

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

**Ansari Nagar, New Delhi – 110 029**

No. F.

Dated:

Subject: Application for (Please ✓ one only)	Short-Term Training Courses (up to 2 weeks only)	Short-Term Observership (up to 6 months only)	Long-Term Observership (up to 2 years only)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Name (in Capital Letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Permanent Address : \_\_\_\_\_

5. Correspondence Address :

Affix one recent Passport Size Photograph Duly attested by Gazetted Officer

6. Telephone/Fax No. & Email Address (if any):

7. Contact (relative / Friend) Name, Address, E mail id and phone number in case of any Emergency\_\_\_\_\_

8. Citizenship : \_\_\_\_\_

a. Passport No. ----- b. Validity ----- c. Issuing Authority -----

**(For Foreign Nationals only)**

9. Academic Qualification (Graduate/Post Graduate):

10.Sponsored by (Please ✓ one only):      University/College   Hospital/Institution   Defence Personnel   Short- term Training

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11. Sponsoring Authority Name:

12. Sponsoring Authority Status :

13. Working Experience ( if any) : Government/Autonomous Bodies (Government Funded)/Defence Services only.

14. If Employed/Working :

(Name of Current Post / Designation Held & Date of Joining the Post)

15. Working as Regular / Temporary / Ad-hoc / Contract / Practitioner : -

16. Specific Period & Dates of Training :

From: \_\_\_\_\_ To: \_\_\_\_\_

(Period/Duration of Training (in months), Start &amp; End Dates of Training)

17. Discipline/Department : \_\_\_\_\_

(Name of the Department in which training is required – only one department name is to be specified)

Specify name of course if applicable-----

18. Brief (300 words) on reasons for coming to AIIMS

**DECLARATION:** I do hereby declare that the information furnished above is true and correct to the best of my knowledge and I shall abide by the rules and regulation of the AIIMS and I will not use this training/observership for advertisement on letter head, visiting card, name plate etc

**SIGNATURE OF THE APPLICANT**

**Sponsoring Authority (With Seal)**

**N.B.** Please affix the following with the application form:

- i) Sponsoring Authority letter in Original.
- ii) Attested copies of all Certificates/Testimonials.

**(The candidate, is advised to fill up each & every column of the application form & read the instructions/guidelines carefully before filling up the form)**

***INCOMPLETE APPLICATIONS WILL BE REJECTED STRAIGHTAWAY***

**REVISED GUIDELINES FOR SHORT-TERM OBSERVERSHIP UPTO A PERIOD OF SIX MONTHS AND LONG-TERM OBSERVERSHIP FOR A MAXIMUM PERIOD OF TWO YEARS.**

1. Short-Term/ Long-term Observership will be provided to the candidates sponsored by the Government Institutions/Autonomous Bodies (Government Funded) /Defence Services only. The faculty of MCI recognized private medical colleges may also be allowed to undergo Short-Term/Long-Term observership.
2. The Short-term/ Long-term observership will not be allowed to the private practitioners.
3. The Institute does not permit for compulsory rotating Housemanship / Internship. Candidates who are pursuing post graduation /Ph.D or any other degree in other institutions will not be allowed to do any Project Work / Thesis Work / Research Study/ Dissertation / Clinical Posting (which is part of their Degree/Course/Curriculum) in AIIMS, New Delhi.
4. The training is arranged in consultation with the respective department/ discipline and the time and period of training is decided mutually by the Department/discipline and candidate who is to be trained. **This training does not lead to the award of any degree/diploma.**
5. Fee: Indian nationals, trainees from SAARC countries and from low income developing countries will be charged training fee of Rs. 2000/- per month. A fee in Indian Rupees equivalent to US \$200 per month will be charged from the foreign nationals/citizens. However, the candidates sponsored by the Defence Services will not be charged any fee.
6. Presence of Short-Term/Long-Term Observers in a particular department should not affect the training of postgraduates/ residents in the department.
7. All trainees will be treated as Observers and will not be allowed hands on training/clinical work.
8. Only the Academic Section will issue certificate of Short-term/Long-term observership. Department will not issue any certificate to this effect.
9. The candidate has to sign an undertaking at the time of commencement of his/her training regarding his/ her conduct and role and responsibilities during the observership (format of undertaking is enclosed). The candidate also has to sign an undertaking before joining that he will not use this training/ observership for advertisement on letter head, visiting card, name plate etc.
10. Due to shortage of hostel accommodation, a candidate coming to the Institute for short term and long term training has to make his/her own arrangements for stay. **The Institute does not provide any hostel accommodation.**
11. Foreign Nationals should have a Valid Travel Visa and a Valid Travel Medical Insurance. The visit of foreign nationals is subject to clearance from Ministry of External Affairs and only once they receive a confirmed letter of dates from Academic Section should they report to AIIMS.
12. The candidates desirous of observership training at this Institute shall be required to submit their bio-data along with photocopies of certificates/testimonials for evaluation by the respective Chief of Centers/Head of the Departments. Candidates are also supposed to submit a write up (of not more than 300 words) defining objectives of his/her training and his/her expectations from this training along with the application. The application will be processed further by Academic Section if the Head of the Department accepts the candidates for such training.
13. Candidates have to submit their applications routed through proper channel (i.e. from the appointing authority, the Administration / **Through Headquarter**/ Dean, Principal, Vice Chancellor of the Concerned University / Institution / Organization - **Sponsoring Authority's letter in Original is required**). All Correspondence should be addressed to the **Dean / Registrar, Academic Section - II, All India Institute of Medical Sciences, Ansari Nagar, New Delhi - 110 029.** Application(s) forwarded by the Professor & Head of the Department(s) / Self Sponsored Candidate(s) will not be considered.
14. The dates of training/observership should be mutually agreed upon by the candidate & department.
15. At least, a minimum of 3 - 4 weeks time may be given to this office to enable this office to process the papers and to complete the related formalities/official permission from the AIIMS authorities. Candidates are advised to report to AIIMS only when they receive a communication from AIIMS regarding the approval of dates of training/observership.

(Authority:- Academic Committee vide Agenda Item No.AC-114/50 in its meeting held on 16<sup>th</sup> June, 2016.  
Governing Body Agenda Item No.GB-153/8 in its meeting held on 22.06.2016.

