

Final Report

Rationalization / Review of Recruitment Rules and Design of Job Descriptions

All India Institute of Medical Services (AIIMS)

March 2012

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1 ABOUT THIS DOCUMENT

This document constitutes a part of the assignment titled '**Rationalization / Review of Recruitment Rules and Design of Job Descriptions**' being carried out by Deloitte Touche Tohmatsu India Private Limited.

As per the scope of work, the Consultant was required to execute the following tasks:

1. Revise recruitment rules for various categories of employees at AIIMS consequent to the implementation of the recommendations of the VI Central Pay Commission
2. Rationalise the recruitment rules by adding job descriptions to each
3. In the case of faculty, an inverted pyramid hierarchy is arising due to assured promotion scheme – The HR agency may suggest suitable measures to rectify the same

This document addresses the first module listed above.

2 INTRODUCTION

Over the past few months (beginning August 1, 2011), Deloitte has been assisting AIIMS in rationalizing / revising Recruitment Rules and defining Job Descriptions. This document details the Recruitment Rules of all unique posts in AIIMS.

2.1 DISCUSSION ON CADRES AT AIIMS

As per information provided by AIIMS, 70 cadres (comprising 252 posts) exist at AIIMS. In addition to these cadres, 59 isolated posts also exist. It is to be noted that of the 311 posts, Only 300 posts have been considered as part of this exercise. The list of these 300 unique posts is presented below. The remaining 11 posts are discussed subsequently.

Constitution of Dr. Dey Committee to review Consultant's Recommendations: Subsequent to Deloitte's report on the Recruitment Rules, AIIMS constituted a committee (Headed by Dr. Dey) to review the recommendations of the consultant. In the table below, a reference has been provided to the committee meetings in which the given cadre was discussed.

2.1.1 TECHNICAL POSTS

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Ref. to Committee Meeting No.
1	Dental	Technical Officer (Dental)		B	9300-34800	4200	7
2	Dental	Dental Technician Grade I	Technician (Dental) Grade I	C	5200-20200	2800	7
3	Dental	Dental Technician Grade II	Technician (Dental) Grade II	C	5200-20200	2400	7
4	Dietetics	Chief Dietician		A	15600-39100	6600	2
5	Dietetics	Senior Dietician		A	15600-39100	5400	2
6	Dietetics	Dietician		B	9300-34800	4600	2
7	Dietetics	Assistant Dietician		B	9300-34800	4200	2
8	Dietetics - Cook	Head Cook		C	5200-20200	1900	2
9	Dietetics - Cook	Cook Grade I		C	5200-20200	1900	2
10	Dietetics - Cook	Cook Grade II		C	5200-20200	1800	2
11	Dietetics - Masalchi / Bearer	Head Bearer		C	5200-20200	1900	2
12	Dietetics - Masalchi / Bearer	Masalchi / Bearer Grade I	Food Bearer Grade I	C	5200-20200	1800	2
13	Dietetics - Masalchi / Bearer	Masalchi / Bearer Grade II	Food Bearer Grade II	C	5200-20200	1800	2
14	Dietetics - Steward	Senior Steward		C	5200-20200	2800	2
15	Dietetics - Steward	Steward		C	5200-20200	2400	2
16	EHS	Chief Medical Officer (Super time Grade)		A	15600-39100	10000	12
17	EHS	Chief Medical Officer (Non – Functional Selection Grade)		A	15600-39100	8700	12
18	EHS	Chief Medical Officer		A	15600-39100	7600	12
19	EHS	Senior Medical Officer		A	15600-39100	6600	12

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Ref. to Committee Meeting No.
20	EHS	General Duty Medical Officer		A	15600-39100	5400	12
21	ENT	Senior Technical Officer (ENT)	Chief Technical Officer (ENT)	A	15600-39100	5400	6
22	ENT	Technical Officer (ENT) Grade I	Senior Technical Officer (ENT)	B	9300-34800	4600	6
23	ENT	Technical Officer (ENT) Grade II	Technical Officer (ENT)	B	9300-34800	4200	6
24	ENT	Technical Assistant (ENT)	Technician (ENT)	B	9300-34800	4200	6
25	Health Worker	Health Educator		B	9300-34800	4200	7
26	Health Worker	Health Assistant		C	5200-20200	2800	7
27	Health Worker	Multipurpose Worker		C	5200-20200	2400	7
28	Laboratory Medicine – Lab Technician	Senior Technical Officer (Lab)	Chief Technical Officer (Lab)	A	15600-39100	5400	5
29	Laboratory Medicine – Lab Technician	Technical Officer (Lab)	Senior Technical Officer (Lab)	B	9300-34800	4600	5
30	Laboratory Medicine – Lab Technician	Technical Assistant (Lab)	Technical Officer (Lab)	B	9300-34800	4200	5
31	Laboratory Medicine – Lab Technician	Laboratory Technician	Technician (Lab)	C	5200-20200	2800	5
32	Laboratory Medicine – Lab Attendant	Senior Laboratory Attendant	Senior Laboratory Attendant	C	5200-20200	2400	5
33	Laboratory Medicine – Lab Attendant	Laboratory Assistant/Lab Attendant Grade I	Lab Attendant Grade I	C	5200-20200	2000	5
34	Laboratory Medicine – Lab Attendant	Laboratory Attendant Grade II		C	5200-20200	1900	5
35	Medical Physics	Senior Medical Physicist		A	15600-39100	6600	7
36	Medical Physics	Medical Physicist		A	15600-39100	5400	7
37	Medical Record	Chief Medical Record Officer		A	15600-39100	5400	3
38	Medical Record	Senior Medical Record Officer		B	9300-34800	4600	3
39	Medical Record	Medical Record Officer		B	9300-34800	4200	3
40	Medical Record	Junior Medical Record Officer	Technician (Medical Record)	C	5200-20200	2800	3
41	Medical Record	Medical Record Technician		C	5200-20200	2400	3
42	Medical Record	Medical Record Attendant Grade I		C	5200-20200	1900	3
43	Medical Record	Medical Record Attendant Grade II		C	5200-20200	1800	3
44	Medical Social Welfare	Chief Medical Social Service Officer		A	15600-39100	6600	3
45	Medical Social Welfare	Supervising Medical Social Service Officer		A	15600-39100	5400	3
46	Medical Social Welfare	Medical Social Service Officer Grade I		B	9300-34800	4600	3
47	Medical Social Welfare	Medical Social Service Officer Grade II		B	9300-34800	4200	3
48	Mortuary	Morgue Attendant Grade I		C	5200-20200	2000	7
49	Mortuary	Morgue Attendant Grade II		C	5200-20200	1900	7
50	Mortuary	Post Mortem Attendant		C	5200-20200	1800	7
51	Nursing	Chief Nursing Officer		A	15600-39100	7600	4

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Ref. to Committee Meeting No.
52	Nursing	Nursing Superintendent		A	15600-39100	6600	4
53	Nursing	Deputy Nursing Superintendent		A	15600-39100	5400	4
54	Nursing	Assistant Nursing Superintendent	Senior Staff Nurse	A	15600-39100	5400	4
55	Nursing	Sister Grade I	Staff Nurse Grade I	B	9300-34800	4800	4
56	Nursing	Sister Grade II	Staff Nurse Grade II	B	9300-34800	4600	4
57	Ophthalmology	Chief Technical Officer (Ophthalmology)		A	15600-39100	5400	6
58	Ophthalmology	Senior Technical Officer (Ophthalmology)		B	9300-34800	4600	6
59	Ophthalmology	Technical Officer (Ophthalmology)		B	9300-34800	4200	6
60	Ophthalmology	Technical Assistant (Ophthalmology)	Technician (Ophthalmology)	B	9300-34800	4200	6
61	Operation Theatre	Technical Officer (OT)		B	9300-34800	4200	7
62	Operation Theatre	Technical Assistant (OT)		C	5200-20200	2800	7
63	Operation Theatre	Technician (OT)		B	9300-34800	4200	7
64	Operation Theatre	Operation Theatre Assistant		C	5200-20200	2800	7
65	Perfusion	Senior Technical Officer (Perfusion)		B	9300-34800	4600	6
66	Perfusion	Senior Perfusionist		B	9300-34800	4200	6
67	Perfusion	Perfusionist	Technician (Perfusion)	B	9300-34800	4200	6
68	Pharmacy	Chief Pharmacist		B	9300-34800	4600	5
69	Pharmacy	Senior Pharmacist/Manufacturing Pharmacist	Senior Pharmacist	B	9300-34800	4200	5
70	Pharmacy	Pharmacist Grade I		B	9300-34800	4200	5
71	Pharmacy	Pharmacist Grade II		C	5200-20200	2800	5
72	PM&R / R&AL	Senior Technical Officer (R&AL)	Chief Technical Officer (PM&R)	A	15600-39100	5400	6
73	PM&R / R&AL	Technical Officer (R&AL)	Technician (PM&R)	B	9300-34800	4200	6
74	PM&R / R&AL	Workshop Technician Grade I (R&AL)	Workshop Technician Grade I (PM&R)	C	5200-20200	2800	6
75	PM&R / R&AL	Workshop Technician Grade II (R&AL)	Workshop Technician Grade II (PM&R)	C	5200-20200	2400	6
76	Physiotherapist / Occupational Therapist	Chief Physiotherapist / Occupational Therapist		A	15600-39100	7600	7
77	Physiotherapist / Occupational Therapist	Superintending Physiotherapist / Occupational Therapist		A	15600-39100	6600	7
78	Physiotherapist / Occupational Therapist	Senior Physiotherapist / Occupational Therapist		A	15600-39100	5400	7
79	Physiotherapist / Occupational Therapist	Physiotherapist / Occupational Therapist		B	9300-34800	4200	7
80	Physiotherapist / Occupational Therapist	Junior Physiotherapist / Occupational Therapist		B	9300-34800	4200	7
81	Public Health Nurse	Public Health Nurse (Supervisor)		B	9300-34800	5400	7

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Ref. to Committee Meeting No.
82	Public Health Nurse	Public Health Nurse		B	9300-34800	4800	7
83	Radiology	Chief Technical Officer (Radiology)		A	15600-39100	5400	6
84	Radiology	Senior Technical Officer (Radiology)		B	9300-34800	4600	6
85	Radiology	Technical Officer (Radiology)		B	9300-34800	4600	6
86	Radiology	Technician (Radiology) Grade I		B	9300-34800	4200	6
87	Radiology	Technician (Radiology) Grade II		B	9300-34800	4200	6
88	Radiology - Dark Room Assistant	Dark Room Assistant Grade I		C	5200-20200	2800	6
89	Radiology - Dark Room Assistant	Dark Room Assistant Grade II		C	5200-20200	2400	6
90	Radiology - Dark Room Assistant	Dark Room Assistant Grade III		C	5200-20200	1900	6
91	Radio Therapy	Chief Technical Officer (Radio-Therapy)		A	15600-39100	5400	6
92	Radio Therapy	Senior Technical Officer (Radio-Therapy)		B	9300-34800	4600	6
93	Radio Therapy	Technical Officer (Radio-Therapy)		B	9300-34800	4600	6
94	Radio Therapy	Technician (Radio-Therapy) Grade I		B	9300-34800	4200	6
95	Radio Therapy	Technician (Radio-Therapy) Grade II		B	9300-34800	4200	6
96	Statistics	Statistician		B	9300-34800	4600	6
97	Statistics	Junior Statistician		B	9300-34800	4200	6
98	Statistics	Statistical Assistant		B	9300-34800	4200	6
99	Veterinary	Senior Veterinary Officer		A	15600-39100	6600	7
100	Veterinary	Veterinary Officer		A	15600-39100	5400	7
101	Veterinary - Animal House Attendant	Animal House Attendant Grade I		C	5200-20200	1900	6
102	Veterinary - Animal House Attendant	Animal House Attendant Grade II		C	5200-20200	1800	6
103	Veterinary - Animal House Attendant	Animal House Attendant Grade III		C	5200-20200	1800	6

2.1.2 HOSPITAL SERVICES

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
104	Hospital Attendant	Hospital Attendant Grade I		C	5200-20200	1900	5
105	Hospital Attendant	Hospital Attendant Grade II		C	5200-20200	1800	5
106	Hospital Attendant	Hospital Attendant Grade III		C	5200-20200	1800	5
107	Laundry	Laundry Manager		B	9300-34800	4200	9

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
108	Laundry	Laundry Supervisor		C	5200-20200	2800	9
109	Laundry	Assistant Laundry Supervisor		C	5200-20200	2400	9
110	Laundry	Laundry Operator Grade I		C	5200-20200	1900	9
111	Laundry	Laundry Operator Grade II		C	5200-20200	1900	9
112	Laundry	Laundry Operator Grade III		C	5200-20200	1800	9
113	Laundry	Laundry Attendant		C	5200-20200	1800	9
114	Sanitation	Senior Sanitation Officer		B	9300-34800	4600	9
115	Sanitation	Sanitation Officer		B	9300-34800	4200	9
116	Sanitation	Sanitary Inspector Grade I		C	5200-20200	2800	9
117	Sanitation	Sanitary Inspector Grade II		C	5200-20200	2800	9
118	Sanitation - Sanitary Attendant	Sanitary Attendant Grade I		C	5200-20200	1900	9
119	Sanitation - Sanitary Attendant	Sanitary Attendant Grade II		C	5200-20200	1800	9
120	Sanitation - Sanitary Attendant	Sanitary Attendant Grade III		C	5200-20200	1800	9
121	Tailor	Tailor Grade I		C	5200-20200	2400	9
122	Tailor	Tailor Grade II		C	5200-20200	1900	9
123	Tailor	Tailor Grade III		C	5200-20200	1800	9

2.1.3 SUPPORT SERVICES

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to committee meeting No.
124	Administration	Chief Administrative Officer		A	15600-39100	7600	11
125	Administration	Senior Administrative Officer		A	15600-39100	6600	11
126	Administration	Administrative Officer		A	15600-39100	5400	11
127	Administration	Assistant Administrative Officer		B	9300-34800	4600	11
128	Administration	Office Superintendent		B	9300-34800	4200	11
129	Administration	Assistant (N.S.)		B	9300-34800	4200	11
130	Administration	Upper Division Clerk		C	5200-20200	2400	11
131	Administration	Lower Division Clerk		C	5200-20200	1900	11
132	Administration - Secretarial	Principal Private Secretary		A	15600-39100	6600	11
133	Administration – Secretarial	Private Secretary		B	9300-34800	4600	11
134	Administration – Secretarial	Personal Assistant		B	9300-34800	4200	11
135	Administration - Secretarial	Stenographer		C	5200-20200	2400	11
136	Administration - Office Attendant	Senior Office Attendant		C	5200-20200	1900	9

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to committee meeting No.
137	Administration - Office Attendant	Office Attendant Grade I		C	5200-20200	1800	9
138	Administration - Office Attendant	Office Attendant Grade II		C	5200-20200	1800	9
139	Artist	Chief Artist		A	15600-39100	5400	9
140	Artist	Senior Artist		B	9300-34800	4200	9
141	Artist	Artist		C	5200-20200	2800	9
142	Cafeteria	General Manager (Cafeteria)	Manager (Cafeteria)	B	9300-34800	4200	9
143	Cafeteria	Deputy General Manager (Cafeteria)	Assistant Manager (Cafeteria)	C	5200-20200	2800	9
144	Carpenter	Senior Carpenter		C	5200-20200	2400	8
145	Carpenter	Carpenter		C	5200-20200	1900	8
146	Computer Facility	Deputy Director (Computer Facility)	Deputy Director (IT)	A	37400-67000	8700	9
147	Computer Facility	System Analyst	Senior Analyst (IT)	A	15600-39100	7600	9
148	Computer Facility	Senior Programmer	Analyst (IT)	A	15600-39100	6600	9
149	Computer Facility	Programmer		B	9300-34800	4600	9
150	Computer Facility - Data Entry Operator	Data Entry Operator Grade D		B	9300-34800	4200	9
151	Computer Facility - Data Entry Operator	Data Entry Operator Grade C		B	9300-34800	4200	9
152	Computer Facility - Data Entry Operator	Data Entry Operator Grade B		C	5200-20200	2800	9
153	Computer Facility - Data Entry Operator	Data Entry Operator Grade A		C	5200-20200	2400	9
154	Driver	Driver Special Grade		B	9300-34800	4200	9
155	Driver	Driver Grade I		C	5200-20200	2800	9
156	Driver	Driver Grade II		C	5200-20200	2400	9
157	Driver	Driver Ordinary Grade		C	5200-20200	1900	9
158	Finance & Accounts	Financial Adviser		A	15600-39100	7600	11
159	Finance & Accounts	Finance & Chief Accounts Officer		A	15600-39100	6600	11
160	Finance & Accounts	Accounts Officer		A	15600-39100	5400	11
161	Finance & Accounts	Assistant Accounts Officer		B	9300-34800	4600	11
162	Finance & Accounts	Junior Accounts Officer		B	9300-34800	4200	11
	Finance & Accounts		Accountant	B	9300-34800	4200	11
163	Hindi	Hindi Officer		B	9300-34800	4800	11
164	Hindi	Senior Hindi Translator		B	9300-34800	4600	11
165	Hindi	Junior Hindi Translator		B	9300-34800	4200	11
166	Library	Chief Librarian		A	37400-67000	8700	10
167	Library	Librarian Selection Grade		A	15600-39100	6600	10

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to committee meeting No.
168	Library	Librarian Grade I		B	9300-34800	4600	10
169	Library	Librarian Grade II		B	9300-34800	4200	10
170	Library	Librarian Grade III		B	9300-34800	4200	10
171	Library	Library Attendant Grade I		C	5200-20200	2400	10
172	Library	Library Attendant Grade II		C	5200-20200	2000	10
173	Library	Library Guard		C	5200-20200	1900	10
174	Photography	Senior Technical Officer (Photo)		B	9300-34800	4600	9
175	Photography	Senior Photographer		B	9300-34800	4200	9
176	Photography	Junior Photographer		C	5200-20200	2800	9
177	Photography	Photographic Assistant		C	5200-20200	1900	9
178	Projectionist	Projectionist Grade I		B	9300-34800	4200	9
179	Projectionist	Projectionist Grade II		C	5200-20200	2800	9
	Public Relations		Chief Public Relations Officer	A	15600-39100	7600	8
180	Public Relations	Public Relation Officer	Senior Manager (Public Relations)	A	15600-39100	6600	8
181	Public Relations	Assistant Public Relation Officer	Assistant Manager (Public Relations)	B	9300-34800	4600	8
182	Public Relations	Junior Reception Officer		B	9300-34800	4200	8
183	Public Relations	Receptionist		C	5200-20200	2800	8
184	Security & Fire	Deputy Chief Security Officer		A	15600-39100	6600	11
185	Security & Fire	Security Officer		A	15600-39100	5400	11
186	Security & Fire	Assistant Security Officer		B	9300-34800	4200	11
187	Security & Fire	Security-cum-Fire Jamadar	Security-cum-Fire Hawaldar	C	5200-20200	2400	11
188	Security & Fire	Security-cum-Fire Guard Grade I		C	5200-20200	2400	11
189	Security & Fire	Security-cum-Fire Guard Grade II		C	5200-20200	1900	11
190	Stores	Senior Store Officer		A	15600-39100	6600	9
191	Stores	Store Officer		A	15600-39100	5400	9
192	Stores	Assistant Stores Officer		B	9300-34800	4600	9
193	Stores	Junior Stores Officer		B	9300-34800	4200	9
194	Stores	Store Keeper		B	9300-34800	4200	9
195	Warden	Senior Warden		B	9300-34800	4600	9
196	Warden	Warden		B	9300-34800	4200	9
197	Warden	Deputy Warden		C	5200-20200	2800	9
198	Warden	Assistant Warden		C	5200-20200	2400	9

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to committee meeting No.
199	Warden	Junior Warden		C	5200-20200	1900	9

2.1.4 CENTRAL WORKSHOP & ENGINEERING

CENTRAL WORKSHOP

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
200	Central Workshop	Chief Technical Officer (CWS)		A	15600-39100	6600	8
201	Central Workshop	Senior Technical Officer (CWS)		A	15600-39100	5400	8
202	Central Workshop	Technical Officer (CWS)		B	9300-34800	4200	8
203	Central Workshop	Workshop Technician Grade I (CWS)		C	5200-20200	2800	8
204	Central Workshop	Workshop Technician Grade II (CWS)		C	5200-20200	2400	8
205	Central Workshop	Workshop Assistant (CWS)		C	5200-20200	1900	8

ENGINEERING

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
206	Engineer	Superintending Engineer		A	15600-39100	8700	8
207	Engineer (A/C & R)	Executive Engineer (A/C & R)		A	15600-39100	6600	8
208	Engineer (A/C & R)	Assistant Engineer (A/C&R)		B	9300-34800	4600	8
209	Engineer (A/C & R)	Junior Engineer (A/C & R)		B	9300-34800	4200	8
210	Mechanic (A/C & R)	Foreman (A/C& R)		C	5200-20200	2800	8
211	Mechanic (A/C & R)	Senior Mechanic (A/C & R)		C	5200-20200	2400	8
212	Mechanic (A/C & R)	Mechanic (A/C & R)		C	5200-20200	1900	8
213	Engineer (Civil)	Executive Engineer (Civil)		A	15600-39100	6600	8
214	Engineer (Civil)	Assistant Engineer (Civil)		B	9300-34800	4600	8
215	Engineer (Civil)	Junior Engineer (Civil)		B	9300-34800	4200	8
216	Engineer (Elect)	Executive Engineer (Elect.)		A	15600-39100	6600	8
217	Engineer (Elect)	Assistant Engineer (Elect.)		B	9300-34800	4600	8
218	Engineer (Elect)	Junior Engineer (Elect)		B	9300-34800	4200	8
219	Mechanic (E&M)	Senior Mechanic (E&M)		C	5200-20200	2400	8
220	Mechanic (E&M)	Mechanic (E&M)		C	5200-20200	1900	8
221	Carpenter	Senior Carpenter		C	5200-20200	2400	8
222	Carpenter	Carpenter		C	5200-20200	1900	8

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
223	Draughtsman	Assistant Architect		B	9300-34800	4600	8
224	Draughtsman	Draughtsman Grade II		B	9300-34800	4200	8
225	Draughtsman	Draftsman Grade III		C	5200-20200	2400	8
226	Draughtsman	Ferro Printer		C	5200-20200	1800	8
227	Gasman	Gas Steward		C	5200-20200	2800	8
228	Gasman	Gas Mechanic		C	5200-20200	2400	8
229	Gasman	Gasman		C	5200-20200	1900	8
230	Mali	Choudhary		C	5200-20200	1900	8
231	Mali	Senior Mali		C	5200-20200	1900	8
232	Mali	Mali		C	5200-20200	1800	8
233	Mason	Senior Mason		C	5200-20200	2400	8
234	Mason	Mason		C	5200-20200	1900	8
235	Operator (E&M)	Senior Operator (E&M)		C	5200-20200	2400	8
236	Operator (E&M)	Operator (E&M)/Lift Operator		C	5200-20200	1900	8
237	Painter	Senior Painter		C	5200-20200	2400	8
238	Painter	Painter		C	5200-20200	1900	8
239	Plumber	Senior Plumber		C	5200-20200	2400	8
240	Plumber	Plumber		C	5200-20200	1900	8
241	Wireman	Electrician		C	5200-20200	2400	8
242	Wireman	Wireman		C	5200-20200	1900	8
243	Wireman	Lineman (Elect.)		C	5200-20200	1900	8
244	Telephone Operator Assistant	Telecom Operating Assistant Grade III / Senior Section Supervisor	Telecom Operating Assistant Grade III	B	9300-34800	4200	8
245	Telephone Operator Assistant	Telecom Operating Assistant Grade II / Section Supervisor	Telecom Operating Assistant Grade II	C	5200-20200	2800	8
246	Telephone Operator Assistant	Telecom Operating Assistant Grade I		C	5200-20200	2000	8
247	Technician (Telephone)	Technician (Telephone) Grade I		C	5200-20200	2400	8
248	Technician (Telephone)	Technician (Telephone) Grade II		C	5200-20200	1900	8
249	Lineman (Telephone)	Lineman (Telephone) Grade I		C	5200-20200	2400	8
250	Lineman (Telephone)	Lineman (Telephone) Grade II		C	5200-20200	1800	8
251	Wireman (Telephone)	Wireman (Telephone) Grade I		C	5200-20200	1900	8
252	Wireman (Telephone)	Wireman (Telephone) Grade II		C	5200-20200	1800	8

2.1.5 ISOLATED POSTS

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
253	Academics	Assistant Controller of Examinations		A	15600-39100	6600	12
254	Academics	Registrar		A	15600-39100	7600	12
255	Administration	Manager (HRD)		A	15600-39100	5400	13
256	Administration	Assistant Manager (HRD)		B	9300-34800	4600	13
257	Administration	Labour Officer		A	15600-39100	5400	13
258	Administration	Welfare Officer		A	15600-39100	5400	13
259	Administration	Dispatch Rider		C	5200-20200	1900	13
260	Blood Transfusion	Blood Transfusion Officer		A	15600-39100	6600	12
261	Blood Transfusion	Assistant Blood Transfusion Officer		A	15600-39100	5400	12
262	Blood Transfusion	Donor Organizer		B	9300-34800	4600	13
263	CMET	Educational Media Generalist		A	15600-39100	6600	12
264	CMET	Educationalist		A	37400-67000	8700	12
265	CMET	Printing Machine Operator		C	5200-20200	2400	13
266	CMET	Reprographic Technician		C	5200-20200	2400	13
267	College of Nursing	Principal		A	37400-67000	8700	8
268	College of Nursing	Tutor in Nursing / Senior Nursing Tutor	Tutor in Nursing	B	9300-34800	5400	8
269	College of Nursing	Lecturer		A	15600-39100	5400	8
270	Department of Bio Chemistry	Senior Biochemist		A	15600-39100	6600	
271	Department of Bio Chemistry	Biochemist		A	15600-39100	5400	
272	Department of Bio Chemistry	Senior Chemist		A	15600-39100	6600	To be discussed along with posts in the Scientist cadre
273	Department of Bio Chemistry	Chemist		A	15600-39100	5400	
274	Department of Bio Physics	Senior Scientific Officer		A	15600-39100	6600	
275	Department of Bio Physics	Senior Technical Editor		A	15600-39100	6600	8
276	Department of Bio Physics	Senior Technical Officer (E&M)		A	15600-39100	6600	13
277	Department of Bio Physics	Senior Technical Officer (Histo)		A	15600-39100	5400	13
278	Department of Medicine	AIDS Educator cum Counsellor		B	9300-34800	4600	13
279	Department of Nephrology	Transplant Coordinator		B	9300-34800	4600	13
280	Department of Nuclear Medicine	Nuclear Medicine Technologist		C	5200-20200	2800	13
281	Department of Pathology	Cyto Screener		A	15600-39100	5400	13
282	Department of Physiotherapy	Yoga Instructor		B	9300-34800	4600	13

Sl.	Cadre	'As – Is' Post Name	Recommended Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
283	Department of Psychiatry	Child Psychologist		A	15600-39100	5400	12
284	Department of Psychiatry	Clinical Psychologist / Psychologist	Clinical Psychologist	A	15600-39100	5400	12
285	Engineering	Assistant Engineer (Telephone)		B	9300-34800	4600	13
286	Engineering	Horticulturist		B	9300-34800	4600	8
287	Engineering	Sewerman		C	5200-20200	1900	8
288	Engineering	Beldar		C	5200-20200	1800	8
289	Engineering	Cleaner		C	5200-20200	1800	8
290	Engineering	Khalasi		C	5200-20200	1800	8
291	Gymkhana	Life Guard		B	9300-34800	4200	13
292	Gymkhana	Physical Training Instructor		B	9300-34800	4200	13
293	Hindi Section / Public Relations	Publication Assistant (Hindi / English)		B	9300-34800	4200	12
294	PM&R	Social Psychologist		B	9300-34800	4200	12
295	PM&R	Vocational Counsellor		B	9300-34800	4600	12
296	Security cum Fire	Chief Security Officer		A	37400-67000	8700	11
297	Security cum Fire	Deputy Fire Officer		B	9300-34800	4600	12
298	Trauma Centre	Quality Control Manager		B	9300-34800	4200	13
299	Veterinary	Senior Veterinary Officer (Surgeon)		A	15600-39100	6600	13
300	Vigilance	Assistant Engineer (Civil) for Vigilance	Vigilance Officer	B	9300-34800	5400	13

The posts that have not been considered as part of this exercise are listed below.

Sl.	Post Name	Group	Pay Scale	Grade Pay	Reference to Committee Meeting No.
301	Scientist V (Absorption)	A	37400 – 67000	10000	-
302	Scientist IV (Absorption)	A	37400 – 67000	8700	-
303	Scientist III (Absorption)	A	15600 - 39100	7600	-
304	Scientist II (Absorption)	A	15600 – 39100	6600	-
305	Scientist I (Absorption)	A	15600 – 39100	5400	-
306	Scientist II	A	15600 – 39100	6600	-
307	Scientist I	A	15600 – 39100	5400	-
308	Deputy Director (Administration)	A	37400 – 67000	8700	-
309	Senior Financial Advisor	A	37400 – 67000	8700	-
310	Officer on Special Duty to President	A	15600 – 39100	7600	-
311	Secretary Assistant to President	A	15600 – 39100	6600	-

Of these 11 posts, posts 301 to 307 (see table above) are being dealt with separately. Deloitte is assisting AIIMS in compiling a note pertaining to the 7 posts of Scientists mentioned above, in parallel. No Recruitment Rules for the posts 308 – 311 have been prepared as these are Central Government appointments.

2.2 METHODOLOGY ADOPTED

Prior to developing the Recruitment Rules for AIIMS, a standardized format was agreed upon by Deloitte and AIIMS. The standardized 13 point format, that has been adopted by the UPSC¹ is shown below. The guidelines followed by Deloitte in developing the recruitment rules have been mentioned in the format below alongside each row.

To be used as a reference while comparing the 'As – Is' and 'To – Be' Recruitment Rules.

