFFICE ATTENDANT Gr. I	SENIOR OFFICE ATTENDANT	OFFICE ATTENDANT Gr. I		These Jobs may be assigned to Multitasking Pool.
2	Number of Posts	14 posts	2 posts	No Post *	
3	Classification	Group – C	Group-‘C’		Group – ‘C’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	PB:1, Rs.5200-20200/- Grade pay of Rs.1900/-		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Promotion	Selection post by promotion		

*There is no such cadre in JIPMER. The Peons perform the job of Office Attendant. Their promotional avenue is LDC under the promotion quota for employees