Sl.	Row Headings in RR	Description
1	Name of the Post	In most instances, the 'As – Is' names of posts have been retained. In some instances, the designations have been changed to ensure parity across cadres at AIIMS. The changes in the names of posts and the new posts created are discussed in Section 2.1 of this document.
2	Number of Posts	<#> (2011) The number of posts in various cadres <u>has not been changed</u> by Deloitte and has been left as per data provided by Administration.
3	Classification	Group – <A / B / C / D> The Classification of posts has also been left unchanged. Also, all posts in Group D have been represented as Group C, in line with the discussion with the Administration of AIIMS.
4	Pay Band and Grade Pay	(Pay Scale) / Grade Pay: Rs. The Pay Band and Grade Pay have been mentioned as per details provided by the Administration Department.
5	Method of Recruitment	The modes of Recruitment recommended include: <ul style="list-style-type: none"> ▪ Direct Recruitment ▪ Promotion ▪ Promotion failing which Deputation (in senior Group A posts) ▪ Limited Departmental Competitive Exam has been included in some cadres ▪ Transfer has also been indicated as a one-time measure in some cases, to accommodate employees in other cadres if the existing cadre in which the employee is working is to be abolished. <p>The changes in the Method of Recruitment have been highlighted.</p>
6	Age limit for Direct Recruits	The age limit for direct recruits has been included as per the guidelines of the Gol document - Guidelines on framing / amendment / relaxation of recruitment rules and have thus <u>not been highlighted</u>
7	Educational and other qualification required for Direct Recruits	The educational qualifications mentioned for various posts have been prepared based on discussions with HoD and comparison with other similar hospitals. As a principle, Deloitte has tried to ensure consistency in pay parity for similar qualifications. For example, a candidate with a graduate degree is typically at a GP of 4200 of PB 2 and a post-graduate would be with a GP of 5400 in PB 3. . However, in some cases (on account of the existing fitment of posts at certain grade pays) the consultant has been compelled to deviate from this norm. In cases where the HoDs were particular about certain educational qualifications, relevant clauses stating possible areas of conflict with other equivalent posts at AIIMS have also been mentioned in the footnote of the relevant RR. A 'desirable' educational qualification has also been included in some RRs. AIIMS may consider giving weightage to incumbents with such qualifications. The changes in the Educational Qualifications have been highlighted.
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	The clause ' not applicable ' has been included in all RRs, as per discussion with Administration in AIIMS.
9	In case of Recruitment by Promotion:	

¹ http://www.upsc.gov.in/rr/rr_english.pdf

Sl.	Row Headings in RR	Description															
9a	Whether by Seniority cum Fitness i.e., 'non selection', or by 'Meritcum Seniority' i.e., 'Selection'	<p>The following norms have been followed and hence the relevant sections <u>have not been highlighted</u>.</p> <table border="1" data-bbox="528 226 1472 537"> <thead> <tr> <th>Source Group</th> <th>Destination Group</th> <th>Method</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>A</td> <td rowspan="4">Selection – Merit cum Seniority</td> </tr> <tr> <td>B</td> <td>A</td> </tr> <tr> <td>B</td> <td>B</td> </tr> <tr> <td>C</td> <td>B</td> </tr> <tr> <td>C</td> <td>C</td> <td>Non Selection – Seniority cum Fitness</td> </tr> </tbody> </table>	Source Group	Destination Group	Method	A	A	Selection – Merit cum Seniority	B	A	B	B	C	B	C	C	Non Selection – Seniority cum Fitness
Source Group	Destination Group	Method															
A	A	Selection – Merit cum Seniority															
B	A																
B	B																
C	B																
C	C	Non Selection – Seniority cum Fitness															
9b	Grades from which promotion is to be made and eligibility	<p>Grade:<Name of Source Post></p> <p>Eligibility: Number of years of service in the 'Source Post' has been included as per the guidelines of the 'Gol document - Guidelines on framing / amendment / relaxation of Recruitment rules'. In cases where the source post and the destination post are at the same Grade pay, the 'As – Is' number of years of promotion have been retained. These shall need to be altered by AIIMS based on the 'Cadre Review' that AIIMS shall need to undertake subsequently.</p> <p>A note on 'Training' has also been included in the RRs as required by AIIMS. This has been included in all posts. The note is shown below:</p> <p>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion.</p> <p>For Technical Posts (Para-medical) an additional clause 'Should have published once in every two years a research paper in a journal of national standing and repute' has also been included as per the requirement of AIIMS.</p> <p>Deloitte has also included the benchmark that an incumbent needs to meet to be considered eligible for promotion. The same has been included as per the requirement of AIIMS and is shown below:</p> <p>Benchmark: <i>The minimum assessment of ACRs – Very Good</i></p> <p><u>The grades from which promotion is to be made, the note on training and the Benchmark has not been highlighted. Changes in the 'eligibility' however have been highlighted.</u></p> <p>In the 'As – Is' RRs it was seen that clauses such as 'the incumbent should at least be a graduate / possess a Diploma' were included in some RRs. Since the entry qualifications have been upgraded in most such cases, such clauses have been deleted where they were not found to be relevant. <u>Such deletions have also been highlighted.</u></p> <p>Note on Examinations: It may be noted that this exercise is meant to be forward looking and hence the RRs have been developed in a manner to be applied to future recruits of AIIMS. However, in some cases we have observed that for certain posts, the 'Proposed' educational qualifications are higher than the 'As – Is' educational qualifications of AIIMS. In such cases, AIIMS may need to provide an alternative for the incumbents if they are impacted by a change in qualifications of the proposed RRs such as a qualification exam which can be taken up in lieu of the higher qualification proposed.</p> <p>Similarly, it was discussed that all individuals (existing and new – to be recruited) in technical cadres, shall be required to pass a qualifying exam prior to their promotion to Group A posts. This is to ensure that only the most qualified incumbents are promoted. A note to this effect has been included in these RRs.</p>															
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>In cases where it was felt that the educational qualifications prescribed for direct recruits will apply in the case of promotees, the same has been mentioned explicitly.</p> <p><u>Changes in the 'educational qualifications' have been highlighted.</u></p>															
10	If a DPC exists, what is its composition	<p>The constitution of the DPCs has been as been the discussions with AIIMS. The DPCs consist of 1 Chairman and 4 Members for all posts. Deloitte has provided standard DPCs for the various posts. The exact composition of the DPCs however shall need to be finalized internally by AIIMS.</p> <p>The constitution of the DPC has been standardized and hence changes have been introduced in all DPCs.<u>The DPCs have therefore not been highlighted.</u></p>															
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation as a mode of filling vacant posts has been included in senior level Group A posts only. The following clause has been obtained from the Gol guidelines and has been maintained in all posts where Deputation has been permitted:</p> <p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>Posts to be filled on deputation require the incumbent to be holding an analogous post on a regular basis or to be in a similar pay scale. The number of years of service for the incumbent in the external organization has been fixed such that reasonable parity is maintained between internal and external incumbents. However, it is to be noted that this may not always hold true if delays occur in the promotion of incumbents internally.</p> <p>The period of deputation has been maintained at 3 years.</p> <p><u>Changes in this section have been highlighted.</u></p>															
12	Period of probation, if	<p>The period of probation has been standardized at 2 years for Direct Recruits and for promotions that involve a change in Pay Group. Probation has been mentioned as 'Nil' for promotions within the same Pay</p>															

Sl.	Row Headings in RR	Description
	any	Group. These recommendations are as per the guidelines issued by the Gol.
13	Brief nature of the Job	A summary of the Job Descriptions develop for the role has been included here.

Note: It may be noted that this assignment was limited to drafting job descriptions and reviewing the recruitment rules in terms of qualification and experience requirements and mode of filling positions. The assignment did not include review of post wise manpower, review of cadre structure, merger and demerger of posts etc. However, within the limited scope of work, Deloitte has considered the following to the extent possible while providing its recommendations:

- 'As – Is' Recruitment rules
- Changes in the nature of jobs being performed at AIIMS and educational qualifications available outside
- Recruitment Rules in other similar organizations
- Number of existing sanctioned and filled posts and promotion opportunities available for incumbents
- Challenges in implementation of the recommendations
- Possible options for outsourcing and for engaging persons on fixed term appointment / service contract based on nature of jobs – Core or Non core
- Guidelines issued by the Government have been incorporated where applicable

As mentioned earlier in Section 2.1, '**Constitution of Dr. Dey Committee to review Consultant's Recommendations**', the committee has reviewed the RRs recommended by Deloitte. The detailed MoMs of the committee meetings have been provided as a separate document. The recommendations of the committee that are within the scope of this assignment, i.e. related to designations (without change in grade pay), qualifications, qualifying years of service, mode of filling, deputation etc. have either been incorporated or have been indicated as a footnote in this document.

The committee recommended that phrases such as 'Existing incumbents should have passed the eligibility test / qualifying exam' may not be required as these RRs were for future recruits who would in any case meet the proposed qualifications.

The broad recommendations of the committee with respect to the constitution of the DPCs have been summarized below. For further recommendations of the committee for individual posts, please refer to the MoMs.

Sl.	Designation on DPC	DPC Constitution		
		Group A Posts	Group B Posts	Group C Posts
1	Chairman	Director	MS / Dean / DDA, depending on the cadre	HoD of concerned department / centre
2	Member	MS / Dean / Head of Centre / HoD of concerned department	Senior most post (Eg: Chief Technical Officer) of the concerned cadre	Chief Technical Officer of the concerned cadre
3	Member	One Representative of SC/ST to be nominated by the Director from person of an appropriate status working at AIIMS or some other organisation.		
4	Member	One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		
5	Member	DDA	CAO	AO

The suggestions of the committee which are beyond the scope of this assignment have been documented in the minutes of the meetings and these include suggestions pertaining to merger / abolishing of cadres, changes in manpower numbers, alterations in Pay Scale / Grade Pay etc.

3 TECHNICAL POSTS

3.1 DENTAL

3.1.1 TECHNICAL OFFICER (DENTAL)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules												
1	Name of the Post	TECHNICAL OFFICER (DENTAL)	TECHNICAL OFFICER (DENTAL)												
2	Number of Posts	1 (1992)	3 (2011)												
3	Classification	Group – B	Group – B												
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200												
5	Method of Recruitment	By Promotion/Transfer on Deputation	100 % by Promotion												
6	Age limit for Direct Recruits	Not applicable	Not applicable												
7	Educational and other qualification required for Direct Recruits	Not applicable * The Departmental candidate will be considered along with other who apply on deputation basis and in case of selection of departmental candidate, it will be treated as promotion.	Not applicable												
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable												
9	In case of Recruitment by Promotion:														
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection - Merit cum Seniority												
9b	Grades from which promotion is to be made and eligibility	Dental Technician Grade I with 5 years of regular service in the grade	Grade: Technician (Dental) Grade I Eligibility: 6 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good												
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, a promotee should possess a recognised Diploma/ Certificate in Dental Hygiene/ Dental Mechanic/Maxillo-facial prosthesis and Orthodontic appliances.	Not Applicable												
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Head of the Deptt of Dental Surgery</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Medical Supdt.</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> </table>	(1) Head of the Deptt of Dental Surgery	Chairman	(2) Dy. Medical Supdt.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief of Centre</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Chief of Centre	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
(1) Head of the Deptt of Dental Surgery	Chairman														
(2) Dy. Medical Supdt.	Member														
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member														
(1) Deputy Director (Administration)	Chairman														
(2) Chief of Centre	Member														
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member														

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Deputy Director (Admn.)	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/State/U.T. Governments or Public Sector Under- takings or Central Autonomous/ MADE Statutory Bodies:-</p> <p>(a) Holding on regular basis:</p> <p>(i) Analogous posts; or</p> <p>(ii) The grade of Rs.1400-2300 for 5 years; and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Diploma/Certificate in Dental Hygiene/Dental Mechanic/ Maxillo-Facial Prosthesis and Orthodontics; and</p> <p>(ii) Possessing at least 5 years experience in the line in a reputed hospital/ Institution.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years).</p>		Not Applicable	
12	Period of probation, if any	2 years (for promotees only)		Promotion: 2 years	
13	Brief nature of the Job			<p>Dental Technician: This role is responsible for supervising the functioning of the Dental Technicians; define policies and procedures to be adhered to in the department; supervise the provision of Dentures (partial / full) to patients, Trismus screws for cancer patients; manufacture appliances for cleft palate, crown bridge fabrication, EMAX (all ceramic) crown and bridge fabrication. The role is also responsible for imparting training to other staff in the dental department.</p> <p>Dental Hygienist:</p> <p>This role is responsible for supervising scaling and polishing of teeth, provide support during pre and post-operative dentistry, supervise the administration of dressing / filling, extraction of teeth, development of x-rays etc. The role is also responsible for imparting training and educating patients in dental hygiene.</p>	

3.1.2 TECHNICIAN (DENTAL) GRADE

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DENTAL TECHNICIAN GRADE I		TECHNICIAN (DENTAL) GRADE I²	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Dental Technician Gr.II possessing a Diploma / Certificate in Dental Hygiene/ Dental Mechanic/ Maxillofacial prosthesis and Orthopentic appliances with 5 years of regular service in the grade [OR] Dental TechnicainGr.II possessing at least Matriculation with 7 years of regular service in the grade.		Grade: Technician (Dental) Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Head of the Department, Dental Surgery	Chairman	(1) Chief of Centre	Chairman
		(2) Dy. Medical Supdt.	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admin. Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy.I Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for assisting the Dental Surgeons in performing their responsibilities. This role provides assistance in providing Dentures (partial / full) to patients, Trissmus screws for cancer patients; manufacture appliances for cleft palette, crown bridge fabrication, EMAX (all ceramic) crown and bridge fabrication.	

²This role has been renamed from Dental Technician Grade I to Technician (Dental) Grade I for consistency across cadres at AIIMS

3.1.3 TECHNICIAN (DENTAL) GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DENTAL TECHNICIAN GRADE II	TECHNICIAN (DENTAL) GRADE II³
2	Number of Posts	3 (1992)	10 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1320-30-1560-EB-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	<i>Between 18 and 30 years</i> (Relexable for the employees. of AIIMS upto 40 years)	Between 18 and 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	<p>Essential</p> <p>(i) Matriculation or equivalent from a recognised University/ Board.</p> <p>(ii) Diploma/Certificate from a recognised Institution in Dental Hygiene; or Dental Mechanic; or Maxillo—facial prosthesis and Orthodontic appliances.</p> <p>(iii) Registered as Dental Hygienist/ Dental Mechanic with Dental Council.</p> <p>Desirable: Experience in a Dental Department of a Hospital for one year.</p> <p>NOTE: The Appointing Authority shall decide on each occasion a vacancy is to be filled, the discipline in which a Diploma/ Certificate is to be prescribed, depending upon the requirements.</p>	<p>Essential:</p> <p>(i) 10 + 2 from a recognised University/ Board.</p> <p>(ii) Diploma (minimum 2 years duration) from a recognised Institution in Dental Hygiene; or Dental Mechanic; or Maxillo—facial prosthesis and Orthodontic appliances.</p> <p>(iii) Registered as Dental Hygienist/ Dental Mechanic with the Dental Council of India.</p> <p>NOTE: The Appointing Authority shall decide on each occasion a vacancy is to be filled, the discipline in which a Diploma qualification is to be prescribed, depending upon the requirements.</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Department, Dental Surgery	Chairman
(2) Dy. Medical Supdt.		Member	
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	
(5) Admin. Officer (Hosp.)		Member – Secretary	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for assisting the Dental Surgeons in performing their responsibilities. This role provides assistance in providing Dentures (partial / full) to patients, Trismus screws for cancer patients; manufacture appliances for cleft palate, crown bridge fabrication, EMAX (all ceramic) crown and bridge fabrication.

³This role has been renamed from Dental Technician Grade II to Technician (Dental) Grade II for consistency across cadres at AIIMS

3.2 DIETETICS

3.2.1 CHIEF DIETICIAN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF DIETICIAN		CHIEF DIETICIAN	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-100-3900-135-4500		Pay Band: 3 (Rs. 15600 – 39100) Pay Scale: Rs. 6600	
5	Method of Recruitment	100 % by promotion Transfer on Deputation. (The Departmental Candidate will be considered alongwith Others who apply on Deputation basis. and in case of selection of Departmental Candidate, It will be treated as promotion.		100 % by promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Dietician with 5 years of regular service in the grade		<p>Grade: Senior Dietician Eligibility: 5 years⁴ of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the promotee should possess M.Sc.(Food & Nutrition)		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Medical Superintendent	Member	(2) Medical Superintendent	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from person of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Dy. Director (Admn.)	Member
		(6) An expert to be nominated by the Director	Member	(6)	

⁴ In the committee meeting on November 28, 2011 the committee recommended that the number of years of qualifying service of the Sr. Dietician prior to promotion to the post of Chief Dietician be changed from 5 to 3 years as the committee was informed by Administration that in the near future no incumbent shall qualify for the post of Chief Dietician if the number of years of qualifying service was retained at five.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/State/U.T. GRADES Governments or of Autonomous/ Statutory bodies holding analogous posts on regular basis or with 5/8 years of regular service in the grade of Rs.2200-4000/ 2000-3500 respectively and possessing the following qualifications and experience:</p> <p>Essential (i) M.Sc. (Food & Nutrition); and (ii) 10 years of practical experience as Dietician in a large teaching hospital and managerial experience.</p> <p>Desirable Ph.D in Human Nutrition or Therapeutic Dietetics. (Period of deputation shall not ordinarily exceed 3 years)</p>		<p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a post in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 5400; and (b) Possessing the following qualifications and experience:</p> <p>Essential (iii) M.Sc. (Food & Nutrition / Food Service Management); and (iv) 10 years'practical experience as Dietician in a large teaching hospital and with managerial experience.</p> <p>Desirable: Ph.D in Human Nutrition or Therapeutic Dietetics.</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>	
12	Period of probation, if any	2 years (for promotees only)		Nil	
13	Brief nature of the Job			<p>This role is responsible for the overall Clinical, Dietary, Academic and Administrative affairs of the department; sets the Mission and Vision of the department, framed policies and procedures. The role establishes Quality Control policies for the department. The role oversees the functioning of the dieticians in the department; ensures food quality provided to patients. The role performs academic responsibilities of research and teaching; actively promotes healthy lifestyle practices (pertaining to diet). The role also performs administrative responsibilities.</p>	

3.2.2 SENIOR DIETICIAN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. DIETICIAN		SENIOR DIETICIAN	
2	Number of Posts	(1991)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	RS 2200-75-1800-25-15-4000		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Dietician with 5 years or regular services in the grade		<p>Grade:Dietician Eligibility: 5 years regular services in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. however the promotes should possess B.Sc. (Food & Nutrition)		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Medical Superintendent	Member	(2) Medical Superintendent	Member
		(3) Chief of a center to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Dietician	Member	(6)	
		(7) Deputy Director (Amn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applications		Not Applicable	
12	Period of probation, if any	7 years (for Promotees only)		Promotion: 2 Years	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
13	Brief nature of the Job		<p>This role is responsible for assisting the Chief Dietician in setting the Mission and Vision of the department, framing of policies and procedures and ensure adherence to the same. This role also performs clinical responsibilities and supervises the functioning of the Dieticians in the department. The role also ensures the quality of food provided. This role performs academic responsibilities such as development of course content for training; participation in research etc. Externally, this role promotes dietetics through representation of AIIMS at various conferences / seminars; oversees research programs of the department</p>

3.2.3 DIETICIAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	DIETICIAN	DIETICIAN																								
2	Number of Posts	4 (1995)	4 (2011)																								
3	Classification	Group – A	Group – B																								
4	Pay Band and Grade Pay	Rs.2000-75-2800-EB-3000	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600																								
5	Method of Recruitment	100 % Promotion	100 % by Promotion																								
6	Age limit for Direct Recruits	Not applicable	Not applicable																								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																								
9b	Grades from which promotion is to be made and eligibility	Assit. Dietician with 3 years of regular services in the grade	Grade: Assistant Dietician Eligibility: 5 years' of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Promotees should prefer M.Sc Degree in Food and Nutrition/ Home science	Not Applicable																								
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Region Supdt./Cheif of a Centre (to be nominated by the Director)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief Dietician</td> <td>Member</td> </tr> <tr> <td>(3) Dy. Dietician (Asst).</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Chief Admn Officer, Sr. Admn Office</td> <td>Member</td> </tr> </table>	(1) Region Supdt./Cheif of a Centre (to be nominated by the Director)	Chairman	(2) Chief Dietician	Member	(3) Dy. Dietician (Asst).	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Chief Admn Officer, Sr. Admn Office	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)	
(1) Region Supdt./Cheif of a Centre (to be nominated by the Director)	Chairman																										
(2) Chief Dietician	Member																										
(3) Dy. Dietician (Asst).	Member																										
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(6) Chief Admn Officer, Sr. Admn Office	Member																										
(1) Deputy Director (Administration)	Chairman																										
(2) Medical Superintendent	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) CAO / AO nominated by Dy. Director (Administration)	Member																										
(6)																											
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable																								
12	Period of probation, if any		Nil																								
13	Brief nature of the Job		This role is responsible for developing the nutrition and dietary policy for patients; provides clinical and dietary services to patients in the wards on daily basis; provides nutritional counselling to the outdoor patients; develops operational guidelines to be adhered to in coordination with the Chief / Senior Dietician and the Steward; ensure adherence to the same. This role is also responsible for ensuring the hygiene of food provided. This role also performs academic responsibilities such as development of course content for training; participation in research etc.																								

3.2.4 ASSISTANT DIETICIAN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSISTANT DIETICIAN		ASSISTANT DIETICIAN	
2	Number of Posts	6(1999)		13 (2011)	
3	Classification	Group – A		Group – B	
4	Pay Band and Grade Pay	Rs.1640-30-2000-10-75-2930		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100 % BY DIRECT RECRUITMENT		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Not exceeding 30 years (Relaxable upto 5 years for the employees of AIIMS)		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(1) Msc. (Food & Nutrition) from a recognised University / Institution (2) 2 years experience in the line preferably in a large teaching Hospital		A full time regular course in: MSc. (Home Science – Food and Nutrition) / MSc. (Clinical Nutrition and Dietetics) / MSc. (Food Science & Nutrition) / MSc. (Food and Nutrition Dietetics) / MSc (Food Service Management and Dietetics) from a recognised University / Institution ⁵	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Only to Direct Recruits		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of Supdt./Cheif of a Centre (tobe nominated by the Director)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief Dietician	Member	(2) Medical Superintendent	Member
		(3) Dy. Director (Asst)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admn Officer, Sr. Admn Office	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any			Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for providing clinical and dietary services to patients in the wards on daily basis; provide nutritional counselling to the outdoor patients; assess, counsel, advice and plan the required diets for indoor / outdoor patients based on their clinical conditions; undertake field surveys to assess the dietary and nutritional requirements of	

⁵ In Deloitte's recommendation, the phrase '2 years experience in the line preferably in a large teaching Hospital' had been deleted. The Department, in its feedback stated that this 2 years' experience is required for the individual to satisfactorily perform the role. It is to be noted that as per the norms followed, incumbents with a Masters' degree are hired at a GP of Rs. 5400.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			the patients and ensure food quality. This role also performs academic responsibilities such as development of course content for training; participation in research etc.

Note: During discussion with the Department of Nutrition and Dietetics the following inputs were received:

Creation of an additional post of Consultant Dietician at PB 4 (Rs. 37400 – 67000) with Grade Pay of Rs. 8700 as PGI, Chandigarh has created an equivalent post. Recommendations for changes in the Pay Scale / Pay and or Grade Pay for individual posts are beyond the scope of this engagement. Exception made only in case of Group D posts. The same may however be taken up by AIIMS internally.

Elevation of Chief Dietician from PB 3 (Rs.15600-39100) with Grade pay of 6600 to PB 3 (Rs.15600-39100) with Grade Pay of Rs.7600. Recommendation for changes in the Pay Scale/Pay and or Grade pay for individual posts are beyond the scope of this engagement Exception made only in case of Group D posts

Elevation of Senior Dietician from PB 3 (Rs. 15600 – 39100) with Grade Pay of 5400 to PB 3 (Rs. 15600 – 39100) with Grade Pay of Rs. 6600. Recommendations for changes in the Pay Scale / Pay and or Grade Pay for individual posts are beyond the scope of this engagement. Exception made only in case of Group D posts.

Direct Recruitment in the dietetics cadre is made at PB 2 (Rs. 9300 – 34800) with Grade Pay of Rs. 5400 (as recommended by the 6th Pay Commission), whereas the department proposes the GP of Rs.5400 in PB-3 (on the basis of entry level qualifications). This pertains to changes in the grade pay of the post and will hence have to be considered by AIIMS internally.

SENIOR STEWARD

No.	Description	As Is Recruitment Rules	To be Recruitment Rules		
1	Name of the Post	SR. STEWARD	SENIOR STEWARD		
2	Number of Posts		2 (2011)		
3	Classification	Group – C	Group – C		
4	Pay Band and Grade Pay		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800		
5	Method of Recruitment	100% by Promotion	100% by Promotion		
6	Age limit for Direct Recruits	Not applicable	Not applicable		
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable		
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority	Non Selection – Seniority cum Fitness		
9b	Grades from which promotion is to be made and eligibility	From Steward with 5 years of regular service.	Grade: Steward Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However the provision of column 9(b) shall be followed.	Not Applicable		
10	If a DPC exists, what is its composition	(1) Dy. Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
		(2) Head of the Department of Dietitics	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Representative of one of the Centres	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Administrative Officer (Hosp.)	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable		
12	Period of probation, if any	2 Years	Nil		
13	Brief nature of the Job		This role is responsible for coordinating with the Dietician regarding patient meal selections and preferences; ensures that the meal preference and prescribed diet is served to the patient and generates reports for the same. The role inspects all the allocated wards to take patients' feedback regarding dietary services and takes steps to implement suggestions provided by patients. This role also performs administrative responsibilities such as planning of Monthly Duty Roster and maintenance of daily attendance record of entire kitchen staff; the role participates in designing the training schedules for the catering students		

3.2.5 STEWARD

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	STEWARD	STEWARD
2	Number of Posts	3 (1992)	6 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1230-30-1560-EB-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion	100% by Promotion ⁶
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility	Head Bearers and Head Cooks possessing Matriculation and above with 5 years of regular service in the grade failing which 10 years of combined regular service as Head Bearer/ Head Cook and Bearer Gr.I/ Cook Gr.I out of which at least 2 years shall be as Head Cook/ Head Bearer. OR Head Bearers and Head Cooks possessing 3th Standard Pass with 7 years of regular service in the grade failing which, 12 years of combined regular service as Head Bearer/ Head Cook and Bearer Gr.I/ Cook Gr.I out of which at least 3 years shall be as Head Cook Head Bearer.	Grade: Head Cook (or) Head Bearer Eligibility: 8 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the provisions of column 9(b) shall be followed.	Not Applicable
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Chief/ Sr. Dietician (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (Hosp)	Chairman Member Member Member Member – Secretary
			(1) Medical Superintendent (2) HoD nominated by Director (AIIMS) (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not Applicable
12	Period of probation, if any	2 years	Nil
13	Brief nature of the Job		This role is responsible for coordinating with the Dietician regarding patient meal selections and preferences; ensures that the meal preference and prescribed diet is served to the patient and generates reports for the same. The role inspects all the allocated wards to take patients' feedback regarding dietary services and takes steps to implement suggestions provided by patients. This role also performs administrative responsibilities

⁶The committee suggested 75% of the posts to be filled through Promotion and 25% through Direct Recruitment at the level of Steward. While this may be implemented it is to be noted that the total number of posts in the feeder grade - Head Cook and Head Bearer is 17. Direct Recruitments may hamper growth of existing incumbents. Further, the number of sanctioned posts at Steward is minimal.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			such as planning of Monthly Duty Roster and maintenance of daily attendance record of entire kitchen staff; the role participates in designing the training schedules for the catering students

Note: In the above Recruitment Rules, the qualifying years of service has been mentioned as 8 years. This is on account of the promotion from the post of Head Cook / Head Bearer (Grade Pay: 1900) to the post of Steward (Grade Pay: Rs. 2400). The period of 8 years is as per the guidelines of the Recruitment Rules. This period of 8 years shall need to be suitably revised if the Grade Pay of the feeder posts is changed.

3.2.6 HEAD COOK

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	HEAD COOK	HEAD COOK
2	Number of Posts	4(1592)	8 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	R5.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Promotion	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility	Cook Gr.I possessing 3th Standard pass with 5 years of regular service in the grade failing which 10 years of regular service in Gr.I and Gr.II out of which at least 2 years shall be in Gr.I. [OR] Cook Gr.I studied upto any class below 3th standard pass with 7 years of regular service in the grade failing which 14 years of combined regular service in Gr.II and Gr.I out of which at least 3 years shall be in Gr.I.	Grade: Cook Grade I Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Chief.Sr. Dietician (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(Hosp)	Chairman Member Member Member Member - Secretary
			(1) Medical Superintendent (2) HoD nominated by Director (AIIMS) (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Nil
13	Brief nature of the Job		This role is responsible for the overall functioning of the kitchen. The role establishes standards for food handling, food preparation, food storage, kitchen procedures and personal hygiene and ensure adherence to the same. The role is responsible for the safe custody of raw food items and prepared food items and proper maintenance of kitchen appliances. The role also monitors and maintains the inventory of food and supplies and prepares food in sufficient quantities for daily meals. The role actively works towards reducing wastage and ensuring quality of food. The role also performs administrative responsibilities such as design of work schedule assignments for subordinate staff and maintenance of all necessary records.

3.2.7 COOK GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	COOK GRADE I		COOK GRADE I	
2	Number of Posts	17(1992)		25 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.325-15-900-EB-20-1200		Pay Band: 1 (Rs. 5200 – 20100) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Cook Grade II possessing 8th Standard Pass with 5 years of regular service in the grade; OR Cook Grade II studied upto any class below 8th Standard Pass with 7 years of regular service in the grade.		Grade: Cook Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt.	Chairman	(1) Medical Superintendent	Chairman
		(2) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Administrative Officer(Hosp)	Member – Secretary	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
				(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any			Nil	
13	Brief nature of the Job	2 years		This role is responsible for preparing various types of cuisines hygienically. The role ensures that food items are properly washed, healthy cooking methods are adopted, and quality procedures are adhered to. The role also safely stores and maintains kitchen equipment, food materials, indents food items from the stores and maintains an inventory of consumption.	

3.2.8 COOK GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	COOKS GRADE II		COOK GRADE II	
2	Number of Posts	34(1992)		34 (2011)	
3	Classification	Group – D		Group – C ⁷	
4	Pay Band and Grade Pay	Rs.775-12-955~EB-14-1025		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18-30 years		Between 18 – 25 years	
7	Educational and other qualification required for Direct Recruits	Essential (i) 8th Standard pass from recognised School/ Board. (ii) Adequate knowledge of preparing Indian/Western dishes. Desirable Experience as Cook in a large catering establishment/hospital or hotel.		Essential: (i) 12 th standard pass from recognised School / Board (ii) Basic skill course of 6 to 8 weeks in food production from a recognized institute (iii) 2 years' experience in preparing Indian / Western dishes in a large catering establishment / hospital / hotel	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Dy. Medical Supdt.	Chairman	(1) Medical Superintendent	Chairman
		(2) Dietician from one of the Centre	Member	(2) Senior Officer nominated by Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer(Hosp)	Member – Secretary	(5) CAO / AO nominated by Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for preparing various types of cuisines hygienically. The role ensures that food items are properly washed, healthy cooking methods are adopted, and quality procedures are adhered to. The role also safely stores and maintains kitchen equipment, food materials, indents food items from the stores and maintains an inventory of consumption.	

⁷The posts of Cook Grade I and Cook Grade II were Group D posts in the 'As-Is' recruitment rules at AIIMS. Post recommendations of the 6th pay commission, these posts are to be classified as Multi task Workers. However, as the posts pertain to a specialised job it is proposed to classify these posts as Group C posts in Pay Band 1 (Rs. 5200 – 20200) with a Grade Pay of Rs. 1800.

3.2.9 HEAD BEARER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	HEAD BEARER	HEAD BEARER
2	Number of Posts	6(1992)	9 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs. 950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Promotion	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority -cum-fitness	Non Selection - Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility	Masaichi/Bearers Gr.I possessing 8th Standard pass with 5 years of regular service in the grade failing which 10 years of regular combined service as Masalchi/Bearers Gr.I and Gr.II out of which at least 2 years shall be in Grade I. OR Masalchi/Bearers Gr.I who studied upto any class below 8th Standard pass with 7 years of regular service in the grade failing which 14 years of combined regular service as Nasalchi/ Bearer Gr.I and Gr.II out of which at least 3 years shall be in Gr.I.	Grade: Food Bearer Grade I Eligibility: 5 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Chief/ Sr. Dietician (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (Hosp)	Chairman Member Member Member Member – Secretary
			(1) Medical Superintendent (2) HoD nominated by Director (AIIMS) (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for supervising the cleaning, washing, peeling & chopping vegetables, kneading dough, grinding & preparing masala and cleaning of dry food items; supervises collection of food items from the store, based on requirement mentioned in the diet sheet; supervises preparation of feeds / loading of trolleys with food and necessary cutlery for distribution to patients as per instructions of dieticians. This role also ensures that the kitchen, food, utensils and kitchen equipment are clean.

3.2.10 FOOD BEARER GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MASALCHI /BEARER GR.I	FOOD BEARER GRADE I⁸
2	Number of Posts	26(1992)	35 (2011)
3	Classification	Group – D	Group – C ⁹
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-I150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Promotion	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility	Masaichi/Bearer Gr.II possessing at least 9th Standard pass with 5 years of regular service in the grade; OR Masaichi/Bearer Gr.II who studied upto any class below 8th Standard pass with 7 years of regular service in the grade.	Grade: Food Bearer Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Chief/ Sr. Dietician (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (Hosp)	Chairman Member Member Member Member – Secretary
			(1) Medical Superintendent (2) Senior Officer nominated by Medical Superintendent (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for cleaning, washing, peeling & chopping vegetables, kneading dough, grinding & preparing masala and cleaning of dry food items; collects food items from the store, based on requirement mentioned in the diet sheet; prepares feeds / loads trolleys with food and necessary cutlery for distribution to patients as per instructions of dieticians. This role also cleans utensils and kitchen equipment.

⁸As per the recommendations of the committee this post may be renamed to Food Bearer Grade I from Masalchi / Bearer Grade I

⁹The post of Masalchi Grade I / Bearer Grade I was a Group D post in the 'As-Is' recruitment rules at AIIMS. Post recommendations of the 6th pay commission, these posts are to be classified as Multipurpose Workers. The same shall need to be taken up internally by AIIMS as per the recommendations of the 6th Pay Commission.

3.2.11 FOOD BEARER GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	MASALCHI/BEARER, GR.II	FOOD BEARER GRADE II¹⁰																				
2	Number of Posts	54 (1972)	109 (2011)																				
3	Classification	Group – D	Group – C ¹¹																				
4	Pay Band and Grade Pay	Rs.750-12-870-EB-14-940	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800																				
5	Method of Recruitment	100 % by Direct Recruitment	100 % by Direct Recruitment																				
6	Age limit for Direct Recruits	Between 18-30 years	Between 18- 25 years																				
7	Educational and other qualification required for Direct Recruits	Essential: 8TH Standard pass from a recognised School/Board. Desirable: Experience as Bearer / Masalchi in a large catering establishment, hospital, hotel etc.	(i) 10 + 2 from a recognised School / Board (ii) Basic skill course of 6 to 8 weeks in food production (at least 1 year duration) from a Government recognized institute																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not Applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																				
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																				
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tbody> <tr> <td>(1) Dy. Medical Supdt.</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief/ Sr. Dietician</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Administrative Officer(Hosp)</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Dy. Medical Supdt.	Chairman	(2) Chief/ Sr. Dietician	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Administrative Officer(Hosp)	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Medical Superintendent</td> <td>Chairman</td> </tr> <tr> <td>(2) Senior Officer nominated by Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Medical Superintendent	Chairman	(2) Senior Officer nominated by Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Medical Supdt.	Chairman																						
(2) Chief/ Sr. Dietician	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Administrative Officer(Hosp)	Member – Secretary																						
(1) Medical Superintendent	Chairman																						
(2) Senior Officer nominated by Medical Superintendent	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Direct Recruitment: 2 years																				
13	Brief nature of the Job		This role is responsible for cleaning, washing, peeling & chopping vegetables, kneading dough, grinding & preparing masala and cleaning of dry food items; collects food items from the store, based on requirement mentioned in the diet sheet; prepares feeds / loads trolleys with food and necessary cutlery for distribution to patients as per instructions of dieticians. This role also cleans utensils and kitchen equipment.																				

¹⁰As per the recommendations of the committee this post may be renamed to Food Bearer Grade II from Masalchi / Bearer Grade II

¹¹The post of Masalchi Grade II / Bearer Grade II was a Group D post in the 'As-Is' recruitment rules at AIIMS. Post recommendations of the 6th pay commission, these posts are to be classified as Multi task Workers. The same shall need to be taken up internally by AIIMS as per the recommendations of the 6th Pay Commission.

3.3 EHS

Note: The Recruitment Rules presented below have been compiled based on the following sources of information, received from Administration:

1. Central Health Service Rules – 1982 (as amended upto 30 June 1989), Annexure R1, Page 13
2. Order Number 'No.21/14/97-PC(H)/CHS-V dated April 5, 2002 signed by Mr. GK Chanana (then Dy. Secretary to the GoI).

The consultant has been informed that all posts in this cadre are filled through Time Bound Promotion; i.e. the incumbent carries the vacancy through the tenure. The total number of sanctioned posts in this cadre is 3 (indicated in the RR of the General Duty Medical Officer).

3.3.1 CHIEF MEDICAL OFFICER (Super time Grade)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	Supertime Grade	CHIEF MEDICAL OFFICER (Super time Grade)
2	Number of Posts		
3	Classification		Group – A
4	Pay Band and Grade Pay		Pay Band: 4 (Rs.37400 - 67000) Grade Pay: Rs. 10000
5	Method of Recruitment		100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection - Merit cum Seniority; without linkage to number of vacancies¹²
9b	Grades from which promotion is to be made and eligibility	Officers holding posts in the grade of Chief Medical Officer (NFSG) with 3 years' regular service in the grade or with 17 years total regular service in group A post.	Grade: Chief Medical Officer (NFSG) Eligibility: 3 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1)	(1) Director (AIIMS) Chairman
		(2)	(2) Medical Superintendent Member
		(3)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director Member

¹² As per guidelines of Dynamic Assured Career Promotion Scheme for officers of the CHS.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
				from persons of an appropriate status working at AIIMS or some other organisation.	
		(5)		(5) Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not Applicable	
12	Period of probation, if any			Nil	
13	Brief nature of the Job			This role is responsible for providing clinical consultancy services to patients, plan their treatment and diet; monitor the execution of treatment and diet plan; personally train staff for individual treatments when required; document case studies to enhance learning of self & others; perform administrative responsibilities as required.	

3.3.2 CHIEF MEDICAL OFFICER (Non Functional Selection Grade)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CHIEF MEDICAL OFFICER (Non Functional Selection Grade)	CHIEF MEDICAL OFFICER (Non Functional Selection Grade)
2	Number of Posts		
3	Classification		Group – A
4	Pay Band and Grade Pay		Pay Band: 4 (Rs. 37400 - 67000) Grade Pay: Rs. 8700
5	Method of Recruitment		100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection - Merit cum Seniority; without linkage to number of vacancies
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Chief Medical Officer Eligibility: 4 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1)	(1) Director (AIIMS) Chairman
		(2)	(2) Medical Superintendent Member
		(3)	(3) One Representative of SC/ST to be nominated by the Director from person of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(5)	(5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		This role is responsible for providing clinical consultancy services to patients, plan their treatment and diet; monitor the execution of treatment and diet plan; personally train staff for individual treatments when required; document case studies to enhance learning of self & others; perform administrative responsibilities as required.

3.3.3 CHIEF MEDICAL OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CHIEF MEDICAL OFFICER	CHIEF MEDICAL OFFICER
2	Number of Posts		
3	Classification		Group – A
4	Pay Band and Grade Pay		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 7600
5	Method of Recruitment		100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection – Merit cum Seniority; without linkage to number of vacancies
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Senior Medical Officer Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) Medical Superintendent Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		This role is responsible for providing clinical consultancy services to patients, plan their treatment and diet; monitor the execution of treatment and diet plan; personally train staff for individual treatments when required; document case studies to enhance learning of self & others; perform administrative responsibilities as required.

3.3.4 SENIOR MEDICAL OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SENIOR MEDICAL OFFICER	SENIOR MEDICAL OFFICER
2	Number of Posts		
3	Classification		Group – A
4	Pay Band and Grade Pay		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600
5	Method of Recruitment		100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection - Meritcum Seniority; without linkage to number of vacancies
9b	Grades from which promotion is to be made and eligibility		<p>Grade:General Duty Medical Officer Eligibility: 4 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) Medical Superintendent Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		This role is responsible for providing clinical consultancy services to patients, plan their treatment and diet; monitor the execution of treatment and diet plan; personally train staff for individual treatments when required; document case studies to enhance learning of self & others; perform administrative responsibilities as required.

3.3.5 GENERAL DUTY MEDICAL OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	GENERAL DUTY MEDICAL OFFICE		GENERAL DUTY MEDICAL OFFICER	
2	Number of Posts	03		3 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment through UPSC	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	A recognised qualification Included in the First or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act 1956 Holders of educational qualifications Included in Part II of the Third Schedule should also fulfil the condition stipulated in sub- section (3) of Section 13 of the Indian Medical Council Act, 1956 Completion of compulsory rotating Internship		(i) A recognized qualification included in the First or Second Schedule or Part II of the Third schedule (other than licentiate qualifications) of the Indian Medical Council Act, 1956 (ii) Completion of compulsory rotating internship Note: Holders of the educational qualifications mentioned in Part II of the 3 rd schedule should also fulfil the condition stipulated in Sub Section 3 of Section 13 of the Indian Medical Council Act, 1956.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not Applicable	
9	In case of Recruitment by Promotion:	Not applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	
9b	Grades from which promotion is to be made and eligibility			Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) Medical Superintendent	Member
		(3) Medical Supenntendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any			Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for providing clinical consultancy services to patients, plan their treatment and diet; monitor the execution of treatment and diet plan; personally train staff for individual treatments when required; document case studies to enhance learning of self & others; perform administrative responsibilities as required.	

3.4 ENT

3.4.1 CHIEF TECHNICAL OFFICER (ENT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (ENT)		CHIEF TECHNICAL OFFICER (ENT)¹³	
2	Number of Posts			1 (2011)	
3	Classification			Group – A	
4	Pay Band and Grade Pay			Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment			100% by Promotion	
6	Age limit for Direct Recruits			Not applicable	
7	Educational and other qualification required for Direct Recruits			Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility			<p>Grade: Senior Technical Officer (ENT) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not Applicable	
10	If a DPC exists, what is its composition	(1)		(1) Director (AIIMS)	Chairman
		(2)		(2) HoD nominated by Director (AIIMS)	Member
		(3)		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4)		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)		(5) Dy. Director (Admn.)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any			Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for supervising the clinical services in Audiological and Electrophysiological Testing, Vertibulometry, Hearing and Tinnitus Therapy, Speech and Swallowing Therapy and other clinical services. This role also carries out delivery of audiology / hearing therapy / speech swallowing therapy services as per prescribed responsibility area. The role is involved in clinical research, provides training to students and manages the functioning of the STO, TO and Technician.	

¹³This position has been renamed from Senior Technical Officer (ENT) to Chief Technical Officer (ENT). This change has been proposed for the purposes of maintaining consistency across cadres.

3.4.2 SENIOR TECHNICAL OFFICER (ENT)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TECHNICAL OFFICER (ENT)	SENIOR TECHNICAL OFFICER (ENT)¹⁴
2	Number of Posts		2 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment		100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection – Meritcum Seniority
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Technical Officer (ENT) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable
10	If a DPC exists, what is its composition	(1) (2) (3) (4) (5)	(1) Deputy Director (Administration) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		This role is responsible for providing clinical services in Audiological and Electrophysiological Testing, Vertibulometry, Hearing and Tinnitus Therapy, Speech and Swallowing Therapy and other clinical services. This role also carries out delivery of audiology / hearing therapy / speech swallowing therapy services as per prescribed responsibility area. The role is involved in clinical research and also provides training to students.

¹⁴This position has been renamed from Technical Officer (ENT) Grade I to Senior Technical Officer (ENT). This change has been proposed for the purposes of maintaining consistency across cadres.

3.4.3 TECHNICAL OFFICER (ENT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (ENT) GRADE II		TECHNICAL OFFICER (ENT)¹⁵	
2	Number of Posts	1(1992)		4 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	ENT Technician with 5 years of regular service in the grade anti possessing a recognised Diploma, Certificate in Audiometry / Speech/ Hearing.		<p>Grade: Technical Assistant (ENT) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not. applicable		Not Applicable	
10	If a DPC exists, what is its composition	(1) Head of the Deptt. (ENT)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Speech Pathologist-cum-Linguist OR Audiologist	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (DO)	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Not Applicable	
13	Brief nature of the Job			This role is responsible for providing clinical services in Audiological and Electrophysiological Testing, Vertibulometry, Hearing and Tinnitus Therapy, Speech and Swallowing Therapy and other clinical services. This role also provides teaching to medical students, participates in Clinical research.	

¹⁵This position has been renamed from Technical Officer (ENT) Grade II to Technical Officer (ENT). This change has been proposed for the purposes of maintaining consistency across cadres.

3.4.4 TECHNICIAN (ENT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL ASSISTANT (E.N.T)		TECHNICIAN (ENT)¹⁶	
2	Number of Posts	5 (1992)		4 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100 % by Direct Recruitment		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Between 13 and 30 years (Relaxable for employees of AIIMS upto 40 years)		Not exceeding 30 years (For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: B.Sc. Degree in Speech and Hearing from a recognised Institution/ University. Desirable: (i) B.Sc. (Honrs) in Speech and Hearing (ii) Clinical experience in a hospital (ENT)		Essential: B.Sc. Degree in Speech and Hearing from a recognised Institution / University. Desirable: (i) M.Sc. in Speech and Hearing (ii) Clinical experience in a hospital in the field	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Deptt. (ENT)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Speech Pathologist-cum-Linguist OR Audiologist	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer(DO)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment:2 years	
13	Brief nature of the Job			This role is responsible for providing clinical services in Audiological and Electrophysiological Testing, Vertibulometry, Hearing and Tinnitus Therapy, Speech and Swallowing Therapy and other clinical services. This role also provides teaching to medical students, participates in Clinical research.	

During discussions with the Department of Otorhinolaryngology, certain issues faced by the department were highlighted. This included aspects such as lack of correlation between competence or performance and promotions. For example, it was felt that there were several cases where incompetent persons were getting promoted and in contrast, competent and high performers were getting stagnated for want of vacancies.

¹⁶This position has been renamed from Technical Assistant (ENT) to Technician (ENT). This change is proposed for the purposes of maintaining consistency across cadres. During discussions with the department it was learned that this post of Technical Assistant (ENT) is to be renamed to Technician (Speech and Audiology). The same may also be adopted.

In the above context, the department proposed to our team that we look at options of Direct Recruitment at all levels as a mechanism to address these issues.

We believe that stagnation due to non-availability of vacancies can be addressed in the long term only by appropriate manpower planning. Short term solutions are temporary in nature and often person specific such as creation of supernumerary posts etc.

The issue of promotion of incompetent persons needs to be addressed by building accountability through a defined, consistent and transparent performance evaluation. The current ACR system needs to be reviewed. The eligibility criteria for promotion may also need to be reviewed.

The above solutions are long term and sustainable in nature. Introducing Direct Recruitment at all levels could lead to blocking of career growth opportunities for incumbents and cause more stagnation.

3.5 HEALTH WORKER

3.5.1 HEALTH EDUCATOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	HEALTH EDUCATOR	HEALTH EDUCATOR																				
2	Number of Posts	6	6 (2011)																				
3	Classification	Group – B	Group – B																				
4	Pay Band and Grade Pay	Rs.5500-175-9000	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200																				
5	Method of Recruitment	100% By Promotion	100% By Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum-Seniority	Selection - Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	Health Assistant with 10 years of regular service in the grade.	<p>Grade:Health Assistant Eligibility: 6 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however a promotee should be a least a Matriculate having one year certificate course Health Education.	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Deputy Director (Admn.)</td> <td>Chairman</td> </tr> <tr> <td>(2) Officer Incharge, CRHS</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Senior Administrative Officer (D.O.)</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Deputy Director (Admn.)	Chairman	(2) Officer Incharge, CRHS	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Senior Administrative Officer (D.O.)	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Deputy Director (Admn.)	Chairman																						
(2) Officer Incharge, CRHS	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Senior Administrative Officer (D.O.)	Member – Secretary																						
(1) Deputy Director (Administration)	Chairman																						
(2) HoD nominated by Director (AIIMS)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	Nil	Promotion: 2 years																				
13	Brief nature of the Job		The position is responsible for executing all activities /schemes/ programs stated/promoted under NRHM of GoI. The role is also responsible for maintaining cordial relationship with village heads/prominent members of concerned community to facilitate proper implementation of schemes/programs.																				

3.5.2 HEALTH ASSISTANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post		HEALTH ASSISTANT
2	Number of Posts		13 (2011)
3	Classification		Group – C
4	Pay Band and Grade Pay		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800
5	Method of Recruitment		100% By Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Non Selection - Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Multipurpose Health Worker Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable
10	If a DPC exists, what is its composition	(1)	(1) HoD nominated by Director (AIIMS) Chairman
		(2)	(2) Senior Officer nominated by HoD of concerned department Member
		(3)	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(5)	(5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		The position is responsible for executing all activities /schemes/ programs stated/promoted under NRHM of GoI. The role is also responsible for maintaining cordial relationship with village heads/prominent members of concerned community to facilitate proper implementation of schemes/programs.

3.5.3 MULTIPURPOSE HEALTH WORKER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MULTIPURPOSE WORKER		MULTIPURPOSE HEALTH WORKER¹⁷	
2	Number of Posts	25		31 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.4000-100-6000		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% By Direct Recruitment		100% By Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years).		Between 18 to 25 years (Relaxable for departmental employees upto 40 years)	
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Matriculation or its equivalent from a recognized Board/School.</p> <p>(ii) Multipurpose Health Worker course from a recognized Institution/School.</p> <p style="text-align: center;">OR</p> <p>Vocational Higher Secondary with Multipurpose Health Worker course from a recognized School/Board.</p> <p style="text-align: center;">OR</p> <p>Matric or its equivalent from a recognize Board/School. Certificate of Auxiliary Nurse Midwife from a recognized State Nursing Council. Must have been registered as Auxiliary Nurs-Midwife with recognized State Nursing Council.</p> <p style="text-align: center;">OR</p> <p>Matric or its equivalent from a recognized School/Board. Female Multipurpose Worker Course from a recognized Institution.</p> <p style="text-align: center;">OR</p> <p>ANM course under 10+2 vocational scheme from recognized Board as per syllabus prescribed by the Central Board of Secondary Education or it equivalent and Indian Nursing Council.</p>		<p>Essential:</p> <p>(i) 10+2 from a recognized Board/ School [And]</p> <p>(ii) Multipurpose Health Worker course from a recognized Institution [Or]</p> <p>Certificate of Auxiliary Nurse Midwife from a recognized State Nursing Council and must have been registered as Auxiliary Nurse / Midwife with recognized State Nursing Council [Or]</p> <p>Female Multipurpose Worker Course from a recognized Institution. [Or]</p> <p>ANM course under 10+2 vocational scheme from recognized Board as per syllabus prescribed by the Central Board of Secondary Education or its equivalent and Indian Nursing Council.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column		Not Applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Professor Incharge, Community Medicine	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Officer Incharge, CRHS	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Officer Incharge, CRHS	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member

¹⁷This post has been renamed from Multipurpose Worker to Multipurpose Health Worker to differentiate it from the common pool of employees to be created as per the 6th Pay Commission.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		The position is responsible for executing all activities / schemes / programs stated /promoted under NRHM of Gol. The role is also responsible for maintaining cordial relationship with village heads /prominent members of concerned community to facilitate proper implementation of schemes / programs.

3.6 LABORATORY MEDICINE

3.6.1 CHIEF TECHNICAL OFFICER (LABORATORY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (LAB)		CHIEF TECHNICAL OFFICER (LABORATORY)¹⁸	
2	Number of Posts	12		15 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 2200-4000 (Pre-revised) Rs. 8000-13,500 (Revised)		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	50% of the Vacancies : from Technical Officers (Lab.) 50% of the Vacancies : from Sr. Tech. Assistant (Lab.) failing which from Technical Officer (Lab.) Technical Officers (Lab.)/ Sr. Technical Assistant with 3 years of Note: (i) There shall be common seniority for Technical Officers (Lab.)/ Sr. Technical Assistants working in any of the Laboratories of the Institute. (ii) Promotions shall be under the system of 'Floating Posts', thereby a Technical Officer (Lab.)/ Sr. Technical Assistant may be continued in the same area/unit in which he/she has specialised, even after promotion unless the competent authority decides otherwise.		Grade: Senior Technical Officer (Laboratory) Eligibility: 3 years regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Note: Existing incumbents (non graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however the promotees, should possess B.Sc. Degree OR Intermediate/ 10+2 plus Diploma in MLT.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Dean/Chief of a Centre Advisory Committee	Chairman	(1) Director (AIIMS)	Chairman
		(2) Officer-Inchagre, Laboratory Medicine	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Head of the Deptt. (to be nominated by the Director)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) Chief Admn. Officer/ Sr. Admn. Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which	Not applicable		Not applicable	

¹⁸This position was earlier called Senior Technical Officer. It has been re-designated to Chief Technical Officer for parity across cadres.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation		
12	Period of probation, if any	Nil	Promotion: 2 Years
13	Brief nature of the Job		This role is responsible for designing policies and procedures for the department; performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role identifies variations in results, analyses their probable causes and seeks solutions. This role assists faculty in training laboratory personnel and students and resolves technical problems. This role supervises the functioning of the other staff in the department.

3.6.2 SENIOR TECHNICAL OFFICER (LABORATORY)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TECHNICAL OFFICER (LAB.)	SENIOR TECHNICAL OFFICER (LABORATORY)¹⁹
2	Number of Posts	52	60 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs. 2000-3500 (Pre-revised) Rs. 6500-10500 (Revised)	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100% by Promotion Note: However, all persons holding the post Technical Supervisor (Lab.) on regular basis on the date of publication of these rules shall be treated to have been appointed as Technical Officer (Lab.) under these rules and the service rendered by them in that grade shall be counted for seniority.	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Technical Assistant with 5 years of regular service in the grade Note: (i) There shall be common seniority For Technical Assistants working in any of the Laboratories of the Institute. (ii) Promotions shall be under the system of 'Floating Posts', thereby a Technical Assistant may be continued in the same area/unit in which he/she has specialised, even after promotion.	Grade: Technical Officer (Laboratory) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Note: Existing incumbents (non graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however the promotees, should possess B.Sc. Degree OR Intermediate (Sc.) 10+2 plus Diploma in M.L.T.	Not Applicable
10	If a DPC exists, what is its composition	(1) Dean/Chief of a Centre Advisory Committee (2) Officer-Incharge, Laboratory Medicine (3) One Head of the Deptt.(to be nominated by the Director) (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Chief Admn. Officer/ Sr. Admn. Officer	Chairman Member Member Member Member Member
			(1) Deputy Director (Administration) (2) HoD nominated by Director (AIIMS) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation	Nil	Nil

¹⁹This position was earlier called Technical Officer. It has been re-designated to Senior Technical Officer for parity across cadres.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
13	Brief nature of the Job		This role is responsible for providing inputs to the CTO on designing policies and procedures for the department; performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems.

3.6.3 TECHNICAL OFFICER (LABORATORY)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TECHNICAL ASSISTANT (LAB.)	TECHNICAL OFFICER (LABORATORY)²⁰
2	Number of Posts	114	118 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs. 1400-2300 (Pre-revised) Rs. 5500-9000 (Revised)	Pay Band: 2 (9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Promotion Note: However, all persons holding the post of Technical Asstt. on regular basis on the date of publication of these rules shall be treated as Technical Assistant appointed under this rules and the services rendered by them in this grade already shall count for seniority.	100 % by Promotion
6	Age limit for Direct Recruits	Not applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	(i) Lab. Technician possessing B.Sc. or Inter (or 12th Class)+Diploma in MLT with 5 years of regular service in the grade; OR (ii) Lab. Technician possessing 12th Class pass or Intermediate or equivalent with 7 years of regular service in the grade; OR (iii) Lab. Tech. possessing Matriculation with 9 years of regular service in the grade.	Grade: Technician (Laboratory) Eligibility: 6 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Note: Existing incumbents (non graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however the provisions of column shall he followed,	Not Applicable
10	If a DPC exists, what is its composition	(1) Chairman, Research Advisory Committee (2) Representation of one the Centres/ Hospital. (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Chief Admn.Officer/ Sr. Admn. Officer	Chairman Member Member Member Member – Secretary
			(1) Dy. Director (Administration) (2) HoD nominated by Director (AIIMS) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	Nil	Promotion: 2 Years
13	Brief nature of the Job		This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems.

²⁰This position was earlier called Technical Assistant. It has been re-designated to Technical Officer for parity across cadres.

3.6.4 TECHNICIAN (LABORATORY)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	LABORATORY TECHNICIAN	TECHNICIAN (LABORATORY)																				
2	Number of Posts	305	487 (2011)																				
3	Classification	Group – C	Group – C																				
4	Pay Band and Grade Pay	Rs. 1320-2040 (Pre-revised) Rs. 4500-7000 (Revised)	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800																				
5	Method of Recruitment	(i) 75 % by Direct Recruitment (ii) 25 % by Promotion	100 % by Direct Recruitment																				
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS).	Between 18 and 25 years (For Departmental candidates age limit is 40 years)																				
7	Educational and other qualification required for Direct Recruits	Essential: Degree in Science, from a recognized University OR (i) 12th Class pass with Science subjects (in 10 + 2 system) or Intermediate (Science) or equivalent from a recognised university/Institution; (ii) Diploma in Medical Laboratory Techniques from a recognised Institute; and (iii) One year experience in a Medical Laboratory	(i) BSc (Medical Lab Technology) from recognised Institution [Or] (ii) BSc (Physics / Chemistry / Mathematics / Biology) + Diploma (Medical Lab Technology) from recognised Institution [Or] (iii) B. Tech (Bio Technology) + Diploma (Medical Lab Technology) from recognised Institution																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not Applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Not Applicable																				
9b	Grades from which promotion is to be made and eligibility	Senior Laboratory Attendant/Laboratory Attendant Grade-I with 12 years of regular service in the cadre of Laboratory Attendant [OR] Senior Laboratory Attendant/Laboratory Attendant Grade-I with 10+2 (in Science) having 10 years of regular service in the cadre of Laboratory Attendant.	Not Applicable																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the promotees must at least possess Matriculation education with Science subject	Not Applicable																				
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tr> <td>(1) Chairman, Research Advisory Committee</td> <td>Chairman</td> </tr> <tr> <td>(2) Representation of one the Centres/ Hospital</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Chief Admn. Officer/ Sr. Admn. Officer</td> <td>Member – Secretary</td> </tr> </table>	(1) Chairman, Research Advisory Committee	Chairman	(2) Representation of one the Centres/ Hospital	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Chief Admn. Officer/ Sr. Admn. Officer	Member – Secretary	<table border="1"> <tr> <td>(1) HoD nominated by Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Senior Officer nominated by HoD of concerned department</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) HoD nominated by Director (AIIMS)	Chairman	(2) Senior Officer nominated by HoD of concerned department	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Chairman, Research Advisory Committee	Chairman																						
(2) Representation of one the Centres/ Hospital	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Chief Admn. Officer/ Sr. Admn. Officer	Member – Secretary																						
(1) HoD nominated by Director (AIIMS)	Chairman																						
(2) Senior Officer nominated by HoD of concerned department	Member																						
(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Direct Recruitment: 2 years																				
13	Brief nature of the Job		This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems.																				

3.6.5 SENIOR LABORATORY ATTENDANT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. LABORATORY ATTENDANT		SENIOR LABORATORY ATTENDANT	
2	Number of Posts	22		22 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 4000-6000		Pay Band: 1 (5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Lab. Attendant Gr.I with Matriculation and having 7 years as regular service in the grade failing which with combined regular service of 12 years in Gr.II and Gr.I out of which not less than 3 years shall be in Gr. I [Or]</p> <p>Lab. Attendant Gr.I having passed 8th standard with 9 years of regular service failing which 15 years of regular service in Gr.I and Gr.II of which not less than 5 years shall be in Gr.I. [OR]</p> <p>Lab. Attendant Gr.I who has studies upto any class below 8th Standard with 11 years of regular service in the grade failing which 18 years of combined regular service in Gr. I and Gr. II of which not less than 7 years shall be in Gr.I.</p>		<p>Grade: Lab Attendant Grade I Eligibility: 5 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However the provisions of column 9(b) shall be followed		Not Applicable	
10	If a DPC exists, what is its composition	(1) Chief Admin. Officer/ Sr. Admin Officer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Sr. Admin. Officer/ Admin. Officer of a Centre	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (DO)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job	This role maintains and cleans the work space, equipment / accessories, glassware; disposes laboratory waste into coloured bags for further disposal; performs work such as shifting of small equipment, accessories, samples, reagent bottles etc. as required; receive samples and assign laboratory identity marks; prepare vials if necessary			

3.6.6 LABORATORY ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LABORATORY ATTENDANT GR.II/ LABORATORY ASSISTANT		LABORATORY ATTENDANT GRADE I	
2	Number of Posts	63		66 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 975-1540(Pre-revised) Rs.3200-4900(Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2000	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Lab. Attendant (Gr.II) with Matriculation with Science and having 5 years as regular service in the grade.		<p>Grade: Lab Attendant Grade II Eligibility: 3 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However the provisions of column 9(b) shall be followed,		Not Applicable	
10	If a DPC exists, what is its composition	(1) Chief Admin. Officer/ Sr. Admin Officer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
(2) Sr. Admin. Officer/ Admin. Officer of a Centre		Member	(2) Senior officer nominated by HoD of concerned department	Member	
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(5) Administrative Officer (DO)		Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job	This role maintains and cleans the work space, equipment / accessories, glassware; disposes laboratory waste into coloured bags for further disposal; performs work such as shifting of small equipment, accessories, samples, reagent bottles etc. as required; receive samples and assign laboratory identity marks; prepare vials if necessary			

3.6.7 LABORATORY ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LABORATORY ATTENDANT GR.II		LABORATORY ATTENDANT GRADE II	
2	Number of Posts	60		126 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 950-1400 (Pre-revised) Rs. 3050-4590 (Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Direct Recruitment Note: However, all persons holding the post of Laboratory Attendant in the pay scale of Rs.950-1400 as on the date of publication of these rules, shall be treated to have been appointed to the post of Lab. Attdt. Gr.II under these rules and the service rendered in that scale shall be counted for seniority.		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years for the employees of AIIMS.)		Between 18 and 25 years (For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: 10th Class pass (with Science as one of the subjects) from a recognised Board Desirable: Experience in a Medical Laboratory		Essential: 10+2 (Science) from recognized Board / Institution	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Chief Admin. Officer/ Sr. Admin Officer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Sr. Admin. Officer/ Admin. Officer of a Centre	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (DO)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruits: 2 years	
13	Brief nature of the Job			This role maintains and cleans the work space, equipments / accessories, glassware; disposes laboratory waste into coloured bags for further disposal; performs work such as shifting of small equipment, accessories, samples, reagent bottles etc. as required; receive samples and assign laboratory identity marks; prepare vials if necessary	

Note: During discussions with AIIMS, it was mentioned that a conscious attempt is to be made to increase the educational qualifications of employees at entry levels. In accordance with this, the educational qualification for Lab Attendant Grade II is being raised to 10 + 2. The promotions of existing incumbents upto the level of Senior Lab Attendant may be continued as is presently the case.

3.7 MEDICAL PHYSICS

3.7.1 SENIOR MEDICAL PHYSICIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. MEDICAL PHYSICIST		SENIOR MEDICAL PHYSICIST	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	RS.3000-100-3500-125-4500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by Deputation.		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit -cum- seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Medical Physicist with 5 years of regular service in the grade.		<p>Grade: Medical Physicist Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. However the promotees should possess Master's Degree in in Physics/ Medical Physics.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Medical Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief, I.R.C.F.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Prof. Head of the Deptt. of Radio-therapy	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Admn.)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which	Officers of the Central/State Governments/ Union Territory Administrations or of Autonomous / Statutory Bodies holding analogous posts on regular basis on with 5		Source: Employees of the Central / State / Union Territory Governments / Universities /	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation	<p>years of regular service in a post in the scale of Rs.2200- 4000 and possessing the following qualifications and experiences</p> <p>(i) M.Sc. in Medical Physics or equivalent: OR M.Sc. in Physics and a PostGraduate diploma/ degree in radiological/ medical physics from a recognised University/ Institution: and</p> <p>(ii) Not less than years of experience in Medical Physics.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	<p>Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 5400 or higher; [And]</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(iii) M.Sc. in Medical Physics or equivalent [or] (iv) M.Sc. in Physics + Post Graduate diploma / degree in Radiological / Medical physics from a recognised University/ Institution and (v) Not less than 5 years of experience in Medical Physics.</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		<p>The position is responsible for designing a treatment plan; considering dose-limiting structures in the design of treatment plans; coordinating treatment simulations and tumour localization on dedicated devices - CT, MRI, and PET for radiation oncology treatment planning; assisting in the planning of the fabrication of beam modifying devices; assisting in the planning of the production of immobilization devices; supervising the therapist staff in the implementation of the treatment plan including; Providing technical support in radiation protection, qualitative machine calibrations, and quality assurance of the radiation oncology equipment.</p>

3.7.2 MEDICAL PHYSICIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MEDICAL PHYSICIST		MEDICAL PHYSICIST	
2	Number of Posts	3 (1992)		15 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75-2800-40-100-4000		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	35 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: M.Sc. in Medical Physics or equivalent from a recognised University/ Institution. OR (i) M.Sc. in Physics from a recognised University; (ii) A Post-Graduated diploma/ degree in Radiological/ Medical physics from a recognised University/ Institute		Essential: i) M.Sc. in Medical Physics or equivalent from a recognised University/ Institution. [OR] ii) M.Sc. in Physics from a recognised University and iii) Post Graduate diploma/ degree in Radiological / Medical physics from a recognised University/ Institute	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief, I.R.C.H	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Deputy Director (Admn.)	Member	(6) Deputy Director (Admn.)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for designing a treatment plan; considering dose-limiting structures in the design of treatment plans; coordinating treatment simulations and tumour localization on dedicated devices - CT, MRI, and PET for radiation oncology treatment planning; assisting in the planning of the fabrication of beam modifying devices; assisting in the planning of the production of immobilization devices; supervising the therapist staff in the implementation of the treatment plan including; Providing technical support in radiation protection, qualitative machine calibrations, and quality assurance of the radiation oncology equipment.	

3.8 MEDICAL RECORD

3.8.1 CHIEF MEDICAL RECORD OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF MEDICAL RECORD OFFICER		CHIEF MEDICAL RECORD OFFICER	
2	Number of Posts	02 (1992)		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	RS. 8000-275-13500		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% BY PROMOTION		100% By Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by Seniority-cum fitness i.e., 'non selection', or by 'Merit cum Seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Medical Record Officer 5 years of regular service in the grade.		<p>Grade: Senior Medical Record Officer Eligibility: 3 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a centre (to be nominated by the Director)	Member	(2) Medical Superintendent	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) Deputy Director (Admn.)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			<p>(a)</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis or (ii) With 5 - 8 years of regular service in the posts in the PB 2 with Grade Pay of Rs. 4600 or higher and <p>(b) Possessing the following qualifications and experience:</p> <ul style="list-style-type: none"> (i) Essential: Degree in Medical Record Keeping (duration 1 year) from a recognised institute / university (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 years(for promotees only)	Promotion: 2 years
13	Brief nature of the Job		This role is responsible for the efficient and overall functioning of the department. He / She is also responsible for developing policies, defining standardized processes, supervising the coding and documentation and ensure that each staff member is aware of the procedures and systems being followed.

3.8.2 SENIOR MEDICAL RECORD OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	SENIOR MEDICAL RECORD OFFICER	SENIOR MEDICAL RECORD OFFICER																								
2	Number of Posts	1 (1992)	2 (2011)																								
3	Classification	Group – B	Group – B																								
4	Pay Band and Grade Pay	Rs. 2000-60-2300-EB-75-3200-100-3500	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600																								
5	Method of Recruitment	100% by Promotion	100% by Promotion																								
6	Age limit for Direct Recruits	Not applicable	Not applicable																								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Seniority cum Merit' i.e., 'selection'	Merit-cum-seniority	Selection - Merit cum Seniority																								
9b	Grades from which promotion is to be made and eligibility	Medical Record Officer with 3 years of regular service in the grade.	Grade: Medical Record Officer Eligibility: (i) 5 years ²¹ of regular service in the grade (ii) Diploma in Medical Record Keeping (duration 1 year) from a recognised institute / university ²² <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the promotee should possess a qualification of one year course of Medical Record Officer	Not applicable																								
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Chief of a Centre</td> <td>Chairman</td> </tr> <tr> <td>(2) By Director (Admn.)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Dynamical SupdtAsstt. Medical Supdt of a Center.</td> <td>Member</td> </tr> <tr> <td>(6) Chief Sr. Admin Officer</td> <td>Member</td> </tr> </table>	(1) Chief of a Centre	Chairman	(2) By Director (Admn.)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Dynamical SupdtAsstt. Medical Supdt of a Center.	Member	(6) Chief Sr. Admin Officer	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)	
(1) Chief of a Centre	Chairman																										
(2) By Director (Admn.)	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) Dynamical SupdtAsstt. Medical Supdt of a Center.	Member																										
(6) Chief Sr. Admin Officer	Member																										
(1) Deputy Director (Administration)	Chairman																										
(2) Medical Superintendent	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) CAO / AO nominated by Dy. Director (Administration)	Member																										
(6)																											
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																								
12	Period of probation, if any	Not applicable	Not applicable																								
13	Brief nature of the Job		This role is responsible for ensuring that patient records are stored appropriately and confidentiality of patient information is maintained; records are stored for a period of 10 years at least. The position is responsible for supervising the preparation of a monthly MIS of the number of patients visiting AIIMS; segmenting the list by disease type, by department, by nature of treatment etc. and indicate emerging trends in patient services.																								

²¹ The committee mentioned that the number of years of service for promotion of existing non qualified incumbents to the post of Sr. MRO needs to be increased from 5 to 8 years.

²² Recommended to be deleted by the committee in its meeting on December 8, 2012

3.8.3 MEDICAL RECORD OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MEDICAL RECORD OFFICER		MEDICAL RECORD OFFICER	
2	Number of Posts	5 (1992)		5 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	RC 1640-40-2600-eb-75-2900		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion failing which for Direct Recruitment		100% by Promotion	
6	Age limit for Direct Recruits	Not Exceeding 40 years (Relaxable upto 5 years for employees of AIIMS)		Not applicable	
7	Educational and other qualification required for Direct Recruits	(i) Bachelor's Degree Preferable of Science, from, & recognised University or Equivalent; (ii) Should have Undergone one-year course for Medical record Officer from recognised Institutional; and (iii) Not Less than 2 Years of experience in organising and maintenance of Medical records in a nominated/ medical institute of science		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum-Seniority		Selection-Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Gr. Medical Record Officer with 5 years of regular service in the grade.		<p>Grade: Technician (Medical Record) Eligibility: (i) 6 years of regular service in the grade (ii) 1 year diploma course in Medical Records (for officers) from a recognised Institution</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : No		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief of a Centre	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admn.)	Member	(2) Medical Superintendent	Member
		(3) Sr. Medical Record Officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Dy. Medical Supdt. Asstt. medical supdt of a centre	Member	(6)	

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(7) Chief/Sr. Admn. Officer	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Not applicable		Promotion: 2 years	
13	Brief nature of the Job			This role is responsible for ensuring that patient records are stored appropriately and confidentiality of patient information is maintained. The position is responsible for the preparation of a monthly MIS of the number of patients visiting AIIMS; segmenting the list by disease type, by department, by nature of treatment etc. and indicate emerging trends in patient services.	

3.8.4 TECHNICIAN (MEDICAL RECORD)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JUNIOR MEDICAL RECORD OFFICER		TECHNICIAN (MEDICAL RECORD)²³	
2	Number of Posts	10 (1991)		10 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1400-40-1300-EB-50-2300		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100%. by Promotion		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Not applicable		Between 18 to 25 years (Relaxable for departmental employees upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Not applicable		Essential: (i) BSc (Medical Records) [Or] (ii) 10+2 (Science) from a recognised board + 1 Year Diploma in Medical Record Keeping (duration 1 year) from a recognised institute / university + 2 years' experience in Medical Record Keeping in a Hospital Setup [And] (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Medical Record Technician possessing 12th Class pass/ Higher Secondary/ Matriculation or equivalent plus certificate in Medical Records (awarded after not less than 6 months training) with 5 years of regular service in the grade; OR Medical Record Technician possessing Matriculation certificate or equivalent with 7 years of regular service in the grade.		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, provisions of column 9(b) shall be followed		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
		(2) Sr. Medical Record Officer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Sr.Admin. Officer/ Chief Administrative Officer	Member	(3)One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member

²³This post has been renamed to Technician (Medical Record) from Junior Medical Record Officer to ensure parity across cadres at AIIMS. It is recognized that the term 'officer' in the above designation is being replaced with the term 'Technician' and may result in representation from the concerned incumbents. The recommendation has been made to ensure parity and hence such representations shall need to be evaluated by AIIMS and appropriate action taken.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules
		(6) Admn. Officer (D.O)	Member – Secretary	(6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable
12	Period of probation, if any	Nil		Direct Recruitment: 2 years
13	Brief nature of the Job			The position is responsible for collection of patient records from the wards after discharge of patient; files the documents in the appropriate file based on the uniquely generated patient number / colour coding system. The position is responsible for preparing a monthly MIS of the number of patients visiting AIIMS; segment the list by disease type, by department, by nature of treatment etc.; providing patient files to concerned departments in case responses to case summons are to be provided.

Note: It is recommended that the positions of Medical Record Technician, Medical Record Attendant Grade I and Medical Record Attendant Grade II (shown on subsequent pages) are abolished as the tasks executed by these roles may be performed by equivalent office staff.

3.8.5 MEDICAL RECORD TECHNICIAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MEDICAL RECORD TECHNICIAN	MEDICAL RECORD TECHNICIAN
2	Number of Posts	30 + 10 + 12 = 52	52 (2001)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	RS. 4000-100-6000	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100 by transfer failing which by direct recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (relaxable for employees of aiims upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) 12th class pass, preferable in science or equivalent from a recognised board/ university & (ii) Certificate in medical records from a recognised institute or authority issued after not less than 6 months training course Desirable: Experience of having handled medical records in a hospital/medical institute of repute	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent (2) Sr. Medical Record Officer (3) Sr. Admin. Officer Chief Administrative Officer (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Admm. Officer (D.O.)	Chairman Member Member Member Member Member – Secretary
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Transfer from institute employees Essential: Lower division clerks and have not less than 3 years of experience in a medical record section or area. OR Medical record attendant gr possessing 10th qualification with 3 years of regular service in the grade. Desirable: Preference shall be given to those who have undergone a formal training course in medical records.	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		The position is responsible for collection of patient records from the wards after discharge of patient; files the documents in the appropriate file based on the uniquely generated patient number / colour coding system. The position is responsible for preparing a monthly MIS of the number of patients visiting AIIMS; segment the list by disease type, by department, by nature of treatment etc.; providing patient files to concerned departments in case responses to case summons are to be provided.

3.8.6 MEDICAL RECORD ATTENDANT(GRADE I)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	MEDICAL RECORD ATTENDANT GRADE I	MEDICAL RECORD ATTENDANT GRADE I															
2	Number of Posts	2 (1991)	6 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900															
5	Method of Recruitment	100% by Promotion																
6	Age limit for Direct Recruits	Not applicable																
7	Educational and other qualification required for Direct Recruits	Not applicable																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness																
9b	Grades from which promotion is to be made and eligibility	Medical Record Attendant (Gr.II) with 5 years of regular service in the grade																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Medical Supdt./ Addl. Medical Supdt.</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Sr. Medical Record Officer</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Admin. Officer (Hospital)/ Adm. Officer of a Centre</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Dy. Medical Supdt./ Addl. Medical Supdt.	Chairman	(1)	(2) Sr. Medical Record Officer	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Admin. Officer (Hospital)/ Adm. Officer of a Centre	Member – Secretary	(5)	
(1) Dy. Medical Supdt./ Addl. Medical Supdt.	Chairman	(1)																
(2) Sr. Medical Record Officer	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Admin. Officer (Hospital)/ Adm. Officer of a Centre	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is responsible for assisting the Medical Record Officers in the functioning of the department. The role is required to issue medical cards to OPD patients; collect patient records from the wards after discharge of patient; file the documents appropriately; store patient records appropriately; ensure patient confidentiality; prepare MIS															

3.8.7 MEDICAL RECORD ATTENDANT (GRADE II)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MEDICAL RECORD ATTENDANT (GRADE II)	MEDICAL RECORD ATTENDANT (GRADE II)
2	Number of Posts	8(1991)	15 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs, 300-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Transfer failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 36 years	
7	Educational and other qualification required for Direct Recruits	Essential: (i) 9th Standard pass from a recognised school (ii) 5 years experience in the filing area of Medical Records Desirable: (i) 10th class pass (ii) Typing speed of 30 W.p.a in English or 25 W.p.a, in Hindi	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt./ Addl. Medical Supdt. (2) Sr. Medical Record Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Admin. Officer (Hospital)/ Admin. Officer of a Centre	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Transfer Any member of Group 'D' establishment of the AIIMS having the qualifications and experience prescribed for direct recruits (col.7)	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for assisting the MRO and MRT in the functioning of the department. The role shall be required to collect patient records from the wards after discharge of patient for storing in the record section; assist in record sorting, code sticking, stacking, segregation of documents / files; file the documents based on the patient number / colour coding system

3.9 MEDICAL SOCIAL SERVICE

This set of RRs is to be read in concordance with the recommendations suggested in Volume 3 as it has been suggested to transition the incumbents in this cadre to the proposed cadre of 'Customer Service'.

3.9.1 CHIEF MEDICAL SOCIAL SERVICE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF MEDICAL SOCIAL SERVICE OFFICER		CHIEF MEDICAL SOCIAL SERVICE OFFICER	
2	Number of Posts	4(1992)		4 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-1.00-3500-125-4500 Rs.10000-325-15200 (Revised)		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by Deputation.		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Supervising Medical Social Service Officer with 5 yrs of regular service in the grade.		<p>Grade:Supervising Medical Social Service Officer Eligibility:5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. The promotees should however, possess Master's Degree in Social Work.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) Medical Superintendent	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) An expert to be nominated by the Director	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which	Officers of the Central/State Govts./Union Territory Administrations or of		Source: Employees of the Central / State / Union Territory Governments / Universities /	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation	<p>Autonomous/Statutory bodies holding analogous posts on regular basis or with 5 years of regular service in a post in the scale of Rs.2200-4000 and possessing the following qualifications and experience:</p> <ul style="list-style-type: none"> (i) Bachelor's Degree from a recognized University. (ii) Master's Degree in Professional Social Work from a recognized University /Institution or equivalent; and (iii) Twelve years of teaching/ research/ professional experience in a Medical Institution/Organisation in The of Medical social Work preferably Rehabilitation of Orthopaedically handicapped persons. <p>(Period of deputation shall not ordinarily exceed 3 years)</p>	<p>Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a)</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis or (ii) With 5 years of regular service in the post in PB 3 with Grade Pay of Rs.4800 and <p>(b) Possessing the following qualifications and experience:</p> <ul style="list-style-type: none"> (i) Essential: M.A. in Social Work / MSW from a recognised institute / university and not less than 12 years of experience in the field of Medical social welfare with sound knowledge of medical and other government run financial aid schemes. <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 years
13	Brief nature of the Job		<p>The position is responsible for analysing case histories of 'below poverty line'(BPL) and financially weak patients, accordingly approving or disapproving requests for financial respite; providing support to patients with life threatening disorders through assistance under the National Illness Assistance Fund after verifying support documents such as income certificate and BPL card. The post is responsible for forwarding cases above 1 lakh to ministry for approval; representing the department at the sub-committee level and discuss cases for obtaining approval for financial grant for needy patients. The role must coordinate with respect to imprest amount with Hospital Poor Fund and sanction approvals for financial respite up to the prescribed limit.</p>

3.9.2 SUPERVISING MEDICAL SOCIAL SERVICE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SUPERVISING MEDICAL SOCIAL SERVICE OFFICER		SUPERVISING MEDICAL SOCIAL SERVICE OFFICER	
2	Number of Posts	8 (1992)		8 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75-2800-EB-100-4000 Rs.8000-275-13500 (Revised)		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cumSeniority	
9b	Grades from which promotion is to be made and eligibility	Medical Social Service Officer Gr.I with 3 years of regular service in the grade.		Grade: Medical Social Service Officer Grade I Eligibility: 3 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. The promotees should however, possess Master's Degree in Social Work.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) Medical Superintendent	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) Chief Medical Social Service Officer	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	
13	Brief nature of the Job			The position is responsible for analysing case histories of patients who belong to 'below poverty line' (BPL) and financially weak patients and accordingly provide guidance and assist them in seeking financial assistance ; representing cases of patients with life	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			threatening disorders to Chief MSSO after screening support documents such income certificate and BPL card. He / She must ensure counselling and rehabilitative needs of cases referred by doctors of the hospital are met with urgency; forging and maintaining cordial relationship with NGOs, private hospitals, Police department, other authorities etc. for helping patients avail financial and rehabilitative aid.

3.9.3 MEDICAL SOCIAL SERVICE OFFICER GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MEDICAL SOCIAL SERVICE OFFICER GRADE I		MEDICAL SOCIAL SERVICE OFFICER GRADE I	
2	Number of Posts	12(1992)		12(2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200 Rs.6500-200-10500 (Revised)		Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Medical Social Service Officer, Gr.II with 2 yrs.regular service in the grade.		<p>Grade:Medical Social Service Officer Grade - II Eligibility:5 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, a promotee should possess at least a Master's Degree in Social Work.		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(2) Medical Superintendent	Member
		(3) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Dy. Director (Admin.)	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Medical Social Service Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/Sr.Admn.Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for supporting patients by helping them obtain funds for their treatment, screens necessary documents, coordinates with authorities in cases where the patient does not have any proof; works closely with the doctors and nurses to counsel patients and identify rehabilitative needs. The role helps patients decipher prescriptions written by the doctors and educate them about medication schedule and patterns. The role ensures that procedures of law are adhered to in cases of abandonment etc.	

3.9.4 MEDICAL SOCIAL SERVICE OFFICER GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MEDICAL SOCIAL SERVICE OFFICER GRADE II		MEDICAL SOCIAL SERVICE OFFICER GRADE II	
2	Number of Posts	18(1992)		27 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	RS.5500-9000		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by direct recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Not exceeding 35 years (Relaxable for employees of AIIMS upto 5 years)		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (i) Master's Degree in Social Work from a recognized University/Institution. (ii) Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health Service. Desirable: Specialization, by experience or qualification or training in Medical Social Work including psychiatric services.		Essential: (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution ²⁴ Desirable: (ii) Experience in a government or private sector hospital in line with welfare or Health Agency, preferably dealing with Medical / Public Health Service. (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(2) Medical Superintendent	Member
		(3) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Deputy Director (Admn.)	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Medical Social Service Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/Sr. Admn. Officer	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for supporting patients by helping them obtain funds for their treatment, screens necessary documents, coordinates with authorities in cases where the patient does not have any proof; works closely with the doctors and nurses to teach / counsel patients to live with diseases and identify rehabilitative needs. The role helps patients decipher prescriptions written by the doctors and educate them about medication schedule and patterns. The role ensures that procedures of law are adhered to in cases of abandonment etc.	

²⁴ The educational qualification for an entry level post of MSSO Grade II is a Masters Degree in the concerned discipline. It is to be noted that at a GP of Rs. 4200, individuals with a Bachelor' degree are proposed to be recruited. The committee, in its meeting on December 8, 2012 suggested that the post be upgraded to a GP of Rs. 4600 as the entry level post requires a Master's Degree qualification.

3.10 MORTUARY

3.10.1 MORGUE ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MORGUE ATTENDANT GRADE I		MORGUE ATTENDANT GRADE I	
2	Number of Posts	3 (Three)		3 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS.5200-20200+G.P.Rs.2000		Pay Band: 1 (Rs.5200-20200) Grade Pay: Rs.2000	
5	Method of Recruitment	100% BY PROMOTION		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	By Seniority-cum-fitness		Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Morgue Attendant Gd.II with 3 years of service in the grade and possessing at least matriculation certification or equivalent.		<p>Grade: Morgue Attendant Grade II Eligibility: 3 years of service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Head of the Deptt. of Forensic Medicine	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Dy. Medical Supdt.	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admn. Officer(Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for receiving and handing over of bodies; deals with the public on sensitive issues; ensures that appropriate procedures are performed in post mortem of bodies and evidence is stored as per procedures; handling of chain of custody is done appropriately by Post-Mortem Attendant Grade I/ Morgue Attendant II.	

3.10.2 MORGUE ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MORGUE ATTENDANT GRADE II		MORGUE ATTENDANT GRADE II	
2	Number of Posts	5(1992)		5 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS.5200-20200+G.P.Rs.1900		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs.1900	
5	Method of Recruitment	100% by promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	By Seniority-cum-fitness		Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Postmortem Attendant with 5 years of regular service in the grade and passing at least Matriculation, certificate or Equivalent		Grade: Post - Mortem Attendant Eligibility: 3 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Head of the Deptt. of Forensic Medicine	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Dy. Medical Supdt.	Member	(2) Senior officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admn. Officer(Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			The position is responsible for shifting dead bodies from ward/casualty; tagging dead bodies for identification; receiving and handover of dead bodies; ensuring identification of bodies before post mortem and then handing over of the body; prepares the body for post mortem; follows chain of custody; maintains cleanliness of post-mortem premises; maintaining record of bodies brought in and taken out of the mortuary.	

3.10.3 POST MORTEM ATTENDANT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	POST MORTEM ATTENDANT		POST MORTEM ATTENDANT	
2	Number of Posts	'07		7 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS.5200-20200+G.P.Rs.1800		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by direct recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of aiims upto 40 years).		Between 18 to 25 years (Relaxable for departmental employees upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: Matriculation From A Recognised Board/ University Desirable: Experience of looking in Mortuary		Essential: 10+2 with Science subjects from a recognised Board / School Desirable: Experience at a Morgue	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Deptt. of Forensic Medicine	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Dy. Medical Supdt.	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admn. Officer(Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for shifting dead bodies from ward/casualty; tagging dead bodies for identification; receiving and handover of dead bodies; ensuring identification of bodies before post mortem and then handing over of the body; prepares the body for post mortem; follows chain of custody; maintains cleanliness of post-mortem premises; maintaining record of bodies brought in and taken out of the mortuary.	

3.11 NURSING

3.11.1 CHIEF NURSING OFFICER (CNO)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF NURSING OFFICER		CHIEF NURSING OFFICER (CNO)	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-100-3500-125-4500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 7600	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Nursing Superintendent with 5 years of regular service in the grade		<p>Grade: Nursing Superintendent Eligibility: 5 years²⁵ of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Medical Superintendent	Member	(2) Medical Superintendent	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) Principal, College of Nursing	Member	(6)	

²⁵ In the committee meeting on January 9, 2012 it was mentioned that this post is not likely to be filled in the next 5 years as all incumbents would retire before being promoted. The CAO thus recommended that cumulative service of 10 or 15 years be included for consideration prior to promotion. Deloitte however suggested that the retirements of NSs prior to becoming CNOs is a function of manpower planning and the recruitment rules may not be modified to resolve such challenges. In the comments received from the Nurses Union (vide letter to Director), it is stated that an NS with 3 years' experience or NS with 15 years combined regular service as DNS / ANS, of which 1 year is as NS should be eligible for promotion.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/State Govts./Union Territory Administrations or of Autonomous/Statutory bodies holding analogous posts on regular basis or with 5 years of regular service in a post in the scale of Rs.2200-4000 and possessing the following qualifications and experience:</p> <p>(1) B.Sc. Nursing and</p> <p>(2) Not less than 15 years experience in the profession out of which 5 years should be as Nursing Superintendent or in similar capacity in Nursing Administration. Preference shall be given to those possessing M.Sc. in Nursing. (Period of deputation shall not ordinarily exceed 3 years)</p>		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis [Or]</p> <p>(ii) With 5 years of regular service in the post in the PB 3 with Grade Pay of Rs. 6600</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) M.Sc. Nursing from a recognised institute/university</p> <p>(ii) Should have published at papers independently in International and / or National Journals of Standing and repute</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			<p>This role is responsible for setting the Mission and Vision of the department, in line with those of the Hospital; framing of Nursing policies and procedures to be adhered to and supervising the functioning of the Nursing staff. The role should strive to implement standard nursing practices and maintain highest quality of care; ability to handle administrative responsibilities. The role must plan and disseminate programmes for continuing education re-orientation programmes for Nurses.</p>	

3.11.2 NURSING SUPERINTENDENT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	NURSING SUPERINTENDENT		NURSING SUPERINTENDENT	
2	Number of Posts	4(1992)		5 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs-2200-75-2800-EB-100-4000		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Deputy Nursing Supdt. with 3 years of regular service in the grade		Grade: Deputy Nursing Superintendent Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Medical Superintendent	Member	(2) Medical Superintendent	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Chief Nursing Officer	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any			Nil	
13	Brief nature of the Job			This role is responsible for implementing hospital policies and regulations through the various nursing units, ensuring that safe and efficient patient care is rendered in the various nursing units of the hospital/centre, conducting regular checks along with the Medical Superintendent to maintain high standards of patient care. The role also performs administrative responsibilities, facilitates deployment of nursing personnel. The role is responsible for facilitating the continuing nursing education programmes.	

3.11.3 DEPUTY NURSING SUPERINTENDENT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DEPUTY NURSING SUPERINTENDENT		DEPUTY NURSING SUPERINTENDENT	
2	Number of Posts	14(1992)		36 (2011)	
3	Classification	Group – B		Group – A	
4	Pay Band and Grade Pay	RS.2000-60-2300- EB-75-3200-100 -3500		Pay Band: 3 (Rs.15600 - 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	<p>Asstt. Nursing Supdt. with 2 years of regular service in the grade</p> <p>Notes: The Nursing Cadre shall be decentralised. Accordingly, there shall be separate seniority lists of Assistant Nursing Superintendants working in each Centre/Unit for purpose of promotion to vacancies of Dy. Nursing Superintendant arising in those Centres/ Units.</p>		<p>Grade:Senior Staff Nurse Eligibility: 2 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. MS / Addl. MS.(nominated by the Director)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief Nursing Officer	Member	(2) Medical Superintendent	Member
		(3) Nursing Supdt.	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Dy. Director (Admin.)	Member	(6) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for supervising nursing care rendered to patients across departments, liaison between Nursing Superintendent and the nursing staff of the hospital. The role is supposed to make note of legal aspects and report any medico-legal cases in the ward; conduct periodic physical verification of hospital stocks i.e. drugs, equipment etc. and handles administrative responsibilities. The role is responsible for facilitating clinical experience facilities for student nurses in various clinical areas of the hospital; participate in In-service education programmes for nursing personnel.	

3.11.4 ASSISTANT NURSING SUPERINTENDENT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																						
1	Name of the Post	ASSISTANT NURSING SUPERINTENDENT	SENIOR STAFF NURSE²⁶																						
2	Number of Posts	116(1992)	172 (2011)																						
3	Classification	Group – B	Group – A																						
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200	Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400																						
5	Method of Recruitment	100% by Promotion	100% by Promotion																						
6	Age limit for Direct Recruits	Not applicable	Not applicable																						
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																						
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																						
9	In case of Recruitment by Promotion:																								
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection-Merit cum Seniority																						
9b	Grades from which promotion is to be made and eligibility	Sister, Gr.I with 2 years of regular service in the grade Notes: The Nursing Cadre shall be decentralised. Accordingly, there shall be separate seniority lists of Sisters, Grade I working in each Centre/Unit for purpose of promotion to vacancies of Asstt. Nursing Superintendant arising in those Centres/ Units.	Grade: Staff Nurse Grade I Eligibility: 2 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good																						
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																						
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Medical Supdt./ Addl. MedicalSupdt. (to be nominated by the Director)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief Nursing Officer</td> <td>Member</td> </tr> <tr> <td>(3) Nursing Supdt.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Dy. Director (Admin.)</td> <td>Member</td> </tr> </table>	(1) Dy. Medical Supdt./ Addl. MedicalSupdt. (to be nominated by the Director)	Chairman	(2) Chief Nursing Officer	Member	(3) Nursing Supdt.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Dy. Director (Admin.)	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Medical Supdt./ Addl. MedicalSupdt. (to be nominated by the Director)	Chairman																								
(2) Chief Nursing Officer	Member																								
(3) Nursing Supdt.	Member																								
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(6) Dy. Director (Admin.)	Member																								
(1) Deputy Director (Administration)	Chairman																								
(2) Medical Superintendent	Member																								
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) CAO / AO nominated by Dy. Director (Administration)	Member																								
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																						
12	Period of probation, if any	Not applicable	Promotion: 2 years																						
13	Brief nature of the Job		This role is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical investigations and follow instructions of medical staff.																						

²⁶ Recommended by the committee in its meeting on January 9, 2012

3.11.5 SISTER GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SISTER GRADE I		STAFF NURSE GRADE I	
2	Number of Posts	432(1992)		906 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Selection- Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sister, Gr.II with 5 years of regular service in the grade Note: Sister, Gr.I, so also the higher levels in the Nursing Cadre shall function on decentralised basis. Accordingly there shall be a separate seniority lists of Sister, Gr.II for each Centre and Hospital for the purpose of promotion to Sister, Gr.I.		Grade: Staff Nurse Grade II Eligibility: 2 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt./ Addl. Medical Supdt. (to be nominated by the Director)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief Nursing Officer	Member	(2) Medical Superintendent	Member
		(3) Nursing Supdt.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) A.O.(H)/A.O.(CNC)/ Sr. A.O(R.P.C)/A.A.O.(IRCH)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This position is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical investigations and follow instructions of medical staff.	

3.11.6 SISTER GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	SISTER GRADE II	STAFF NURSE GRADE II²⁷																								
2	Number of Posts	867(1992)	2005 (2011)																								
3	Classification	Group – C	Group – B																								
4	Pay Band and Grade Pay	Rs.1400-40-1600-50-2300-EB-60-2600	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600																								
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment																								
6	Age limit for Direct Recruits	Between 18 and 30 years	Not exceeding 30 years (Relaxable for Government Servants / Department candidates by 5 years)																								
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Matriculation or its equivalent from a recognised university/Board.</p> <p>(ii) Certificate in General Nursing and Midwifery from a recognised Institution or equivalent qualification for male nurses.</p> <p>(iii) Should be a registered 'A' grade Nurse and Midwife with a State Nursing Council or equivalent qualification for male nurses.</p> <p>Note: The cadre of Sister, Gr.II, as also the higher levels in the Nursing cadre, shall function on a decentralised basis.</p>	<p>Essential:</p> <p>(i) B.Sc.²⁸. (Hons) Nursing (4 year course) or</p> <p>(ii) B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognised institute/university.</p> <p>(iii) Should be registered with the Indian Nursing Council / State Nursing Council</p> <p>Desirable:</p> <p>(iv) MSc (Nursing) from a recognized institute / university</p> <p>(v) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																								
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																								
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tr> <td>(1) Dy. MS / Addl. MS to be nominated by the Director</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief Nursing Officer</td> <td>Member</td> </tr> <tr> <td>(3) Nursing Supdt.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) A.O.(H)/A.O.(CNC)/ Sr. A.O(R.P.C)/A.A.O.(IRCH) Secretary</td> <td>Member</td> </tr> </table>	(1) Dy. MS / Addl. MS to be nominated by the Director	Chairman	(2) Chief Nursing Officer	Member	(3) Nursing Supdt.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) A.O.(H)/A.O.(CNC)/ Sr. A.O(R.P.C)/A.A.O.(IRCH) Secretary	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)	
(1) Dy. MS / Addl. MS to be nominated by the Director	Chairman																										
(2) Chief Nursing Officer	Member																										
(3) Nursing Supdt.	Member																										
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(2) Medical Superintendent	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) CAO / AO nominated by Dy. Director (Administration)	Member																										
(6)																											
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																								
12	Period of probation, if any	2 years	Direct Recruitment: 2 years																								
13	Brief nature of the Job		This position is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical																								

²⁷ Recommended to be renamed by the committee in its meeting on January 9, 2012 as Male Nurses also are recruited by AIIMS

²⁸ Vide its letter to the Director, the Nurses' Union mentioned that since 60-70% of nurses studying in India are Diploma Nursing candidates, they should be permitted to sit for a written exam or all those joining the diploma in nursing course in India till 2012 should be permitted.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			investigations and follow instructions of medical staff as advised from time to time.

3.12 OPHTHALMOLOGY

3.12.1 CHIEF TECHNICAL OFFICER (OPHTHALMOLOGY)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	CHIEF TECHNICAL OFFICER (OPHTHALMIC)	CHIEF TECHNICAL OFFICER (OPHTHALMOLOGY)																								
2	Number of Posts	2(1992)	4 (2011)																								
3	Classification	Group – A	Group – A																								
4	Pay Band and Grade Pay	Rs.2200-75-2800-EB-100-4000 Rs.8000-13,500	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs 5400																								
5	Method of Recruitment	100 % by Promotion failing which by Deputation	100 % by Promotion failing which by Deputation																								
6	Age limit for Direct Recruits	Not applicable	Not applicable																								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority																								
9b	Grades from which promotion is to be made and eligibility	Sr. Technical Officer (Ophthalmic) with 5 years of regular service in the grade	<p>Grade:Senior Technical Officer (Ophthalmology) Eligibility: 3 years of regular service and at least a Degree in Ophthalmic Techniques</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																								
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Director</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief, Dr. R.P. Centre</td> <td>Member</td> </tr> <tr> <td>(3) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(7) An expert to be nominated by the Director</td> <td>Member</td> </tr> <tr> <td>(8) Deputy Director (Admn.)</td> <td>Member</td> </tr> </tbody> </table>	(1) Director	Chairman	(2) Chief, Dr. R.P. Centre	Member	(3) Medical Superintendent	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(7) An expert to be nominated by the Director	Member	(8) Deputy Director (Admn.)	Member	<table border="1"> <tbody> <tr> <td>(1) Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief of Centre</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Deputy Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Director (AIIMS)	Chairman	(2) Chief of Centre	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Deputy Director (Administration)	Member
(1) Director	Chairman																										
(2) Chief, Dr. R.P. Centre	Member																										
(3) Medical Superintendent	Member																										
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
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(7) An expert to be nominated by the Director	Member																										
(8) Deputy Director (Admn.)	Member																										
(1) Director (AIIMS)	Chairman																										
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(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
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(6) Deputy Director (Administration)	Member																										

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Employees of the Central/ State/ Union Territory Govts, or of Central Statuirony/ Autonomous Bodies/Public Sector Undertakings, Holding analogous posts on regular basis; or with 5 years of regular service in posts in the pay scale of Rs. 2000-3500 or 8 years of service in the grade of 1640-2900 respectively; and Possessing the following qualification and experience:</p> <p>Essential B.Sc. in Ophthalmic Techniques: and 8 years experience in the line OR Desirable Diploma in Ophthoptics/Optomety FROM of Deputation shall not ordinarily axceed 3 years)</p>	<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis or (ii) With 5 years regular service in the post in the scale of PB 3, Grade Pay Rs. 4800 or higher, and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>Essential:BSc in Ophthalmic Techniques or equivalent Desirable:MSc in Ophthalmic Techniques or equivalent</p> <p>Period of Deputation:shall not ordinarily exceed 3 years</p>
12	Period of probation, if any		Promotion: 2 Years
13	Brief nature of the Job		This role shall be responsible for leading the assisting the Chief Technical Officer (Ophthalmology), provide inputs to the design of procedures and policies for the department, supervise the functioning of the technicians; take steps to improve the quality of patient care provided by the technicians; maintain the equipment

3.12.2 SENIOR TECHNICAL OFFICER (OPHTHALMOLOGY)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	SENIOR TECHNICAL OFFICER (OPHTHALMIST)	SENIOR TECHNICAL OFFICER (OPHTHALMOLOGY)																				
2	Number of Posts	1 (1992)	4 (2011)																				
3	Classification	Group – B	Group – B																				
4	Pay Band and Grade Pay	Rs .2400-60-2840-EB-75-3240+100-3600	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs.4600																				
5	Method of Recruitment	100% by Promotion failing which by Deputation	100% by Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	Technical Officer (Ophthalmologist) with 5 years regular service in the grade. Note: (i) There shall be some seniority in Technical Officer (Oph) working in any Gr.II of the Institute based on the case of regular appointee to the grade. (ii) Promotions shall be beneficial are status of 'Floating Hosts', there in a Technical Officer (Oph) may be continued in the same area/unit in which the Non-Specialist even after promotion will be the complete such as describe disaster.	Grade: Technical Officer (Ophthalmology) Eligibility: 5 years regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable ; however the Promotees should possess at least a year piece in Grade II Prompt of equivalent	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Chief Technician</td> <td>Chairman</td> </tr> <tr> <td>(2) Officer Incharge Investing Laboratory</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Sr. Admn. Officer Gr/II</td> <td>Member</td> </tr> </table>	(1) Chief Technician	Chairman	(2) Officer Incharge Investing Laboratory	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Sr. Admn. Officer Gr/II	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief of Centre</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Chief of Centre	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Chief Technician	Chairman																						
(2) Officer Incharge Investing Laboratory	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Sr. Admn. Officer Gr/II	Member																						
(1) Deputy Director (Administration)	Chairman																						
(2) Chief of Centre	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<Not readable in As – Is RR>	Not Applicable																				
12	Period of probation, if any	Nil	Nil																				
13	Brief nature of the Job		This role shall be responsible for assisting the Chief Technical Officer (Ophthalmology), provide inputs to the design of procedures and policies for the department, supervise the functioning of the technicians; take steps to improve the quality of patient care provided by the technicians; maintain the equipment																				

3.12.3 TECHNICAL OFFICER (OPHTHALMOLOGY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (OPHTHALMOLOGY)		TECHNICAL OFFICER (OPHTHALMOLOGY)	
2	Number of Posts	3(1992)		9 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs, 1340-39-2600-68-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	<p>Ophthalmic Technician Gr.I with 3 years of regular service in the place.</p> <p>Note: There shall be common seniority for Ophthalmic Technicians (Gr I) working in any area of specialisation based on the date of regular appointment to the grade.</p> <p>Promotions shall be under the system of 'Floating Posts'. There by an Ophthalmic Technician(Gr.I) can be continued in the same area/Unit in which he has specialization even after promotion unless the competent authority decides otherwise.</p>		<p>Grade: Technician Assistant (Ophthalmology) Eligibility: 5 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Application: however, the promotees should possess at least a diploma in orthotics or Optomers or equivalent.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Chief R P Center	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Professor Incharge	Member	(2) Chief of Centre	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr. Admn. Officer (R P)	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role is responsible for assisting the Doctors in the medical examination of patients, perform visual assessment, refraction and determine refractive errors; prescribe and advise patients on the type of glasses / lenses to be used; verify spectacles / lenses used by patients and solve related problems; maintain equipment; support the faculty in Research and Teaching activities	

3.12.4 TECHNICIAN (OPHTHALMOLOGY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL ASSISTANT (OPHTHALMIC)		TECHNICIAN (OPHTHALMOLOGY)²⁹	
2	Number of Posts	14 (1992)		10 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Re.1400-40-1800-EB-50-2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)		Between 20 and 30 years (Relaxable for Govt. Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	B.Sc. in Ophthalic Techniques or equivalent from a recognised University Institution		B.Sc. in Ophthalmic Techniques or equivalent³⁰ from a recognised University / Institution	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Chief, R.P. Centre	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Professor Incharge, Investigating Laboratories	Member	(2) Chief of Centre	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr. Admin. Officer (RFC)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruits: 2 years	
13	Brief nature of the Job			This role is responsible for assisting the Doctors in the medical examination of patients, perform visual assessment, refraction and determine refractive errors; prescribe and advise patients on the type of glasses / lenses to be used; verify spectacles / lenses used by patients and solve related problems; maintain equipment; support the faculty in Research and Teaching activities	

²⁹The post of Technical Assistant (Ophthalmology) has been renamed to Technician (Ophthalmology) to ensure parity across cadres.

³⁰It is recommended that the 'equivalent' posts be defined

3.13 OPERATION THEATRE

Note: During discussions it was learned that there exist some inconsistencies in the grade pays of the various posts in the OT cadre. This inconsistency has been discussed with the Administration department and steps to resolve the same shall be undertaken by AIIMS. The number of years of service in a particular grade shall need to be appropriately modified based on the changes made by AIIMS, in line with the Model Recruitment Rules.

In this cadre, the movement of Hospital Attendants into the post of OT Assistant is being restricted as the nature of job and qualifications are significantly different. Existing incumbents in the Hospital Attendant cadre however may be provided the opportunity to move into this cadre of OT Technicians based on their successful performance in an internal test to be conducted by AIIMS.

No new recruits in the Hospital Attendant cadre shall be provided the option of promotion into the OT Technician cadre.

3.13.1 TECHNICAL OFFICER (OT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (OT)		TECHNICAL OFFICER (OT)	
2	Number of Posts	06		12 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-2900 (Pre Revised) Rs. 5 500-9000 (Revised)		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs 4200	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Seniority-cum-Merit' i.e., 'selection'	Merit-cum-Seniority		Selection – Seniority cum Merit	
9b	Grades from which promotion is to be made and eligibility	Technical Assistant (O.T.) with years of regular service in the grade;		<p>Grade: Technical Assistant (OT) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Officer-in-charge (O.T.)	Member	(2) Medical Superintendent	Member
		(3) Dy. Medical Suptd.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS	Member

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		other organisation.		or some other organisation.	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admin. Officer/ Admn. Officer (Hosp.)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for supervising the functioning of the OT staff. He / She supervises their activities in the OT, conducts random checks to ensure that the staff is adhering to prescribed guidelines of the OT; responsible for the upkeep and maintenance of all OT related equipment; record keeping and handles administrative responsibilities.	

3.13.2 TECHNICAL ASSISTANT (OT)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	TECHNICAL ASSISTANT (OT)	TECHNICAL ASSISTANT (OT)																				
2	Number of Posts	22	32 (2011)																				
3	Classification	Group – C	Group – C																				
4	Pay Band and Grade Pay	Rs. 1400-2300 (Pre Revised) Rs. 4500-125-7000 (Revised)	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs 2800																				
5	Method of Recruitment	100% by Promotion	100% by Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Seniority-cum-Merit' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Seniority cum Fitness																				
9b	Grades from which promotion is to be made and eligibility	Operation Theatre Technician with 5 years of regular service in the grade.	<p>Grade: Technician (OT) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Officer Incharge, O.T.</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Medical Suptd.</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Administrative Officer (Hosp.)</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Officer Incharge, O.T.	Chairman	(2) Dy. Medical Suptd.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Administrative Officer (Hosp.)	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Medical Superintendent</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Medical Superintendent	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Officer Incharge, O.T.	Chairman																						
(2) Dy. Medical Suptd.	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Administrative Officer (Hosp.)	Member – Secretary																						
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(2) HoD nominated by Director (AIIMS)	Member																						
(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable																				
12	Period of probation, if any	Nil	Nil																				
13	Brief nature of the Job		This role is responsible for performing all necessary preparatory steps prior to commencement of operations; assist the surgeon and other paramedical staff during and after the surgery. This role is responsible for the management, upkeep and maintenance of the OT equipment, anaesthesia work station, gases, airways assist devices, warming devices, airway fluids, blood and blood products, infusion pumps, drugs etc.																				

3.13.3 TECHNICIAN (OT)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	TECHNICIAN (OT)	TECHNICIAN (OT)																				
2	Number of Posts	65	117 (2011)																				
3	Classification	Group – C	Group – B																				
4	Pay Band and Grade Pay	Rs. 1200-2040 (Pre Revised) Rs. 5000-8000 (Revised)	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200																				
5	Method of Recruitment	By Promotion failing which by Direct Recruitment.	100 % by Promotion																				
6	Age limit for Direct Recruits	Between 18-35 years (Relaxable upto 40 years for the employees of AIIMS).	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Essential: B.Sc. In O.T. Technology OR 12th Class Pass with Science, + 5 years regular service In the grade of O.T.A. at AIIMS.	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Seniority-cum-Merit' i.e., 'selection'	Seniority-cum-fitness	Selection – Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	10 + 2 with Science + 5 years of regular service in the grade of O.T. Assistant at AIIMS. OR 10th with 7 years of regular service as OT Assistant OR For Non-Matric, 12 years of regular service in the grade of Operation Theater Assistant, at	Grade: OT Assistant Eligibility: 6 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should have passed the qualifying exam / proficiency test Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, provisions of column 9(b) shall be followed.	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Officer Incharge, O.T.</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Medical Suptd.</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Administrative Officer (Hosp.)</td> <td>Member – Secretary</td> </tr> </table>	(1) Officer Incharge, O.T.	Chairman	(2) Dy. Medical Suptd.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Administrative Officer (Hosp.)	Member – Secretary	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Officer Incharge, O.T.	Chairman																						
(2) Dy. Medical Suptd.	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
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(5) Administrative Officer (Hosp.)	Member – Secretary																						
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(2) Medical Superintendent	Member																						
(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	Nil	Direct Recruitment: 2 years																				
13	Brief nature of the Job		This role is responsible for performing all necessary preparatory steps prior to commencement of operations; assist the surgeon and other paramedical staff during and after the surgery. This role is responsible for the management, upkeep and maintenance of the OT equipment, anaesthesia work station, gases, airways assist devices, warming devices, airway fluids, blood and blood products, infusion pumps, drugs etc.																				

3.13.4 OPERATION THEATRE ASSISTANT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	OPERATION THEATRE ASSISTANT		OPERATION THEATRE ASSISTANT	
2	Number of Posts	119		286 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 950-1500 (Pre Revised) Rs. 4500-7000 (Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs 2800	
5	Method of Recruitment	(i) 75 % by Direct Recruitment (ii) 25 % by transfer from the existing Hospital Attendants		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 - 30 years (Relaxable upto 40 years for the employees of AIIMS)		Between 18 - 30 years (Relaxable upto 40 years for the employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	(i) B. Sc. OR 10+2 with Science with five years experience in the following areas. (a) OT (b) ICU (c) CSSD (d) Manifold Room Preference will be given to candidates with Certificate/ Diploma course in OT Techniques from recognized Hospital / Institutions (ii) Work experience shall be considered, if candidate has worked in private or public sector/Hospital of atleast 500 beds		(i) BSc (Human Science / Life Sciences / Nursing) or (ii) 10 + 2 with 5 years' experience in the following areas: ³¹ (a) Operation Theatre (b) Intensive Care Unit (c) Central Sterilization Department (d) Manifold Room Note: <ul style="list-style-type: none"> Period of Diploma in OT Techniques (if completed by the candidate) shall count towards experience. Work experience shall be considered, if candidate has worked in private or public sector / Hospital of at-least 500 beds. Existing incumbents in the Hospital Attendant cadre may be permitted entry into this cadre based on their performance in an eligibility test / qualification exam conducted by AIIMS. 	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Seniority-cum-Merit' i.e., 'selection'	Not applicable		Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Officer Incharge, O.T	Chairman	(1) Medical Superintendent	Chairman
		(2) Dy Medical Suptd.	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member

³¹The educational qualifications mentioned above are based on discussions with the HoD of the concerned department. It is to be noted that across recruitment rules, attempts have been made to recruit incumbents with a Bachelor's degree at a grade pay of Rs. 4200 and in some instances at a grade pay of Rs. 2800 also. The inclusion of experience of 3 years therefore may need to be evaluated by AIIMS. The educational qualifications mentioned above shall also cause parity issues with the Nursing cadre.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Transfer: Hospital Attendants (of any Grade) possessing the following:</p> <ul style="list-style-type: none"> (i) Matriculation (ii) Three years experience of having worked in an Operation Theatre, Blood Bank, Central Supply Service in AIIMS (or in any Hospital of not less than 150 beds). Preference shall be given to those who have undergone training in any of the areas mentioned above. (iii) Written examination followed by interview. Those who qualify the written examination will have to appear before interview board for final selection. The weight-age of marks would be in the ratio of 75:25 for written and interview. Selection Board shall be constituted by the Director with representation of user departments. 	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for performing all necessary preparatory steps prior to commencement of operations; assist the surgeon and other paramedical staff during and after the surgery. This role is responsible for the management, upkeep and maintenance of the OT equipment, anaesthesia work station, gases, airways assist devices, warming devices, airway fluids, blood and blood products, infusion pumps, drugs etc.

3.14 PERFUSION

3.14.1 SENIOR TECHNICAL OFFICER (PERFUSION)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (PERFUSION)		SENIOR TECHNICAL OFFICER (PERFUSION)	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-ER-75-3200-100-3500		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100 % by Promotion failing which by Deputation		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits			Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	<p>Senior Perfusionist with 3 years of regular service in the grade.</p> <p>Note: The service rendered as Technical Assistant in CTVS attending to Perfusion duties shall also be counted for service as Sr. Perfusionist referred to above.</p> <p>Initial Constitution: In filling the vacancy in the grade of Sr. Technical Officer (Perfusion) as on the date of issue of these rules, the provision as to the minimum incumbency of 1 year/ 3 years (in the combined service of 8 years / 12 years in the grade of Sr. Perfusionist laid down in Column 9(b), shall not apply.</p>		<p>Grade:Senior Perfusionist</p> <p>Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable, however, a promotee should have at least a Diploma in Perfusion Technology		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief, C.T.Centre	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admin)	Member	(2) Chief of Centre	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (D. N.C.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/ State/ Union Territory Governments or Officers of Central Statutory/Autonomous Bodies or Public Sector Under takings:-</p> <p>(a) Holding an analogous post on regular basis or a post in the scale of RE 1640-2900 with 3 years of regular service in the grade and possessing the following:</p> <p>(i) B.Sc. Degree from a recognised University</p> <p>(ii) Certificate in Perfusion Technology;</p>		Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(iii) Experience for not less than 10 years in the line. (Period of Deputation shall not Ordinarily exceed 3 years)	
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		Responsible for the efficient and overall functioning of the department; developing policies; defining standardized processes and ensure adherence; supervising the functioning of the Perfusionists. The role is responsible for selection, assembling, setting up, and testing heart-lung machine to ensure that machine and associated equipment function according to specifications. The role must monitor and observe operation of heart-lung machine and patient's physiologic variables and adjust equipment to maintain normal body functions; operate supportive devices during surgery. The role oversees the maintenance of equipment; assists the Faculty in Research activities pertaining to the department.

3.14.2 SENIOR PERFUSIONIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SENIOR PERFUSIONIST	SENIOR PERFUSIONIST³²
2	Number of Posts	3(1992)	3 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% By Promotion Initial Constitution However, the fitness of the incumbents of the post of Tech. Assistant (Rs.1400-2300) in CTVS attending to perfusion work, for holding post of Perfusionist shall be considered by the DPC and in case they are considered fit they shall be adjusted against the posts of Senior Perfusionist	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection - Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Perfusionist with 5 years of regular service in the grade. Note: (i) The service rendered as Lao. Technician (CTVS) attending to perfusion work shall also be counted for determining the eligibility service referred to above.	Grade: Technician (Perfusion) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, a promotee should possess at least a Certificate in Perfusion technology).	Not applicable
10	If a DPC exists, what is its composition	(1) Chief, C.T.Centre (2) Director (Admin) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (C.N.C.)	Chairman Member Member Member Member
			(1) Deputy Director (Administration) (2) Chief of Centre (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 Years	Nil
13	Brief nature of the Job		The role is responsible for selection, assembling, setting up, and testing heart-lung machine to ensure that machine and associated equipment function according to specifications. The position must monitor and observe operation of heart-lung machine and patient's physiologic variables and adjust equipment to maintain normal body functions; operate supportive devices during surgery. The role oversees the maintenance of equipment;

³² Recommended to be renamed to Technical Officer (Perfusion) by the committee in its meeting on January 12, 2012; The same has not been renamed in the above post as the designation Technical Officer has been standardized at a GP of Rs. 4200.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			assists the Faculty in Research activities pertaining to the department.

3.14.3 PERFUSIONIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																						
1	Name of the Post	PERFUSIONIST	TECHNICIAN (PERFUSION)³³																						
2	Number of Posts	5 (1992)	16 (2011)																						
3	Classification	Group – C	Group – B																						
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200																						
5	Method of Recruitment	100 % <i>By Direct</i> Recruitment. Initial Constitution: The fitness of the incumbents of the post of Lab. Technician in CTVS (Rs.1320-2040) as on the date of issue of these rules, attending to the perfusion work shall be considered by the DPC and in case they are considered fit they shall be adjusted Perfusionist.	100 % by Direct Recruitment																						
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)	Not exceeding 30 years (Relaxable for Government Servants / Department candidates by 5 years)																						
7	Educational and other qualification required for Direct Recruits	Essential: (i) B.Sc. Degree from a recognised University (ii) Certificate in Perfusion Technology (awarded by a recognized Institution/ Association/ Authority (such as Association of Thoracic and Cardio Vascular Surgeons of India) after a training in a Centre with at least, one year Experience in Clinical Perfusion Desirable: Working experience in Clinical Perfusion.	Essential: BSc (Perfusion Technology) / BSc (Cardiac Perfusion Technology) from a recognised University Desirable: Working experience in Clinical Perfusion																						
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable																						
9	In case of Recruitment by Promotion:																								
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																						
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable																						
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																						
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tr> <td>(1) A Professor from C.T.C. to be nominated by the Chief</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Director (Admin)</td> <td>Member</td> </tr> <tr> <td>(3) Sr. Technical Officer (Perfusion)</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Administrative Officer (C.N.C.)</td> <td>Member</td> </tr> </table>	(1) A Professor from C.T.C. to be nominated by the Chief	Chairman	(2) Dy. Director (Admin)	Member	(3) Sr. Technical Officer (Perfusion)	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Administrative Officer (C.N.C.)	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief of Centre</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Chief of Centre	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) A Professor from C.T.C. to be nominated by the Chief	Chairman																								
(2) Dy. Director (Admin)	Member																								
(3) Sr. Technical Officer (Perfusion)	Member																								
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(6) Administrative Officer (C.N.C.)	Member																								
(1) Deputy Director (Administration)	Chairman																								
(2) Chief of Centre	Member																								
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) CAO / AO nominated by Dy. Director (Administration)	Member																								
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																						
12	Period of probation, if any	2 Years	Direct Recruitment: 2 Years																						
13	Brief nature of the Job		The role is responsible for selection, assembling, setting up, and testing heart-lung machine to ensure that machine and associated equipment function according to specifications. The position must monitor and observe operation of heart-lung machine and patient's physiologic variables and adjust equipment to maintain normal body functions; operate supportive devices during surgery. The role oversees the maintenance of equipment; assists the Faculty in Research activities pertaining to the department.																						

³³ Recommended by the committee in its meeting on January 12, 2012

3.15 PHARMACY

3.15.1 CHIEF PHARMACIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF PHARMACIST		CHIEF PHARMACIST	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Manufacturing Pharmacist/ Sr. Pharmacist with 3 years of regular service in the grade.		Grade: Senior Pharmacist Eligibility: 5 years' service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No		Not Applicable	
10	If a DPC exists, what is its composition	(1) Dean	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre /M.S. to be nominated by the Director	Member	(2) Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Dy. Director (Admn.)	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for the overall and efficient functioning of the pharmacy. The role develops policies and procedures to be adhered to be the department and ensures adherence; oversees the procurement, dispensing, storage, maintenance of records of indents raised, medicines obtained and stock summary, physical inspection of stocks annually and support internal and external audits. Oversees the preparation, compounding & dispensing of medications prescribed by doctors. Ensures that necessary legal & statutory procedures are adhered to in mixing, packaging, and labelling pharmaceuticals to ensure quality, security and proper disposal. This role also performs administrative responsibilities and prepares budgets for the department.	

3.15.2 SENIOR PHARAMACIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	MANUFACTURING PHARMACIST; SENIOR PHARAMACIST		SENIOR PHARAMACIST³⁴	
2	Number of Posts	3(1992)		3 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% <i>by Promotion</i> failing which by Direct Recruitment		100% by Promotion	
6	Age limit for Direct Recruits	Upto 35 years (Relaxable for employees of AIIMS upto 5 years)		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Essential (i) Degree in Pharmacy from a recognised University/ Institution. (ii) 3 years' experience in manufacturing, testing, storage or distribution of transfusion fluids in a reputed hospital or industry.		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Pharmacist Gr.I with 5 years of regularservice in the grade		Grade: Pharmacist Grade I Eligibility: 5 years of regularservice in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No; Qualifications : No, however, one post of Manufacturing Pharmacist shall be held only by a person possessing a degree in Pharmacy.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Medical Supdt.	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the Deptt./ Prof. of Pharmacology	Member	(2) Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief./Sr. Admn. Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role is responsible for assisting the senior pharmacists in the cadre and supervising the work of the Pharmacist Grade I / II. The role supervises / performs the indenting and dispensing of medicines on the basis of prescriptions and procures items for the pharmacy. This role also supervises the assessment, identity, strength and purity of medications and compounds and dispenses medications; prepares sterile solutions and infusions for use in surgical procedures, emergency rooms or patients' homes. Adheres to procedures for mixing, packaging, and labelling pharmaceuticals, according to policy and legal requirements to ensure quality & disposal.	

³⁴It is proposed that the earlier terminology of Manufacturing Pharmacist (equivalent to Senior Pharmacist) is no longer retained.

3.15.3 PHARMACIST GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PHARMACIST GRADE I		PHARMACIST GRADE I	
2	Number of Posts	10(1992)		10 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs.1400-40-1600-50-2300-EB-60-2600		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion, failing which by Direct Recruitment		100 % by Promotion	
6	Age limit for Direct Recruits	Not exceeding 30 years (Relaxable for employees of AIIMS upto 40 years).		Not applicable	
7	Educational and other qualification required for Direct Recruits	Essential: Degree in Pharmacy from a recognised University/ Institution. Desirable: Experience in manufacture/ storing/ testing of transfusion fluids in a reputed hospital or industry.		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	(i) 40% : Pharmacist Gr.II possessing a Degree in Pharmacy and successfully completed probation. (ii) 60% : Pharmacist Gr.II with a Diploma in Pharmacy and having 3 years' regular service in the grade.		Grade: Pharmacist Grade II Eligibility: 6 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No, except to the extent indicated in column 9(b).		Not Applicable	
10	If a DPC exists, what is its composition	(1) Medical Supdt.	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Addl./Assoc. Prof, of Pharmacology (Main Deptt. or from one of the Centre)	Member	(2) Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admn. Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	Nil		Promotion: 2 Years	
13	Brief nature of the Job			This role is responsible for assisting the senior pharmacists in the cadre and supervising the work of the Pharmacist Grade II. The role supervises / performs the indenting and dispensing of medicines on the basis of prescriptions and procures items for the pharmacy. This role also supervises the assessment, identity, strength and purity of medications and compounds and dispenses medications; prepares sterile solutions and infusions for use in surgical procedures, emergency rooms or patients' homes. The role is required to adhere to procedures for mixing, packaging, and labelling pharmaceuticals, according to policy and legal requirements to ensure quality, security and proper disposal.	

3.15.4 PHARMACIST GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PHARMACIST GRADE II		PHARMACIST GRADE II	
2	Number of Posts	21(1992)		30 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1350-30-1440-40-1800-EB-50-2200		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of AIIMS upto 40 years).		Between 18 and 25 years (For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) Diploma in Pharmacy from a recognised Institution / Board (ii) Should be a registered Pharmacist under the Pharmacy Act, 1948. Desirable (i) Degree in Pharmacy from recognised Institution/ University (ii) Experience in dispensing and / or storage and dispensing of drugs in a reputed hospital or institution or in a drug store or a pharmaceutical concern.		Essential: (i) Diploma in Pharmacy from a recognised University / Institution ³⁵ (ii) Should be a registered Pharmacist under the Pharmacy Act, 1948. Desirable: Experience in manufacture / storage / testing of transfusion fluids in a reputed hospital or industry.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not Applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Medical Supdt.	Chairman	(1) Medical Superintendent	Chairman
		(2) Officer-Incharge, Pharmacy	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief Pharmacist nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for assisting the senior pharmacists in the cadre, performs indenting and dispensing of medicines on the basis of prescriptions and procures items for the pharmacy. This role is also responsible for assessing the identity, strength and purity of medications and compounds and dispenses medications; prepares sterile solutions and infusions for use in surgical procedures, emergency rooms or patients' homes. The role is required to adhere to procedures for mixing, packaging, and labelling pharmaceuticals, according to policy and legal requirements to ensure quality, security and proper disposal.	

³⁵ The Diploma in Pharmacy has been retained as only candidates with a Diploma in Pharmacy may be registered under the Pharmacy Act of 1948

3.16 PHYSICAL MEDICINE & REHABILITATION (PM&R)

3.16.1 CHIEF TECHNICAL OFFICER (R&AL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (REH. & A.L.)		CHIEF TECHNICAL OFFICER³⁶ (Prosthetics and Orthotics)	
2	Number of Posts	02		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 2375-3500 (Pre-revised) Rs. 7450-11500 (Revised) Rs. 8000-13500 with the approval of SFC.		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Technical Officer (Reh. & A.L.) with 8 years of regular service in the grade.		<p>Grade: Technician (Prosthetics and Orthotics)</p> <p>Eligibility: 8 years of regular service in the grade + Should possess a Bachelor's degree in Prosthetics & Orthotics from an Institution / University recognized by Rehabilitation Council of India</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(2) Director (AIIMS)	Chairman
		(2) Dean	Member	(3) HoD nominated by Director (AIIMS)	Member
		(3) Head of the Deptt. Of Reh. & Art. Limbs	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Head of the Deptt. Of Orthopedics	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at	Member	(6)	

³⁶This role was earlier called Senior Technical Officer (R&AL). It has been renamed, as above for consistency across cadres at AIIMS.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		AIIMS or some other organisation.			
		(7) Dy. Director (Admn)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	
13	Brief nature of the Job			This role is responsible for the supervision of the prosthetic and orthotic workshop. This role develops policies and procedures for the function and ensures adherence to the same under consultation with the head of the department of Physical Medicine and Rehabilitation. The role supervises the functioning of the technicians and assists the Physicians by taking measurements of the Prosthetic and Orthotic appliances, fabricating / fitting and aligning the appliances, modifying or repairing the appliances. This role also instructs the patients and the family in the use and care of the devices. This role also participates in R&D in the development of the Prosthetic and Orthotic appliances; trains technicians in Prosthetics and Orthotics; participates in community rehabilitation programs. Additionally this role also supervises the procurement and maintenance of stores.	

3.16.2 TECHNICAL OFFICER (R&AL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (R&AL)		TECHNICIAN³⁷ (Prosthetics and Orthotics)	
2	Number of Posts	04 + 01 for Orthopaedics		5 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-2900 (Pre-revised) Rs. 5500-9000 (Revised)		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	50% by Promotion 50% by Direct Recruitment		100 % by Promotion	
6	Age limit for Direct Recruits	Not exceeding 35 years (Relaxable for the employees of AIIMS upto 5 years)		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Essential: Degree in Prosthetic and Orthetic Engineering from a recognized University/ Institution OR Diploma in Prosthetic and Orthetic Engineering from a recognised Board/ Institution; with 5 years experience		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Workshop (R & AL) Technician Grade-I with 5 years of regular service in the -grade.		Grade: Workshop Technician GradeI (Prosthetics and Orthotics) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Supdt.	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Prof. & Head of the Deptt.ofReh. & Art. Limbs	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Head of the Deptt. of Orthopaedics	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/Sr. Admn. Officer(DO)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	
13	Brief nature of the Job			This role supervises the functioning of the technicians and assists the Physicians by taking measurements of the Prosthetic and Orthotic appliances, fabricating / fitting and aligning the appliances, modifying or repairing the appliances. This role also instructs the patients and the family in the use and care of the devices. Additionally this role also assists in procurement and maintenance of stores. This role also participates in R&D in the development of the Prosthetic and Orthotic appliances; trains technicians in Prosthetics and Orthotics; participates in community rehabilitation programs.	

³⁷ Proposed to be renamed by the committee in its meeting on January 12, 2012

3.16.3 WORKSHOP TECHNICIAN GRADE I (R&AL)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	WORKSHOP TECHNICIAN GRADE I (REH. & A.L.)	WORKSHOP TECHNICIAN GRADE I (Prosthetics and Orthotics)³⁸																				
2	Number of Posts	9(1992)	5 (2011)																				
3	Classification	Group – C	Group – C																				
4	Pay Band and Grade Pay	Rs.1400-40:1000-EB-50-2300	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800																				
5	Method of Recruitment	100% by Promotion	75% by Promotion, 25 % by Direct Recruitment ³⁹																				
6	Age limit for Direct Recruits	Not applicable	Between 18 and 25 years (For Departmental candidates age limit is 40 years)																				
7	Educational and other qualification required for Direct Recruits	Not applicable	(i) Bachelor's degree in Prosthetics & Orthotics from a Institution / University recognized by Rehabilitation Council of India (ii) Registration with the Rehabilitation Council of India																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Seniority cum Fitness																				
9b	Grades from which promotion is to be made and eligibility	Workshop (Rech.&A.L.) Technician Gr.II possessing Diploma (not less than 2 years duration) in Prosthetic and Orthetic Engineering or equivalent Diploma in the relevant trade/ discipline, with 5 years of regular service in the grade. OR Workshop (Rech. & A.L.) Technician Gr.II possessing Matriculation plus ITI Certificate in industrial leather work and abulding/ upholstery/ welding/ turning or any other relevant trade with 7 years of regular service in the grade.	Grade: Workshop Technician Grade II (Prosthetics and Orthotics) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the provisions of column 9(b) shall be followed.	Not applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Prof- & Head of the Deptt- of Reh, & Art- Limbs</td> <td>Chairman</td> </tr> <tr> <td>(2) Supervisor Workshop (R&A.L)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Admn. Officer (D.O.)</td> <td>Member – Secretary</td> </tr> </table>	(1) Prof- & Head of the Deptt- of Reh, & Art- Limbs	Chairman	(2) Supervisor Workshop (R&A.L)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Admn. Officer (D.O.)	Member – Secretary	<table border="1"> <tr> <td>(1) HoD nominated by Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Senior Officer nominated by HoD of concerned department</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) HoD nominated by Director (AIIMS)	Chairman	(2) Senior Officer nominated by HoD of concerned department	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Prof- & Head of the Deptt- of Reh, & Art- Limbs	Chairman																						
(2) Supervisor Workshop (R&A.L)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Admn. Officer (D.O.)	Member – Secretary																						
(1) HoD nominated by Director (AIIMS)	Chairman																						
(2) Senior Officer nominated by HoD of concerned department	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	Nil	Direct Recruitment: 2 Years																				
13	Brief nature of the Job		This role assists the Physicians by taking measurements of the Prosthetic and Orthotic appliances, fabricating / fitting and aligning the appliances, modifying or repairing the appliances. This role also instructs the patients and the family in the use and care of the devices. Additionally this role also assists in procurement and maintenance of stores.																				

³⁸Proposed to be renamed by the committee in its meeting on January 12, 2012

³⁹At this post 75 % of the posts are recommended to be filled by Promotion and 25 % through Direct Recruitment. This is because, there is a shift in the nature of the job performed by the incumbents as Technicians and as Technical Officers. Hence, incumbents with a bachelor's degree are recruited at this level so as to take on higher administrative tasks.

3.16.4 WORKSHOP TECHNICIAN GRADE II (R&AL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	WORKSHOP TECHNICIAN GRADE II (REH. & A.L)		WORKSHOP TECHNICIAN GRADE II (Prosthetics and Orthotics)⁴⁰	
2	Number of Posts	5 (1992)		6 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1200-30-1560-EB-40-2040		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)		Between 18 and 25 years (For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	<p>Essential</p> <p>A. Diploma (not less than 2 years duration) in Prosthetic and Orthetic Engineering from a recognised Institution/ Board <i>OR</i></p> <p>B. i) Matriculation or its equivalent from a recognised Board/ University; ii) (a) ITI Certificate in Industrial Leather Work and Moulding, preferably with specialisation in surgical shoes and leather moulding; or (b) ITI Certificate in upholsterys or (c) ITI Certificate in welding; or (d) ITI Certificate in turning; and iii) 2 years' experience in the trade, preferably in prosthetic and orthetic workshop.</p> <p>Note: The appointing Authority shall decide on each occasion a vacancy is filled whether the qualifications at 'A' or 'B' should be prescribed, depending upon the requirements.</p>		<p>Essential:</p> <p>a) (i) 10 + 2 from a recognized Board + ITI or equivalent certificate (of minimum 1 year duration) in Industrial Shoe making, Leather Work and Moulding preferably with specialization in Surgical Shoes and leather Moulding from a recognized institute (ii) 2 years' experience in the trade, preferably in Prosthetic and Orthotic Workshop [OR]</p> <p>b) (i) 10 + 2 from a recognized Board + ITI or equivalent certificate (of minimum 1 year duration) in Tailoring or Sewing from a recognized institute (ii) 2 years' experience in the trade, preferably in Prosthetic and Orthotic Workshop</p> <p>Note: At the time of recruitment to the post, the Appointing Authority / HoD shall specify the qualifications at (a) or (b) that should be prescribed, depending on the requirement.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Prof & Head of the Deptt. of Reh. & Art. Limbs	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Prof. Workshop (Reh. & A.L.)	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) Chief Tech. Officer (CNS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member

⁴⁰Proposed to be renamed by the committee in its meeting on January 12, 2012

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	(6) Admn. Officer (D.O.)	
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 years
13	Brief nature of the Job	2 years	This role assists the Physicians by taking measurements of the Prosthetic and Orthotic appliances, fabricating / fitting and aligning the appliances, modifying or repairing the appliances. This role also instructs the patients and the family in the use and care of the devices. Additionally this role also assists in procurement and maintenance of stores.

Note:

This function was earlier called R&AL. It has been renamed to Physical Medicine and Rehabilitation.

During discussions with the Department of PM&R, it was requested that the post of Workshop Technician (PM&R) Grade II be renamed to Junior Prosthetist Orthotist. The same may be taken up by AIIMS. In this document, the name of the post has not been altered as it ensures consistency across cadres in AIIMS.

During discussions it was also learned that a conscious attempt is to be made to phase out candidates with a Diploma qualification and move towards hiring BSc candidates. While incumbents at the post of Workshop Technician (PM&R) Grade II may need to continue to be recruited with a Diploma / Certificate qualification, the option of direct recruitment at the level of Technical Officer (R&AL) with BSc. qualification may be considered. Given the nature of the job, it is recommended that the candidates with Certificate / Diploma qualification continue to be hired at the Technician level.

3.17PHYSIOTHERAPIST

3.17.1 CHIEF PHYSIOTHERAPIST/ CHIEF OCCUPATIONAL THERAPIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF PHYSIOTHERAPIST/ OCCUPATION THERAPIST		CHIEF PHYSIOTHERAPIST/ CHIEF OCCUPATIONAL THERAPIST	
2	Number of Posts	02 (1992)		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3700-125-4700-150-5000		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 7600	
5	Method of Recruitment	100 % by Promotion failing which by Deputation.		100 % by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum—Seniority		Selection – Merit cumSeniority	
9b	Grades from which promotion is to be made and eligibility	Supdt.physiotherapist/ Occup. Therapist with 5 years of regular service i n the grade		<p>Grade:Superintendent Physiotherapist/ Superintendent Occupational Therapist Eligibility:5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Dean	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) Dy. Director (Admn.)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central/Stata/ Union Territory Govts. Failing which Officers of Central Statutos Autonomous Bodies holding analogou posts on regular basis; or with 5 years of regular service in th posts in the pay scale of Rs.3000- 4500 or equivalent and Possessing the following qualification and experience:		Source: Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(i) I.Sc. or its equivalent. (ii) Degree/Diploma in Physiotherapy/ Occupational therapy, from a recognised Institution/Hospital(3 years course). Period of deputation shall no ordinarily exceed 3 years	(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a post in PB 3, Grade Pay Rs. 6600 and (b) Possessing the following qualifications and experience: (i) MSc in Physiotherapy / Occupational Therapy from a recognized University / Institution Period of deputation: Shall not ordinarily exceed 3 years
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		Physiotherapist: This role is responsible for the overall supervision of the treatment to patients related to physical disability/dysfunction using physical agents such as exercise, manipulation and physical modalities based on physician's advice; supervise / perform tests; guide patients in use of supportive devices; work towards patient rehabilitation. This role also undertakes training of physiotherapy students and initiates research in the relevant field; ensures the maintenance of equipments etc. Occupational Therapist: This role is responsible for the overall supervision of the treatment to patients related to physical disability/dysfunction by training them in activities of daily living and improving their functioning with the help of therapeutic activities, self help devices and use of splints etc. based on physician's advice; supervise / perform tests; design / fabricate aids for patients; assist patients by evaluating their environment, educate family members and guide them in the use of Prosthetic and Orthotic devices. This role also undertakes training of occupational therapy students and initiates research in the relevant field; ensures the maintenance of equipments etc.

3.17.2 SUPERINTENDENT PHYSIOTHERAPIST / SUPERINTENDENT OCCUPATIONAL THERAPIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SUPERINTENDENT PHYSIOTHERAPIST/ OCCUPATIONAL THERAPIST		SUPERINTENDENT PHYSIOTHERAPIST / SUPERINTENDENT OCCUPATIONAL THERAPIST	
2	Number of Posts	04 (1992)		6 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3300-125-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion -failing which by Deputation.		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Meritcum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Physiotherapist/Occupational Therapist with 5 years of regular service in the grade		<p>Grade:Senior Physiotherapist/ Senior Occupational Therapist Eligibility:5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Dy. Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central/State/ Union Territory Govts. Failing which Officers of Central Statutory Autonomous Bodies holding analogous posts on regular basis; or with 5/8 years of regular service in the scale of Rs.2200-4000/2000-3500 respectively; and Possessing the following qualification and experience:		Not Applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		Essential (i) H.Sc. or its equivalent. (ii) Degree/Diploma in Physiotherapy /Occupational therapy from a recognised Institution/Hospital (3 years course). Period of deputation shall not ordinarily exceed 3 years.	
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		<p>Physiotherapist: This role is responsible for supervising physical therapy treatment to patients based on physician's advice; supervise / perform tests; assist patients in use of supportive devices; work towards patient rehabilitation. This role also undertakes training of physiotherapy students; supervises the maintenance of equipments etc.</p> <p>Occupational Therapist: This role is responsible for assisting physicians in planning therapy for patients; supervise / undertake occupational therapy treatment; supervise / perform tests; design / fabricate aids for patients; assist patients by evaluating their environment, educating family members and assist them in the use of Prosthetic and Orthotic devices. This role also participates in training occupational therapy students; supervises the maintenance of equipments etc.</p>

3.17.3 SENIOR PHYSIOTHERAPIST/SENIOR OCCUPATIONAL THERAPIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR PHYSIOTHERAPIST/ SENIOR OCCUPATIONAL THERAPIST		SENIOR PHYSIOTHERAPIST/ SENIOR OCCUPATIONAL THERAPIST	
2	Number of Posts	08 (1992)		6 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75—2800—EB—100—4000 Rs.158000-13500 (Recived)		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Physiotherapist/Occupational Therapist with 3 years of regular service in the grade		<p>Grade:Physiotherapist / Occupational Therapist Eligibility: 8 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Dy. Director (Admn.)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years (for promotees only)		Promotion: 2 years	
13	Brief nature of the Job			<p>Physiotherapist: This role is responsible for providing physical therapy treatment to patients based on physician's advice; perform tests; assist patients in use of supportive devices; administer</p>	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			<p>massage; work towards patient rehabilitation. This role also undertakes training of physiotherapy students; manages equipment etc.</p> <p>Occupational Therapist: This role is responsible for assisting physicians in planning therapy for patients; undertake occupational therapy treatment; conduct tests; design / fabricate aids for patients; assist patients by evaluating their environment, educating family members and assist them in the use of Prosthetic and Orthotic devices. This role also participates in training occupational therapy students; manages equipment etc.</p>

3.17.4 PHYSIOTHERAPIST/ OCCUPATIONAL THERAPIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PHYSIOTHERAPIST/ OCCUPATIONAL THERAPIST		PHYSIOTHERAPIST/ OCCUPATIONAL THERAPIST	
2	Number of Posts	08 (1992)		14 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100%. by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Physiotherapist/ Occupational Therapist with 4 years of regular service in the grade.		<p>Grade: Junior Physiotherapist/ Occupational Therapist Eligibility: 4 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicaole		Not Applicable	
10	If a DPC exists, what is its composition	(1) Head of the Department of Ortho	Chairman	(1) Deputy Director (Administration)	Chairman
(2) Chief/ Supdt. Physiotherapist/ Occupational Therapist		Member	(2) HoD nominated by Director (AIIMS)	Member	
(3) One Representative of the Centres/ Head of the Department where the past pertaining to be nominated by the Director.		Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	
(6) Administrative Officer (DO)		Member – Secretary	(6)		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
13	Brief nature of the Job		<p>Physiotherapist: This role is responsible for providing physical therapy treatment to patients based on physician's advice; perform tests; assist patients in use of supportive devices; administer massage; work towards patient rehabilitation. This role also undertakes training of physiotherapy students; manages equipments etc.</p> <p>Occupational Therapist: This role is responsible for assisting physicians in planning therapy for patients; undertake occupational therapy treatment; conduct tests; design / fabricate aids for patients; assist patients by evaluating their environment, educating family members and assist them in the use of Prosthetic and Orthotic devices. This role also participates in training occupational therapy students; manages equipments etc.</p>

3.17.5 JUNIOR PHYSIOTHERAPIST/JUNIOR OCCUPATIONAL THERAPIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JUNIOR PHYSIOTHERAPIST/ JUNIOR OCCUPATIONAL THERAPIST		JUNIOR PHYSIOTHERAPIST/ JUNIOR OCCUPATIONAL THERAPIST	
2	Number of Posts	10 (1992)		37 (2011)	
3	Classification	Group – C — B		Group – B	
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by direct		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)		Between 20 and 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) Inter (Science) (ii) Degree in Physiotherapy/ Occupational Therapy		(i) 10 + 2 in Science (Physics, Chemistry and Biology) and; (ii) Bachelor's Degree in Physiotherapy / Occupational Therapy from a recognized Institute / University (iii) Registered with the Physiotherapy / Occupational Therapy councils	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Department of Ortho	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief/Supdt. Physiotherapist/ Occupational Therapist	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of the Centres/ Head of the Department where the post pertaining to be nominated by the Director.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Administrative Officer (DO)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			Physiotherapist: This role is responsible for providing physical therapy treatment to patients based on physician's advice; perform tests; assist patients in use of supportive devices; administer massage; work towards patient rehabilitation. This role also undertakes training of physiotherapy students; manages equipments etc.	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			<p>Occupational Therapist: This role is responsible for assisting physicians in planning therapy for patients; undertake occupational therapy treatment; conduct tests; design / fabricate aids for patients; assist patients by evaluating their environment, educating family members and assist them in the use of Prosthetic and Orthotic devices. This role also participates in training occupational therapy students; manages equipments etc.</p>

Note on separation of Physiotherapists and Occupational Therapists into separate cadres:

During discussions with representatives from the above cadre it was mentioned that a separate cadre for Occupational Therapists is to be created as the nature of job and the responsibilities of the Occupational Therapists and Physiotherapists is distinct.

Based on an analysis of the existing situation at AIIMS and the number of incumbents in the Physiotherapist and Occupational Therapist cadres it is recommended that the bifurcation of cadres not be taken up at this moment. A separate cadre of Occupational Therapists may be created subsequently when sufficient numbers of incumbents are available in the cadre.

It has been seen in the past that the existence of a small number of incumbents in a particular cadre results in stagnation of employees and will restrict the promotion opportunities of the incumbents.

3.18 PUBLIC HEALTH NURSE

3.18.1 PUBLIC HEALTH NURSE (SUPERVISOR)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	PUBLIC HEALTH NURSE (SUPERVISOR)	PUBLIC HEALTH NURSE (SUPERVISOR)																				
2	Number of Posts	3 (1992)	3 (2011)																				
3	Classification	Group – B	Group – A																				
4	Pay Band and Grade Pay	Rs. 1900-	Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400																				
5	Method of Recruitment	By Promotion	100% By Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable: * The Departmental candidate will be considered alongwith others who appear on deputation basis and in case of selection of departmental candidates. If Will be treated as promotion.	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Selection - Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	Public Health Nurse with 3 years of regular service in the grade.	Grade: Public Health Nurse Eligibility: 2 ⁴¹ years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however a superior should posses at least diploma in Public Health Nurse.	Not applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Medical Superintendent</td> <td>Chairman</td> </tr> <tr> <td>(2) Office Incharge</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Chief Supdt (Hosp.)</td> <td>Member – Secretary</td> </tr> </table>	(1) Dy. Medical Superintendent	Chairman	(2) Office Incharge	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Chief Supdt (Hosp.)	Member – Secretary	<table border="1"> <tr> <td>(1) Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Deputy Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Director (AIIMS)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
(1) Dy. Medical Superintendent	Chairman																						
(2) Office Incharge	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Chief Supdt (Hosp.)	Member – Secretary																						
(1) Director (AIIMS)	Chairman																						
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(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Deputy Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	Nil	Promotion: 2 years																				
13	Brief nature of the Job		The position is responsible for executing all activities /schemes/ programs stated/promoted under NRHM of GoI. The role is also responsible for providing patient care/maintaining cordial relationship with village heads/prominent members of concerned community to facilitate proper implementation of schemes/programs.																				

⁴¹The number of years of service in the post of Public Health Nurse prior to promotion to Public Health Nurse (Supervisor) has been indicated assuming the grade pays of 4800 (for PHN) and 5400 (for PHN supervisor). The same shall need to be modified if the post of PHN is not fixed at a grade pay of Rs. 4800 (a grade pay at which posts are to be filled only through promotion).

3.18.2 PUBLIC HEALTH NURSE

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE																				
2	Number of Posts	4(1992)	4 (2011)																				
3	Classification	Group – B	Group – B																				
4	Pay Band and Grade Pay	Rs 1640-60-2600-EB-25-3200	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4800 ⁴²																				
5	Method of Recruitment	100 % by DIRECT PROMOTION	100 % by Direct Recruitment																				
6	Age limit for Direct Recruits	Not exceeding 35 years which (Relaxable upto 5 years in the case of employees of AIIMS)	Not exceeding 30 years(Relaxable for Government Servants / Department candidates by 5 years)																				
7	Educational and other qualification required for Direct Recruits	Essential: <Not clear in As –Is RR> B.sc Nursing in the Medical Institutions OR (i) Senior Nursing of MedicalCertificate and (ii) Explain and	B.Sc. (Hons) Nursing from a recognised Institute / University + 2 years of relevant experience																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																				
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																				
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tbody> <tr> <td>(1) Dy. Medical Superintendent</td> <td>Chairman</td> </tr> <tr> <td>(2) Office Incharge.</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Chief Supdt. (Hosp.)</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Dy. Medical Superintendent	Chairman	(2) Office Incharge.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Chief Supdt. (Hosp.)	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Medical Superintendent	Chairman																						
(2) Office Incharge.	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Chief Supdt. (Hosp.)	Member – Secretary																						
(1) Deputy Director (Administration)	Chairman																						
(2) HoD nominated by Director (AIIMS)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Direct Recruitment:2 years																				
13	Brief nature of the Job		The position is responsible for executing all activities /schemes/ programs stated/promoted under NRHM of GoI. The role is also responsible for providing patient care/maintaining cordial relationship with village heads/prominent members of concerned community to facilitate proper implementation of schemes/programs.																				

⁴²Deloitte has been informed that the grade pay of Rs. 4800 is a grade pay at which incumbents are to be filled only through promotion and not through Direct Recruitment. AIIMS shall need to verify this internally.

3.19 RADIOLOGY

3.19.1 CHIEF TECHNICAL OFFICER (RADIOLOGY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF TECHNICAL OFFICER (RADIOLOGY)		CHIEF TECHNICAL OFFICER (RADIOLOGY)	
2	Number of Posts	02 (1992)		3(2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75-2800-EB-100-4000 Rs.8000-13500		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by promotion failing which by deputation		100% by promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection - Meritcum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Technical officer (Radiology) with 5 years of regular service in the grade		<p>Grade:Senior Technical Officer (Radiology) Eligibility: 3 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director is its Composition.	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) An Expert to be nominated by the Director	Member		
		(7) Deputy Director (Admn.)	Member – Secretary		

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Employees of the central/state/ union territory govts. Or of central statutory/ autonomous bodies/public sector undertakings. Holding analogous posts on regular basis: or with 3/7 years regular service in posts in the pay scale of rs, 2000-3500/1640-2900 respectively. And possessing the following qualification and experience:</p> <p>Essential: B Sc. (HONS) (3 years course) in Radio graphy from a recognised University/institution;</p> <p style="text-align: center;">OR</p> <p>Diploma (2 years course) in radiography techniques from a recognised institution with 5 years of experience in the line.</p> <p>(Period of deputation shall not Ordinarily exceed 3 years)</p>	<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a) (i) Holding analogous posts on regular basis or (ii) With 3 years of regular service in the post in the PB 3 with Grade Pay of Rs. 4800</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Essential: B Sc. (Hons) (3 years course) in Radiography (ii) Desirable: M.Sc. Radiography from a recognised University / Institute</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 Years (For Promotees Only)	Promotion: 2 Years
13	Brief nature of the Job		The position is responsible for the overall and efficient functioning of the department; defining policies and procedures to be adhered to by the departmental staff and ensure adherence to the same; supervising the functioning of the Technical Officers and Technicians; taking steps to improve the quality of patient care provided by the technicians. The role is responsible for regular preventive maintenance of all the equipment by coordinating with respective firms; maintain log books of their records.

3.19.2 SENIOR TECHNICAL OFFICER (RADIOLOGY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER RADIOLOGY)		SENIOR TECHNICAL OFFICER (RADIOLOGY)	
2	Number of Posts	07		12 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-3500 (Pre-Revised) Rs. 6500-10500 (Revised) / Rs. 7450-11500 (Revised)		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by promotion		100% by promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Technical Officer (radiology) with 3 years of regular service in the grade.		<p>Grade: Technical Officer (Radiology) Eligibility: 3 years of regular service in the grade. <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however the promote should possess at least a recognised Diploma/Certificate in Radiology/ Radiography.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the department of Radio-diagnosis	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Addl. Prof./ Assoc. Professor Radiotherapy	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Dy. Director (ADMN.) to be nominated by the Director	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job	This role is responsible for supervising / performing Radiological or other procedures as required; supervising the regular preventive maintenance of all the equipment by coordinating with respective firms. The role is responsible for ensuring that quality and performance of the equipment is periodically checked; interface with the service engineer for the same; manage the radiation monitoring service and ensure radiation protection for all staff members of the department.			

3.19.3 TECHNICAL OFFICER (RADIOLOGY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (RADIOLOGY)		TECHNICAL OFFICER (RADIOLOGY)	
2	Number of Posts	11		23(2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-2900 (Pre-Revised) Rs. 5500-900 (Revised) Rs. 6500-10500(Revised)		Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs.4600	
5	Method of Recruitment	100% by promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Technician (Radiology) Gr.I with 5 years of regular service in the grade.		<p>Grade:Technician (Radiology) Grade I Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however the promote should possess at least a recognised Diploma Certificate in Radiology/ Radiography		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the department of Radio-diagnosis	Member	(2) MS / Chief of Centre / HoD	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/Sr.Administrative Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			The position is responsible for interfacing with patients to perform radiological investigations under routine conditions, emergency or on call duty; coordinating the work of the Technicians (Radiology) and medical and non-medical staff of the department. The role is responsible for managing / supervising / making appointments for radiological investigations such that smooth flow of patients is maintained in the department; checking the equipment for performance; is a member of the quality assurance program.	

3.19.4 TECHNICIAN RADIOLOGY GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	TECHNICIAN (RADIOTHERAPY) GRADE I	TECHNICIAN (RADIOLOGY) GRADE I																				
2	Number of Posts	07	41(2011)																				
3	Classification	Group – B	Group – B																				
4	Pay Band and Grade Pay	Rs. 1400-2600 (Pre-Revised) Rs. 5000-8000 (Revised)	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200																				
5	Method of Recruitment	100% by Promotion	100% by Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Selection- Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	<p>Technician (Radiotherapy) Gr.II possessing B.Sc. (H) (3 years course) in Radiography/ Radiotherapy or Intermediate/10+2 plus Diploma (2 years course) in Radiography/ Radiotherapy Techniques or equivalent with 5 years of regular service in the grade; OR</p> <p>Technician (Radiotherapy) Gr.II possessing Matriculation or equivalent plus Diploma/ Cert, in Radiology/ Radio-therapy or equivalent with 7 years of regular service in the grade; OR</p> <p>Technician (Radiotherapy) Gr.II possessing Matriculation or equivalent with 9 years of regular service in the grade.</p>	<p>Grade: Technician (Radiology) Grade II</p> <p>Eligibility: 5 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, provision of column 9 (b) shall be followed,	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Head of the Department of, Radio-Therapy</td> <td>Chairman</td> </tr> <tr> <td>(2) Sr. Technician Officer, Radiotherapy</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Chief/ Sr. Administrative Officer</td> <td>Member – Secretary</td> </tr> </table>	(1) Head of the Department of, Radio-Therapy	Chairman	(2) Sr. Technician Officer, Radiotherapy	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Chief/ Sr. Administrative Officer	Member – Secretary	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Head of the Department of, Radio-Therapy	Chairman																						
(2) Sr. Technician Officer, Radiotherapy	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Chief/ Sr. Administrative Officer	Member – Secretary																						
(1) Deputy Director (Administration)	Chairman																						
(2) HoD nominated by Director (AIIMS)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Nil																				
13	Brief nature of the Job		The position is responsible for interfacing with patients to perform radiological investigations under routine conditions, emergency or on call duty; managing / supervising / making appointments for radiological investigations such that smooth flow of patients is maintained in the department. The role is responsible for checking the equipments for performance; ensuring that only requisite amounts of films are consumption, repeat rate of films is low and quantity of waste chemicals is minimal The role is responsible for delivering lectures to BSc (Hons), MTR students.																				

3.19.5 TECHNICIAN (RADIOLOGY) GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICIAN (RADIOLOGY) GRADE II		TECHNICIAN (RADIOLOGY) GRADE II	
2	Number of Posts	69		107 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs. 1350-2200 (Pre-Revised) Rs. 4500-7000 (Revised) Rs. 5000-8000(Under Part'B') of Vth C.P.C.		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years		Not exceeding 30 years(Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (A) (i) 10+2 with Science Subjects or equivalent from a recognised Board/ University. (ii) Diploma (2 years course) in Radiography Techniques from a recognised Institution (iii) 1 year experience as Radiographer OR (B) B.Sc. (Hons.) (3 years) in Radiography from a recognised Univ./ Institution.		Essential: (i) B.Sc. (Hons) (3 years course) in Radiography from a recognised University / Institution. (ii) Registration with the Indian Association of Radiological Technicians Desired: (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Department of Radio-diagnosis	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Addl./Assoc. Professor of Radio-therapy	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Sr. Technical Officer, (Radiology)	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Chief/ Sr. Administrative Officer	Member – Secretary	(6) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for interfacing with patients to perform radiological investigations under routine conditions, emergency or on call duty; managing / supervising / making appointments for radiological investigations such that smooth flow of patients is maintained in the department. The role is responsible for checking the equipment for performance; ensuring that only requisite amounts of films are consumption, repeat rate of films is low and quantity of waste chemicals is minimal The role is responsible for delivering lectures to BSc (Hons), MTR students.	

3.19.6 DARK ROOM ASSISTANT GRADE I

The posts of Dark Room Assistant Grade I / II and III are proposed to be abolished as the technology for film processing has advanced and dark rooms are not used.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DARK ROOM ASSISTANT GRADE I		DARK ROOM ASSISTANT GRADE I	
2	Number of Posts	01(1992)		1 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 1400-2300 (Pre-Revised) Rs. 4500-7000 (Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	<p>Dark Room Asstt Gr II possessing Matriculation Certificate + Diploma/ Certificate in Radiography (one year duration) with 5 years or regular service in the grade failing which 10 years of combined regular service in Gr.II & Gr.III out of which at least 2 years shall be in Gr II OR</p> <p>Dark Room Asstt. Gr.II possessing Matriculation Certificate with 7 years of regular service in the grade failing which 14 years of combined regular service in Gr.II & Gr.III out of which at least 3 years shall in Gr.II. OR</p> <p>Dark Room Asstt. Gr.II possessing 8th Standard pass with 9 years of regular service in the grade failing which 18 years of combined regular service in the Gr II and Gr III out of which at least 4 years shall be in Gr II.</p>			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable, however, provision of column 9 (b) shall be followed			
10	If a DPC exists, what is its composition	(1) Head of the Department of Radio-diagnosis	Chairman	(2)	
		(3) Sr. Technician Officer, Radiology	Member	(4)	
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(8) Sr. Administrative Officer/ Administrative Officer	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for assisting the Technicians in their activities. The role is required to process all types of films, check the auto film processor, check the quality of films and report problems, maintain the equipment and prepare chemicals for the auto processor. This role also handles the store and stocks.	

3.19.7 DARK ROOM ASSISTANT GRADE II

The posts of Dark Room Assistant Grade I / II and III are proposed to be abolished as the technology for film processing has advanced and dark rooms are not used.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DARK ROOM ASSISTANT GRADE II		DARK ROOM ASSISTANT GRADE II	
2	Number of Posts	04(1992)		4(2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 1200-2040 (Pre-Revised) Rs. 4000-6000 (Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Dark Room Asstt. Gr.III possessing Matriculation plus Diploma or Certification in Radiography (minimum one year duration) with 5 years of regular service in the grade. OR Dark Room Assistant Gr.III possessing Matriculation with 7 years of regular service in the grade. OR Dark Room Assisnat Gr.III possessing 8th Standard Pass with 9 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, provision of column 9 (b) shall be followed			
10	If a DPC exists, what is its composition	(1) Head of the Department of Radio-diagnosis	Chairman	(1)	
		(2) Sr. Technician Officer, Radiology	Member	(2)	
		(3) Addl./ Assoc Professor from any centre or from the Main Institute	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) A.O.(H.)/A.O. (CNC)/Sr. A.O.(RPC)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for assisting the Technicians in their activities. The role is required to process all types of films, check the auto film processor, check the quality of films and report problems, maintain the equipment and prepare chemicals for the auto processor. This role also handles the store and stocks.	

3.19.8 DARK ROOM ASSISTANT GRADE III

The posts of Dark Room Assistant Grade I / II and III are proposed to be abolished as the technology for film processing has advanced and dark rooms are not used.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DARK ROOM ASSISTANT GRADE III		DARK ROOM ASSISTANT GRADE III	
2	Number of Posts	24		34 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.950-1500 (Pre-Revised) Rs. 3050-4590 (Revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Direct Recruitment			
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of AIIMS upto 40 years)			
7	Educational and other qualification required for Direct Recruits	Essential: (i) Matriculation or its equivalent from a recognised Board/School, (ii) Diploma or Certificate in Radiography (or minimum one year duration) from a recognised Institution. Desirable: One year experience as Dark Room Assistant in a Hospital.			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Head of the Department of Radio-diagnosis	Chairman	(1)	
		(2) Sr. Technical Officer, (Radiology)	Member	(2)	
		(3) Addl/Assoc Professor from any centre or from the Main Institute.	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) A.O.(H) /A.O. (CNC)/SR. A. O. (RPC)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for assisting the Technicians in their activities. The role is required to process all types of films, check the auto film processor, check the quality of films and report problems, maintain the equipment and prepare chemicals for the auto processor. This role also handles the store and stocks.	

3.20 RADIOTHERAPY

3.20.1 CHIEF TECHNICAL OFFICER (RADIOTHERAPY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF TECHNICAL OFFICER (RADIOTHERAPY)		CHIEF TECHNICAL OFFICER (RADIOTHERAPY)	
2	Number of Posts	01 (1992)		6 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 2200-75-2800-EB-100-4000 Rs. 8000-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by promotion failing which by deputation.		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Technical Officer (Radio-Therapy) with 5 years of regular service in the grade,		<p>Grade: Senior Technical Officer (Radiotherapy) Eligibility: 3 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director is its Composition.	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a centre to be nominated by the director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) An Expert to be nominated by the director	Member		
		(7) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which	Employees of the central/state/ union territory govts. or of central statuinary/ autonomous bodies/public sector undertakings, holding analogous posts on regular		Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation	<p>basis; or with 3/7 years regular service in posts in the pay scale of rs. 2000-3500/1640-2900 respectively; and possessing the following qualification and experience:</p> <p>Essential: B.Sc. (hons.) (3 years course) in radiography from a recognised university/institution; OR Diploma (2 years course) in Radiography Techniques from a recognised institution with 5 years of experience in the line.</p> <p>(Period of deputation shall not ordinarily exceed 3 years.)</p>	<p>Organizations:</p> <p>(a)</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis or (ii) With 3 years of regular service in the post in the PB 3 with Grade Pay of Rs. 4600 or higher <p>(b) Possessing the following qualifications and experience:</p> <ul style="list-style-type: none"> (i) M.Sc. Radiotherapy from a recognised institute / university <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 years
13	Brief nature of the Job		<p>The position is responsible for defining policies and procedures to be adhered to by the departmental staff and ensure adherence to the same; providing / Supervising the Radiation treatment provided by the Technical Officers and Technicians; taking steps to improve the quality of patient care provided by the technicians; taking regular preventive maintenance of all the equipment by coordinating with respective firms; maintain log books of their records.</p>

3.20.2 SENIOR TECHNICAL OFFICER (RADIOTHERAPY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (RADIOTHERAPY)		SENIOR TECHNICAL OFFICER (RADIOTHERAPY)	
2	Number of Posts	03		6 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-3500 (Pre-Revised) Rs. 6500-10500 (Revised)		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100 % by promotion		100 % by promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Meritcum Seniority	
9b	Grades from which promotion is to be made and eligibility	Technical Officer (Radiotherapy) with 3 years of regular service in the grade.		Grade: Technical Officer (Radiotherapy) Eligibility: 3 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however the promote should possess at least a recognised Diploma/Certificate in Radiology/ Radiotherapy.		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the department of radio-diagnosis	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Addl. Prof./ Assoc. Professor of Radiotherapy	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Dy. Director (Admn.) By the Director	Member	(6) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job	The position is responsible for providing Radiation treatment to cancer patients, on a need basis; taking steps to improve the quality of patient care provided by the departmental staff; maintaining / directing the use of sophisticated equipment such as Computerized Linear Accelerator, Simulator CT / CT Simulator, HDR, LDR, PDR, TPS, Brachytherapy and other Tele-therapy Cobalt Units. The role is responsible for supervising the use of different radiation units such as the TH780, TH780C, TH780E; iso-dose charting, preparation of casts and moulds.			

3.20.3 TECHNICAL OFFICER (RADIOTHERAPY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (RADIOTHERAPY)		TECHNICAL OFFICER (RADIOTHERAPY)	
2	Number of Posts	06		12 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-2900 (Pre-Revised) Rs. 5500-9000 (Revised)		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by promotion		100% by promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Technician (Radiotherapy) gr.i 5 years of regular service in the grade.		<p>Grade: Technician (Radiotherapy) Grade I Eligibility: 5 years of regular service in the grade.</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute</i></p> <p>Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however the promotee should possess at least a recognised Diploma/Certificate in Radiology/ Radiotherapy.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the department of Radio-diagnosis	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/ Sr. Administrative Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			The position is responsible for providing Radiation treatment to cancer patients; taking steps to improve the quality of patient care provided by the departmental staff; maintaining / directing the use of sophisticated equipment such as Computerized Linear Accelerator, CT Simulator, HDR, LDR, PDR, TPS, Brachytherapy and other Tele-therapy Cobalt Units. The role is responsible for supervising the use of different radiation units such as the TH780, TH780C, TH780E; iso-dose charting, preparation of casts and moulds.	

3.20.4 TECHNICIAN (RADIOTHERAPY) GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICIAN (RADIOLOGY) GRADE I		TECHNICIAN (RADIOTHERAPY) GRADE I	
2	Number of Posts	25		11 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs. 1400-2600 Revised) Rs. 5000-8000 (Revised) Rs. 5500-9000 (Again revised)		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	<p>Technician (Radiology) Gr II possessing B. Sc. (H) (3 years course) in Radiography or Intermediate/10+2 plus Diploma (2 years course) in Radiography techniques/ Radiology or equivalent with 5 years of regular service in the grade, OR Technician (Radiology) Gr.II possessing Matriculation or equivalent plus Diploma/ Certificate in Radiology/ Radiography or equivalent with 7 years of regular service in the grade; OR Technician (Radiology) Gr.II possessing Matricularion or equivalent with 9 years of regular service in the grade.</p>		<p>Grade: Technician (Radiotherapy) Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Existing incumbents (non – graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, provision of column 9 (b) shall be followed		Not Applicable	
10	If a DPC exists, what is its composition	(1) Head of the Department of Radio-diagnosis	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Sr. Technician Officer, Radiology	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/Sr. Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			The position is responsible for provide Radiation treatment to cancer patients under the direct supervision of the superiors; taking simulation imaging (marker radiographs, orthogonal radiographs of vital organs and CT) for radiotherapy planning; maintaining all necessary patient related and administration related records.	

3.20.5 TECHNICIAN (RADIOTHERAPY) GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICIAN (RADIOTHERAPY) GRADE II		TECHNICIAN (RADIOTHERAPY) GRADE II	
2	Number of Posts	08		13 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs. 1350-2200 (Pre-Revised) Rs. 5000-8000 (Revised)		Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (A) (i) 10+2 with Science Subjects or equivalent from a recognised Board/ University. (ii) Diploma (2 years course) in Radiology/Radiotherapy Techniques from a recognised Institution. (iii) 1 year experience as Radiographer/Radiotherapy Technician OR (B) B.Sc. (Hons.) (3 years course)in Radiography/ Radiotherapy from a recognized University/Institution.		Essential: B.Sc. (Hons) (3 years course) in Radio-therapy from a recognised University / Institution Desirable: Ability to use computers - Hands on experience in office applications, spread sheets and presentations.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Head of the Department of Radio-Therapy	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) AddL/Assoc. Professor of Radio-therapy	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Sr. Technical Officer, (Radio-Therapy)	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Chief/ Sr. Administrative Officer	Member – Secretary	(6) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for providing Radiation treatment to cancer patients under the direct supervision of the superiors; taking simulation imaging (marker radiographs, orthogonal radiographs of vital organs and CT) for radiotherapy planning; maintaining all necessary patient related and administration related records.	

3.21 STATISTICIAN

3.21.1 STATISTICIAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	STATISTICIAN	STATISTICIAN
2	Number of Posts	2	2 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	Rs.6500-10500	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs.4600
5	Method of Recruitment	100% by Promotion	100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits	Junio Statistician with 3 year of regular service in the grade.	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection-Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility		Grade: Junior Statistician Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1) (2) (3) (4) (5)	(1) Deputy Director (Administration) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		The position is responsible for collaborating with other researchers in the health disciplines, design studies, collect data, and analyse datasets in pursuit of answers to specific questions; provide inputs in the planning stages (e.g. experimental design, sample size considerations), on data collection, on choosing and implementing appropriate methodologies, and interpreting the results; guiding students from the inception of their doctoral thesis and assist them in developing research protocols and in other areas as mentioned above. The role is responsible for developing new methods of statistical analysis appropriate for the particular problems; organize training sessions in Research Methods & Statistical Analysis for faculty and students from AIIMS and outside.

3.21.2 JUNIOR STATISTICIAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	JUNIOR STATISTICIAN	JUNIOR STATISTICIAN
2	Number of Posts	3	3 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	Rs. 5500-9000	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Promotion	100% by Promotion
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits	Statistical Assistan with 7 years of regula service in the grade.	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection - Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Statistical Assistant Eligibility: 7 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1)	(1) Deputy Director (Administration) Chairman
		(2)	(2) HoD nominated by Director (AIIMS) Member
		(3)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(5)	(5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		The position is responsible for collaborating with other researchers in the health disciplines, design studies, collect data, and analyse datasets in pursuit of answers to specific questions; providing inputs in the planning stages (e.g. experimental design, sample size considerations), on data collection, on choosing and implementing appropriate methodologies, and interpreting the results; guiding students from the inception of their doctoral thesis and assist them in developing research protocols and in other areas as mentioned above. The role is responsible for developing new methods of statistical analysis appropriate for the particular problems; organize training sessions in Research Methods & Statistical Analysis for faculty and students from AIIMS and outside; provide need based training on request.

3.21.3 STATISTICAL ASSISTANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	STATISTICAL ASSISTANT	STATISTICAL ASSISTANT
2	Number of Posts	5	5 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	Rs.5000-8000	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits		Not exceeding 30 years (Relaxable for Government Servants / Department candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	M.Sc. (Statistics) / MA (Stat/ Maths/ Economics/ Sciology) with Statistic as a paper.	Essential: (i) M.Sc. in Biostatistics / Statistics from a recognised institute / university. ⁴³ (ii) Ability to use computers – Exposure and ability to use statistical software, hands on experience in office applications, spread sheets and presentations.
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Deputy Director (Administration) Chairman (2) MS / Chief of Centre / HoD Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		The role is responsible for providing inputs in the planning stages (e.g. experimental design, sample size considerations), on data collection, on choosing and implementing appropriate methodologies. The role is responsible for developing new methods of statistical analysis appropriate for the particular problems based on inputs from Statistician / Junior Statistician; providing assistance in content compilation for training sessions in Research Methods& Statistical Analysis for faculty and students from AIIMS and outside.

⁴³**Note 1:**As per the discussion with concerned stakeholders at AIIMS, an entry qualification of MSc has been incorporated at the level of a Statistical Assistant. However it is to be noted that in most other cadres at AIIMS, this educational qualification is at a Grade Pay of Rs. 5400. Further, the eligibility criterion of MSc in Bio Statistics has also been specified for the post of Scientist Grade I (Bio Statistics). This disparity across cadres may need to be internally resolved by AIIMS.

3.22 VETERINARY

3.22.1 SENIOR VETERINARY OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR VETERINARY OFFICER		SENIOR VETERINARY OFFICER	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-100-3500-125-4500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs.6600	
5	Method of Recruitment	BY Promotion/ Transfer on deputation		100 % By Promotion failing which by deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable * The Departmental candidate will be considered alongwith others who appear on deputation basis and in case of selection of departmental candidates. If Will be streated as promotion.		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority Note: The service, if any, in the earlier port of Technical Supervisor (Vet.) shall also be counted.		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility			<p>Grade: Veterinary Officer Eligibility: 5 years regular service at the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. The promotees should, however, possess a Degree in Veternity Science or Animal Husbandry.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Prof. Incharge, EAF	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy. Director (Administration)	Member
		(6) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which	Officers of the Central/State Governments/Union Territory Administrations or of Autonomous/ Statutory Bodies holding analogous posts or with 5/8 years of regular		Source: Employees of the Central / State / Union Territory Governments / Universities /	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation	<p>service in a post in the pay scale of Rs.2200-4000/2000 – 3500 respectively and possessing the following qualifications and</p> <p>(i) Degree in Veterinary Science or Animal Husbandry from a recognised University) and</p> <p>(ii) Eight years practical experience in scientific breeding, maintenance and care of laboratory animals.</p> <p>A post-graduate degree or diploma in Genetics from a recognised University or an Institute.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	<p>Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a)</p> <p>(iii) Holding analogous posts on regular basis or</p> <p>(iv) With 5 years of regular service in the post in PB 3 with Grade Pay of Rs. 5400 and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(iii) Essential: Master's Degree in Veterinary Science or Animal Husbandry from a recognised University with 5 years practical experience in scientific breeding, maintenance and care of laboratory animals.</p> <p>(iv) Desirable: Master's degree or diploma in Genetics from a recognised University / Institution</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 years
13	Brief nature of the Job		<p>The position is responsible for the development or evaluation of animal research protocols or production facilities, in-depth evaluation of the relationships of animal disease to research programs. The role is responsible for breeding animals in line with legally acceptable procedures; takes care of the sanitation, feeding, health care, testing and immunization of animals. The role undertakes research in the field; supervises the functioning of Animal House Attendants; ensures adherence to legal procedures in import / export of animals; conducts training programs for staff utilizing research animals.</p>

3.22.2 VETERINARY OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	VETERINARY OFFICER		VETERINARY OFFICER	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – B		Group – A	
4	Pay Band and Grade Pay	Rs. 8000-275-13500 (w.e b 1.1-96)		Pay Band: 3 (Rs.15600 - 39100) Grade Pay: Rs.5400	
5	Method of Recruitment	100 % by Direct Recruitment		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Upto 35 years (Relexable for employees of AIIMS upto 5 years)		Not exceeding 35 years(Relaxable for Government Servants / Department candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (i) Degree in Veterinary Science from a recognized University or Equivalent. (ii) 2 years of Practical experience in the Veterinary Practice of correspondence and of Laboratory area. Desirable: A Past Practical a Diploma in general university or recognised institute or Equivalent.		Essential: (i) Bachelor's Degree in Veterinary Science from a recognized University / Institution (iii) 2 years' experience in veterinary practice in corresponding field of work and in lab ⁴⁴ Desirable: Master's degree or diploma in Genetics from a recognised University / Institution	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Prof. Incharge	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Deputy Director (Admn.)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for breeding animals in line with legally acceptable procedures; takes care of the sanitation, feeding, health care, testing and immunization of animals. The role undertakes research in the field; supervises the functioning of Animal House Attendants; ensures adherence to legal procedures in import / export of animals; conducts training programs for staff utilizing research animals.	

Note: Since the above posts are specific in nature and only one promotion opportunity is available to the incumbents, the feasibility of hiring incumbents for these posts on fixed tenure contracts may be evaluated by AIIMS.

⁴⁴ The committee recommended that this clause be deleted as the BVSc programme is of four years' duration

3.22.3 ANIMAL HOUSE ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ANIMAL HOUSE ATTENDANT GRADE I		ANIMAL HOUSE ATTENDANT GRADE I	
2	Number of Posts	4(1992)		4 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400		Pay Band: 1 (Rs.5200-20200) Grade Pay: Rs.1900	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Animal House Attendant (Gr.II) with 5 years of regular service in the grade failing which Animal House Attendant (Gr :II) with 10 years of combined regular service in Gr.II and Gr-III out of which at least 2 years shall be as in Gr.II.		Grade: Animal House Attendant Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Officer-Incharge, CAF	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Sr. Veterinary Officer	Member	(2) Senior officer nominated by HoD of concerned department	Member
		(3) Representative of the in which vacancy exists	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Administrative Officer (DO)	Member – Secretary	(6) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	
13	Brief nature of the Job			The position is responsible for providing animal care support services according to approved facility procedures; appropriately mixing and maintaining all sanitization, decontamination, and sterilization chemicals. The role must ensure that all waste from the facility is disposed of on a daily basis in line with established procedures; maintenance of a weekly inventory of all feed, bedding, enrichment, and chemical supplies; responsibility towards issues relating to laboratory animal health, husbandry and welfare.	

3.22.4 ANIMAL HOUSE ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ANIMAL HOUSE ATTENDANT GRADE II		ANIMAL HOUSE ATTENDANT GRADE II	
2	Number of Posts	10(1992)		10 (2011)	
3	Classification	Group – D		Group – C ⁴⁵	
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150		Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Animal House Attendant (Gr.III) with 5 years of regular service in the made grade.		Grade: Animal House Attendant Grade III Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable educational		Not applicable	
10	If a DPC exists, what is its composition	(1) Officer-Incharge, EAF	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
(2) Sr. Veterinary Officer		Member	(2) Senior officer nominated by HoD of concerned department	Member	
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(5) Administrative Officer (DO)		Member – Secretary	(5) CAO/AO nominated by Dy. Director (Administration)	Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			The position is responsible for providing animal care support services according to approved facility procedures; appropriately mixing and maintaining all sanitization, decontamination, and sterilization chemicals. The role must ensure that all waste from the facility is disposed of on a daily basis in line with established procedures; maintenance of a weekly inventory of all feed, bedding, enrichment, and chemical supplies; responsibility towards issues relating to laboratory animal health, husbandry and welfare.	

⁴⁵In the As - Is scenario, the position of Animal House Attendant Grade II is in Group D. As per the 6th Pay Commission guidelines, all group D positions are to be abolished or merged into a common Multipurpose Worker pool. The position of Animal House Attendant II may be upgraded to Group C at Grade pay of Rs.1800 as the role seems to be specially required at AIIMS.

3.22.5 ANIMAL HOUSE ATTENDANT GRADE III

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ANIMAL HOUSE ATTENDANT GRADE III		ANIMAL HOUSE ATTENDANT GRADE III	
2	Number of Posts			28 (2011)	
3	Classification	Group – D		Group – C ⁴⁶	
4	Pay Band and Grade Pay	Rs.750-12-870-EB-14-940		Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years		Between 18 and 30 years (For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: 8th Standard Pass Desirable: Experience of handling, feeding and care of animals normally used for medical research.		Essential: Matriculate from a recognised Board / School Desirable: Experience in handling, feeding and care of animals in medical research environments	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Officer-Incharge, EAF	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Sr. Veterinary Officer	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) Representative of the in which vacancy exists	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO/AO nominated by Dy. Director (Administration)	Member
		(6) Administrative Officer (DO)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for providing animal care support services according to approved facility procedures; appropriately mixing and maintaining all sanitization, decontamination, and sterilization chemicals. The role must ensure that all waste from the facility is disposed of on a daily basis in line with established procedures; maintenance of a weekly inventory of all feed, bedding, enrichment, and chemical supplies; responsibility towards issues relating to laboratory animal health, husbandry and welfare.	

⁴⁶In the As - Is scenario, the position of Animal House Attendant Grade III is in Group D. As per the 6th Pay Commission guidelines, all group D positions are to be abolished or merged into a common Multipurpose Worker pool. The position of Animal House Attendant III may be upgraded to Group C at Grade pay of Rs.1800 as the role seems to be specially required at AIIMS.

4 HOSPITAL SERVICES

4.1 HOSPITAL ATTENDANT

4.1.1 HOSPITAL ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	HOSPITAL ATTENDANT GRADE I		HOSPITAL ATTENDANT GRADE I	
2	Number of Posts	52(1992)		52 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 950-20-1150-EB-25-1400		Pay Band: 1 (Rs.5200-20200) Grade Pay: Rs.1900	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational & other qualification required for Direct Recruit	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Hospital Attendant. Gr.II possessing 8th Standard pass with 5 years of made regular service in the grade. OR Hospital Attendant, Gr.II studied upto any class below 8th standard with 7 years of regular service in the grade.		Grade: Hospital Attendant Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, provisions of column 9 (b) shall be followed		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
		(2) Nursing Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role is responsible for monitoring patients in the wards, administering medication under supervision, assisting patients during pre and post recovery; assisting the Nursing staff in their functions; collecting samples and handing them over to specific test centres; the role is responsible for coordinating with bearers for patient's food; attending to patients' calls for help at the earliest; dusting rooms and ensuring overall cleanliness of the room.	

4.1.2 HOSPITAL ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	HOSPITAL ATTENDANT GRADE II		HOSPITAL ATTENDANT GRADE II	
2	Number of Posts	180(1992)		194 (2011)	
3	Classification	Group – D		Group – C ⁴⁷	
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150		Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection-Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Hospital Attendant, Gr.III possessing 8th Standard pass with 5 years of regular service in the grade. OR Hospital Attendant, Gr.III studied upto any class below 8th standard with 7 years of regular service in the grade.		<p>Grade: Hospital Attendant Grade III Eligibility: 5 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however the provisions of column 9 (b) shall be followed.		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
		(2) Nursing Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for monitoring patients in the wards, administering medication under supervision, assisting patients during pre and post recovery; assisting the Nursing staff in their functions; collecting samples and handing them over to specific test centres; the role is responsible for coordinating with bearers for patient's food; attending to patients' calls for help at the earliest; dusting rooms and ensuring overall cleanliness of the room.	

⁴⁷ In the As - Is scenario, the positions of Hospital Attendant Grade III and Hospital Attendant Grade II are in Group D. As per the 6th Pay Commission guidelines, all group D positions are to be abolished or merged into a common Multipurpose Worker pool. As a consequence of the above, the positions of Hospital Attendant II and Hospital Attendant Grade III may be upgraded to Group C at Grade pay of Rs. 1800 as these services are critical to AIIMS.

4.1.3 HOSPITAL ATTENDANT GRADE III

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	HOSPITAL ATTENDANT GRADE III		HOSPITAL ATTENDANT GRADE III	
2	Number of Posts	385 (1992)		488 (2011)	
3	Classification	Group – D		Group – C ⁴⁸	
4	Pay Band and Grade Pay	750- 12--870-EB-14-940		Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100 % by Direct Recruitment		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Between 16 and 30 years		Between 18 to 25 years (Relaxable for departmental employees upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: 8th Standard Pass Desirable: (i) Experience of having worked in a Civil or Military Hospital, or in a Nursing Home or with a Medical Practitioner. (ii) Matriculation		Essential: (i) Matriculation from a recognised School / Board (ii) Certificate course in Hospital Services conducted by a recognized organization (such as St. Johns Ambulance) ⁴⁹ Desirable: Experience of having worked in a Hospital	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Dy. Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
		(2) Nursing Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (Hosp.)	Member – Secretary	(5) CAO / AO nominated by Dy.I Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for monitoring patients in the wards, administering medication under supervision, assisting patients during pre and post recovery; assisting the Nursing staff in their functions; collecting samples and handing them over to specific test centres; the role is responsible for coordinating with bearers for patient's food; attending to patients' calls for help at the earliest; dusting rooms and ensuring overall cleanliness of the room.	

⁴⁸In the As - Is scenario, the positions of Hospital Attendant Grade III and Hospital Attendant Grade II are in Group D. As per the 6th Pay Commission guidelines, all group D positions are to be abolished or merged into a common Multipurpose Worker pool. As a consequence of the above, the positions of Hospital Attendant II and Hospital Attendant Grade III may be upgraded to Group C at Grade pay of Rs. 1800 as these services are critical to AIIMS.

⁴⁹Recommended to be included by the Committee in its meeting on January 11, 2012

4.2 LAUNDRY

Note: Based on the discussions held at AIIMS, it was learned that the activities of the laundry function at AIIMS can be broadly classified into Washing, Hydro-extraction, Drying, Folding and Ironing. In the present scenario, some of these listed activities have been outsourced by AIIMS. It is therefore proposed to outsource all activities of the Laundry function. Further, it may be noted that other premier medical institutions in Delhi, such as the Dr. Ram Manohar Lohiya Hospital are currently outsourcing Housekeeping functions including Laundry services. However, during a transitional phase, AIIMS may choose to retain supervisory positions for overseeing the quality of service provided by the outsourced agency.

4.2.1 LAUNDRY MANAGER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																												
1	Name of the Post	LAUNDRY MANAGER	LAUNDRY MANAGER																												
2	Number of Posts	1 (1992)	1 (2011)																												
3	Classification	Group – B	Group – B																												
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200																												
5	Method of Recruitment	100% by Promotion	100% by Promotion																												
6	Age limit for Direct Recruits	Not applicable	Not applicable																												
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																												
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																												
9	In case of Recruitment by Promotion:																														
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority																												
9b	Grades from which promotion is to be made and eligibility	Laundry Supervisor with 5 years of regular service in the grade	Grade: Laundry Supervisor Eligibility: 6 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good																												
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																												
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Medical Supdt.</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Medical Supdt.</td> <td>Member</td> </tr> <tr> <td>(3) Dy. Director (Admin.)</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Superintending Engineer</td> <td>Member</td> </tr> <tr> <td>(7) Chief/ Sr. Adam. Officer</td> <td>Member</td> </tr> </table>	(1) Medical Supdt.	Chairman	(2) Dy. Medical Supdt.	Member	(3) Dy. Director (Admin.)	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Superintending Engineer	Member	(7) Chief/ Sr. Adam. Officer	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> <tr> <td>(7)</td> <td></td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)		(7)	
(1) Medical Supdt.	Chairman																														
(2) Dy. Medical Supdt.	Member																														
(3) Dy. Director (Admin.)	Member																														
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
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(1) Deputy Director (Administration)	Chairman																														
(2) Medical Superintendent	Member																														
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(5) CAO / AO nominated by Dy. Director (Administration)	Member																														
(6)																															
(7)																															
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																												
12	Period of probation, if any	2 years	Promotion: 2 Years																												
13	Brief nature of the Job		This role is responsible for the efficient and overall functioning of laundry staff; ensuring that clothes are counted pre and post wash and the numbers match. He / She is also responsible for overseeing sorting and loading (as per load restrictions) of clothes is done appropriately																												

4.2.2 LAUNDRY SUPERVISOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LAUNDRY SUPERVISOR		LAUNDRY SUPERVISOR	
2	Number of Posts	2(1992)		2 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300 (5)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness cum—fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Asstt. Laundry Supervisor Possessing Matriculation Plus Diploma/Certifi - Cate in Mechanical Engineering, with 5 Years of regular service in the grade [OR] Asstt. Laundry Supervisor Possessing a Matriculation Certificate, with 7 years of regular service in the grade:		<p>Grade: Assistant Laundry Supervisor Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	The promotee should possess at least a Matriculation Certificate.		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Supdt.	Chairman	1) Medical Superintendent	Chairman
		(2) Chief Technical Officer (Central Workshop)	Member	2) HoD nominated by Director (AIIMS)	Member
		(3) Laundry Manager	Member	3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/ Sr. Admin. Officer	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Not applicable	
13	Brief nature of the Job			This role is responsible for supervising counting of clothes pre and post wash; sorting of clothes; loading of clothes in the washing machines(as per load restrictions); cleanliness of laundry premises and maintenance of washing machines .	

4.2.3 ASSISTANT LAUNDRY SUPERVISOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSISTANT LAUNDRY SUPERVISOR		ASSISTANT LAUNDRY SUPERVISOR	
2	Number of Posts	03 + 01 = 04		4 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS.4000-100-6000 (Pre-revised)		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% BY PROMOTION		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Not applicable		Between 18 and 25 years (Relaxable for Government Servants / Department candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	NOT APPLICABLE		Pass in Class 12 + Diploma in Dry Cleaning / Laundry	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	(i) Matriculation from a recognized board/ university (ii) 10 years experience in laundry(as laundry operator		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Supdt.	Chairman	1) Medical Superintendent	Chairman
		(2) Chief Technical Officer (Central Workshop)	Member	2) HoD nominated by Director (AIIMS)	Member
		(3) Laundry Manager	Member	3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(1) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(2) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	5) CAO / AO nominated by Dy. Director (Administration)	Member
		(3) Chief/ Sr.Admin. Officer	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for supervising counting of clothes pre and post wash; sorting of clothes; loading of clothes in the washing machines (as per load restrictions); cleanliness of laundry premises and maintenance of washing machines.	

4.2.4 LAUNDRY OPERATOR GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LAUNDRY OPERATOR GRADE I		LAUNDRY OPERATOR GRADE I	
2	Number of Posts	3(1992)		3 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1150-25-1500		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	<p>Laundry Operator Gr.II possessing 8th Standard pass with 5 years of regular service, in the grade failing which 10 years of combined regular service in Gr.II and Gr.III out of which at least 2 years shall be in Gr.II.</p> <p style="text-align: center;">OR</p> <p>Laundry Operator Gr.II who studied upto any class below Sth Standard Pass with 7 years of regular service in the grade failing which 14 years of combined regular service in Gr.II&Gr.III out of which at least 3 years shall be in Gr.II.</p>			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; however, the provisions of column 9(b) shall be followed.			
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt.	Chairman	(1)	
		(2) Superintending Engineer, Executive Engineer (E)	Member	(2)	
		(3) Laundry Manager	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Admin. Officer (Hosp.)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			The position is responsible for putting clothes out to dry post spinning; folding clothes post drying; sorting clothes and ensure that it is done appropriately; loading clothes in the washing machine as per load restrictions; ironing of clothes that require ironing. The post must bring to notice of Assistant Laundry Supervisor any requirement of laundry supplies.	

4.2.5 LAUNDRY OPERATOR GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LAUNDRY OPERATOR GRADE II	LAUNDRY OPERATOR GRADE II
2	Number of Posts	8(1992)	8 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Laundry Operator Gr.II possessing 3th Standard Pass with 5 years of regular service in the grade. OR Laundry Operator, Gr.II studied upto any class below 8th Standard Pass with 7 years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; however the provisions of column 9 (b) shall be followed	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Superintending Engineer/ Executive Engineer(E) (3) Laundry Manager (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Admin. Officer (Hosp.)	Chairman (1) Member (2) Member (3) Member (4) Member (5) Member – Secretary (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		The position is responsible for putting clothes out to dry post spinning; folding clothes post drying; sorting clothes and ensure that it is done appropriately; loading clothes in the washing machine as per load restrictions; ironing of clothes that require ironing. The post must bring to notice of Assistant Laundry Supervisor any requirement of laundry supplies.

4.2.6 LAUNDRY OPERATOR GRADE III

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LAUNDRY OPERATOR GRADE III	LAUNDRY OPERATOR GRADE III
2	Number of Posts	16(1992)	16 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	25% by Promotion failing which by Direct Recruitment 75% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) 8th Standard pass from a recognised School/ Board (ii) At least one year's experience of operating Steam- Laundry Machines or Drycleaning plants Desirable: Certificate of having undergone a course for a Laundry Operator	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Laundry Attendant possessing 8th Standard Pass with 5 years of regular service in the grade or Laundry Attendant who studies up to any class below 8th Standard Pass with 7 years of regular service in the grade, and passing a trade test to be prescribed for the purpose to test his theoretical and practical knowledge of operating laundry machines used in AIIMS.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; however, the provisions of column 9 (b) shall be followed	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Superintending Engineer/ Executive Engineer (E) (3) Laundry Manager (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Admin. Officer (Hosp.)	Chairman (1) Member (2) Member (3) Member (4) Member (5) Member – Secretary (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		The position is responsible for putting clothes out to dry post spinning; folding clothes post drying; sorting clothes and ensure that it is done appropriately; loading clothes in the washing machine as per load restrictions; ironing of clothes that require ironing. The post must bring to notice of Assistant Laundry Supervisor any requirement of laundry supplies.

4.2.7 LAUNDRY ATTENDANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LAUNDRY ATTENDANT	LAUNDRY ATTENDANT
2	Number of Posts	5(1992)	13 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs.750-12-870-EB-I4-940	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years	
7	Educational and other qualification required for Direct Recruits	Essential: 8th Standard pass from a recognised School/Board Desirable: Experience in a laundry of a reputed concern/institution	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Laundry Manager (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Admin. Officer (Hosp.) (6) Dy. Medical Supdt.	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5) Chairman (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		The position is responsible for putting clothes out to dry post spinning; folding clothes post drying; sorting clothes and ensure that it is done appropriately; loading clothes in the washing machine as per load restrictions; ironing of clothes that require ironing. The post must bring to notice of Assistant Laundry Supervisor any requirement of laundry supplies.

4.3 SANITATION

4.3.1 SENIOR SANITATION OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR SANITATION OFFICER		SENIOR SANITATION OFFICER⁵⁰	
2	Number of Posts	1(1992)		1(2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	RS.2000-60-2300-E8-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% By Promotion failing which by Deputation		100% By Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sanitation Officer with 3 years of regular service in the grade		<p>Grade:Sanitation Officer Eligibility:5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the promotee, unless he has already done, should successfully complete the Sanitary Inspector Course before he is granted second increment after promotion.		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admn.)	Member	(2) Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/ Sr. Admin. Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation:</p> <p>Officers of the Central/State/ U.T. Governments or Officers of Central Autonomous/ Statutory / Local Bodies or Public Undertakings:</p>		Not applicable	

⁵⁰ The committee mentioned that this post is to be renamed to Sanitation Officer. The same has not been incorporated in the RR as an additional recommendation of the committee to merge the posts of Sanitary Inspection Grade II and Sanitary Inspector Grade I and rename them to Sanitary Inspector Grade II shall first need to be implemented.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>(a) (i) Holding analogous posts on regular basis; or (ii) A post in the pay scale or Rs.1640-2900 with 3 years' of regular service in that grade; and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>Essential</p> <p>(i) Certificate in Sanitary Inspector's Course;</p> <p>(ii) Experience in Sanitation of an Institution or Hospital of repute for not less than 12 years of which at least 5 years shall be in a supervisory capacity.</p> <p>Desirable</p> <p>(i) Diploma/Certificate in Public Health.</p> <p>(ii) B.Sc. preferably in Biological Sciences.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	
12	Period of probation, if any	Not applicable	Nil
13	Brief nature of the Job		<p>This role is responsible for the overall and efficient functioning of the department. The role develops policies and procedures for the function and ensures adherence to the same. The position is responsible for supervising the cleaning / sanitation of assigned floors/ areas; ensuring that sanitary conditions are maintained at all times and periodic cleaning is carried out. This role ensures that biomedical & solid wastes are disposed of as per procedures / handed over to the disposal team. The role also undertakes programs for promoting hygiene.</p>

4.3.2 SANITATION OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITATION OFFICER		SANITATION OFFICER⁵¹	
2	Number of Posts	2(1992)		3 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900		Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sanitary Inspector, Grade-I with 5 years of regular service in the grade.		<p>Grade:Sanitary Inspector Grade I Eligibility:6 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Existing incumbents who are not qualified should have passed the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admn.)	Member	(2) Medical Superintendent	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/ Sr. Admin. Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation: Officers of the Central/ State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(a) (a) (i) Holding analogous posts on regular 'basis; or (i) Holding a post in the scale of Rs.1400-2300 with 5 years of regular service in</p>		Not applicable	

⁵¹ The committee recommended that this post be renamed to Sanitation Inspector Grade I. The same has not been incorporated in the RR as an additional recommendation of the committee to merge the posts of Sanitary Inspection Grade II and Sanitary Inspector Grade I and rename them to Sanitary Inspector Grade II shall first need to be implemented.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		the grade; and (b) Possessing the following qualification and experiercer (i) Certificate of Sanitary Inspector Course: (ii) 10 years of experience in sanitation, preferably in a hospital of repute. (Period of Deputation shall not ordinarily exceed 3 years).	
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 years
13	Brief nature of the Job		The position is responsible for supervision of sanitation staff posted across AIIMS and ensuring hygiene and sanitation; responsible for the overall cleanliness of the Hospital and its surroundings. The role takes action regarding complaints of unsanitary conditions; assists Senior Sanitation Officer in facilitating programs to demonstrate positives of cleanliness /hygiene.

4.3.3 SANITARY INSPECTOR GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITARY INSPECTOR GRADE I		SANITARY INSPECTOR GRADE I⁵²	
2	Number of Posts	5(1992)		5 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1400-40-1300-EB-50-2300		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection - Senioritycum Fitness	
9b	Grades from which promotion is to be made and eligibility	Sanitary Inspector, Grade II possessing Matriculation plus a Certificate of Sanitary Inspector Course, with 3 years of regular service in the grade; OR Sanitary Inspector, Gr.II possessing Matriculation only with 5 years of regular service in the grade.		Grade: Sanitary InspectorGrade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Existing incumbentswho are not qualified should have passed the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the provisions of column 9 (b) shall be followed.		Not applicable	
10	If a DPC exists, what is its composition	(1) Medical Superintendent (2) Sr. Sanitation Officer (3) Sr. Administrative Officer (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Administrative Officer (DO)	Chairman Member Member Member Member Member – Secretary	(1) Medical Superintendent (2) HoD nominated by Director (AIIMS) (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)	Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			The position is responsible for supervisingthe cleaning / sanitation of assigned floors/ areas; ensuring that sanitary conditions are maintained at all times and periodic cleaning is carried out. This role ensures that biomedical &solid wastes are disposed of as per procedures / handed over to the disposal team.	

⁵² The committee mentioned that the Sanitation Inspector Grade I and Grade II may be merged and renamed to Sanitation Inspector Grade II.

4.3.4 SANITARY INSPECTOR GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITARY INSPECTOR GRADE II		SANITARY INSPECTOR GRADE II⁵³	
2	Number of Posts	10 (1992)		10(2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.550-30--1440-40-1600-EB-50-2200		Pay Band: 1 (5200-20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)		Between 18 to 25 years (For departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	(i) Matriculation or equivalent from a recognised Board. (ii) Certificate of Sanitary Inspector Course. (iii) Not less than 4 years of experience in the line, preferably in a Hospital of repute.		Essential: Pass in Class 12 + Health Sanitary Inspector course (1 year duration) from a recognized university / institution	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Medical Superintendent	Chairman	(1) Medical Superintendent	Chairman
(2) Sr. Sanitation Officer		Member	(2) HoD nominated by Director (AIIMS)	Member	
(3) Sr. Administrative Officer		Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	
(6) Administrative Officer (DO)		Member – Secretary			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for supervising the cleaning / sanitation of assigned floors/ areas; ensuring that sanitary conditions are maintained at all times and periodic cleaning is carried out. This role ensures that biomedical & solid wastes are disposed of as per procedures / handed over to the disposal team.	

⁵³ The committee mentioned that the Sanitation Inspector Grade I and Grade II may be merged and renamed to Sanitation Inspector Grade II. The educational qualifications for this post need to be 12th + Sanitary Inspector's course.

During discussions with AIIMS it was learned that AIIMS has outsourced its sanitation services. Hence, going forward these services may continue to be outsourced. However, to supervise the sanitation activities performed by Outsourced agencies, some supervisory positions may continue to be retained.

In the As - Is scenario, the positions of Sanitary Attendant Grade II and Sanitary Attendant III are in Group D. As per the guidelines of the 6th Pay Commission, all group D positions are to be abolished or merged into a common Multipurpose Worker pool.

4.3.5 SANITARY ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITARY ATTENDANT GRADE I		SANITARY ATTENDANT GRADE I	
2	Number of Posts	45(1992)		45 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility	Sanitary Attendant, Grade II with 5 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable			
10	If a DPC exists, what is its composition	(1) Dy. Medical Superintendent / Assit. Medical Superintendent/ Assoc. Prof, of Hosp. Administration (To be nominated by the Director)	Chairman	(1)	
		(2) Sr. Sanitation Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Admin. Officer (Hosp.)/ Admin. Officer (CNC) Secretary (To be nominated by the Director)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for ensuring that all floors, rooms and restrooms are clean. The role is responsible for maintaining cleanliness of all counters, mopping stagnant water, assessing and reporting requirement for replenishing sanitation supplies; bringing to notice of the administration any broken ceramic ware.	

4.3.6 SANITARY ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITARY ATTENDANT GRADE II		SANITARY ATTENDANT GRADE II	
2	Number of Posts	170(1992)		170 (2011)	
3	Classification	Group – D		Group – C	
4	Pay Band and Grade Pay	Rs. 500-15-1010-EB-20-1150		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Sanitary Attendant, Grade III with 5 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Dy. Medical Superintendent/ Asstt. Medical Superintendent/ Assoc. Prof. of Hosp. Administration (To be nominated by the Director)	Chairman	(1)	
		(2) Sr. Sanitation Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Admin. Officer (Hosp.)/ Admin. Officer (CNC) (To be nominated by the Director)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for ensuring that all floors, rooms and restrooms are clean. The role is responsible for maintaining cleanliness of all counters, mopping stagnant water, assessing and reporting requirement for replenishing sanitation supplies; bringing to notice of the administration any broken ceramic ware.	

4.3.7 SANITARY ATTENDANT GRADE III

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SANITARY ATTENDANT, GRADE III		SANITARY ATTENDANT GRADE III	
2	Number of Posts	340(1992)		429 (2011)	
3	Classification	Group – D		Group – C	
4	Pay Band and Grade Pay	Rs 750-12-870-EB-14-940		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Direct Recruitment			
6	Age limit for Direct Recruits	Between 18 and 30 years			
7	Educational and other qualification required for Direct Recruits	Essential: (i) Should be able to read and write in Hindi/ English; (ii) Knowledge of sweeping, dusting and cleaning. Desirable: One year's experience in sweeping, dusting or cleaning in a civil or military hospital or in a good household, hotel or Government Department.			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Dy. Medical Superintendent / Asstt. Medical Superintendent/ Assoc. Prof, of Hosp. Administration (To be nominated by the Director)	Chairman	(1)	
		(2) Sr. Sanitation Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Admin. Officer(Hosp.)/ Admin. Officer (CMC) (To be nominated by the Director)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for ensuring that all floors, rooms and restrooms are clean. The role is responsible for maintaining cleanliness of all counters, mopping stagnant water, assessing and reporting requirement for replenishing sanitation supplies; bringing to notice of the administration any broken ceramic ware.	

4.4 TAILOR

During discussions with AIIMS, it was learned that the existing incumbents perform minor repair jobs such as mending tears in fabrics. Since the role of the incumbents in the Tailor cadre is minimal, the feasibility of outsourcing the roles in the Tailor cadre may be evaluated by AIIMS.⁵⁴

4.4.1 TAILOR GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TAILOR GRADE I	TAILOR GRADE I
2	Number of Posts	1(1992)	1 (2011)
3	Classification	Group – C	Group C
4	Pay Band and Grade Pay	Rs.1200-30-1440-EB-30-1800	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Tailor Gr.II possessing 9th Standard Pass plus a Certificate from ITI in the trade of Tailoring with 5. years of regular service in the grade failing which 10 years of combined regular service in Gr. III and Gr.II out of which at least 2 years shall be in Gr.II. OR Tailor Gr.II possessing 8th Standard Pass with 7 years of regular service in the grade failing which 14 years of combined regular service in Gr.III and Gr.II out of which at least 3 years shall be in Gr.II. OR Tailor Gr.II who has studied upto any class blow 8th Standard Pass with 9 years of regular service in the grade failing which 18 years of combined regular service in Gr.II and Gr.III out of which at least 4 years shall be in Gr.II.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9(b) shall be followed	
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt. (2) Laundry Manager (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (Hosp)	Chairman (1) Member (2) Member (3) Member (4) Member (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		The position is responsible for repairing worn and torn clothing including linens, curtains, uniforms etc.; marking or putting label on linens and other hospital clothing for easy identification.

⁵⁴ During the committee meeting on January 19, 2012 the committee proposed to retain these posts as they were constantly engaged in mending torn / ripped fabrics. The committee proposed that the entry level educational qualifications for the post of Tailor Grade III need to be Matriculation + ITI in Tailoring.

4.4.2 TAILOR GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules	
1	Name of the Post	TAILOR GRADE II	TAILOR GRADE II	
2	Number of Posts	1(1992)	2 (2011)	
3	Classification	Group – C	Group C	
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion		
6	Age limit for Direct Recruits	Not applicable		
7	Educational and other qualification required for Direct Recruits	Not applicable		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		
9b	Grades from which promotion is to be made and eligibility	Tailor Gr.III possessing 8th Standard Pass plus a Certificate from ITI in the trade of Tailoring with 5 years of regular service in the grade; OR Tailor Gr.III possessing 8th Standard Pass with 7 years of regular service in the grade; OR Tailor Gr.III who has studied upto any class blow 8th Standard Pass with 9 years of regular service in the grade.		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt.	Chairman	(1)
		(2) Laundry Manager	Member	(2)
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)
		(5) Administrative Officer (Hosp)	Member – Secretary	(5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job		The position is responsible for repairing worn and torn clothing including linens, curtains, uniforms etc.; marking or putting label on linens and other hospital clothing for easy identification.	

4.4.3 TAILOR GRADE III

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TAILOR GRADE III		TAILOR GRADE III	
2	Number of Posts	3(1992)		3 (2011)	
3	Classification	Group – D		Group D	
4	Pay Band and Grade Pay	Rs. 800-15-1010-EB-20-1150		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Direct Recruitment			
6	Age limit for Direct Recruits	Between 18 and 30 years			
7	Educational and other qualification required for Direct Recruits	Essential: (i) 8th Standard pass from a recognised School/Board (ii) Certificate from ITI or any other recognised Institution in the trade of Tailoring. Desirable: Experience in stitching of various types of clothes			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Dy. Medical Supdt.	Chairman	(1)	
		(2) Chief Accounts Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer(Hosp)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			The position is responsible for repairing worn and torn clothing including linens, curtains, uniforms etc.; marking or putting label on linens and other hospital clothing for easy identification.	

5 SUPPORT SERVICES

5.1 ADMINISTRATION

5.1.1 CHIEF ADMINISTRATIVE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF ADMINISTRATIVE OFFICER		CHIEF ADMINISTRATIVE OFFICER	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3700-125-4700-150-5000		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 7600	
5	Method of Recruitment	100% by Promotion failing which by Deputation.		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – MeritcumSeniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Administrative Officer with 1 years of regular service in the grade		<p>Grade:Senior Administrative Officer Eligibility: 5 year of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion.</i></p> <p>Note: Existing incumbents (non-post graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member

No.	Description	As Is Recruitment Rules		To be Recruitment Rules
		(6) Deputy Director (Admn.)	Member	(6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of Central Government (including Delhi Administration) or Central Statutory/Autonomous Bodies holding analogous posts or with at least 5 years of service in the posts in the pay scale of Rs.3000-4500 or equivalent and having experience in administration establishment and preferably in accounts matters.</p> <p>Officers with MBA or PG Diploma in Personnel Management or Labour Laws or Degree in Law, shall be given preference.</p> <p>(Period of deputation shall ordinarily not exceed 3 years)</p>		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600 or above and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law</p> <p>(ii) Experience in administration establishment and preferably in accounts matters.</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Nil		Nil
13	Brief nature of the Job			<p>This role is responsible for the overall and efficient functioning of the Administration department at AIIMS. This role is responsible for defining / developing policies for the department and ensures that the policies developed are adhered to. The role oversees / supervises / ensures that Recruitment, Promotions, Manpower Planning, Career and Succession Planning, Establishment Activities and Performance Management of employees are carried out as per schedule in a transparent manner.</p>

5.1.2 SENIOR ADMINISTRATIVE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR ADMINISTRATIVE OFFICER		SENIOR ADMINISTRATIVE OFFICER	
2	Number of Posts	2(1992)		3 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority cum-fitness		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Administrative Officer with 5 years of regular service in the grade of Rs.2375-3500 or 8 years of regular service in the grade of Rs.2000-3500		<p>Grade: Administrative Officer Eligibility:5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-post graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be appointed by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers under the Central/State Governments /U.T. Administrations of the Central Statutory / Autonomous Bodies holding analogous posts on regular basis or with at least 5/8years of regular service in a post inthe pay scale of Rs.2200-4000/2000-3500respectively or equivalent and havinga Degree and experience inadministration and establishmentmatters and also preferably inaccounts matters. Officers having MBAor Post Graduate Diploma in PersonnelManagement shall be given preference.		<p>Source:Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 3 (Rs. 15600 – 39100),</p>	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(Period of deputation shall not ordinarily exceed 3 years)	<p>Grade Pay Rs. 5400 or above and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law</p> <p>(ii) Experience in administration establishment and preferably in accounts matters.</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the Administration department (or its sub functions) at AIIMS. This role is responsible for defining / developing policies for the functions and ensures that the policies developed are adhered to. The role supervises / ensures that allotted functions such as Recruitment, Promotions, Manpower Planning, Career and Succession Planning, Establishment Activities and Performance Management of employees are carried out as per schedule in a transparent manner.

5.1.3 ADMINISTRATIVE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ADMINISTRATIVE OFFICER		ADMINISTRATIVE OFFICER	
2	Number of Posts	10(1992)		12 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75-2800-EB-100-4000		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion Failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Asstt. Administrative Officer with 5 years of regular service in the grade.		Grade: Assistant Administrative Officer Eligibility: 3 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-post graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be appointed by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers under the Central Govt-, U.T. Administrations or of Central Statutory/Autonomous Bodies holding analogous posts or with at least 3/5 of service in posts in the pay scale of Rs.2000-3500 / Rs.2000-3200 or equivalent respectively and having a Degree and experience in administration and establishment, matters and also preferably in Accounts matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years)		Source: Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: (a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4600 or above and (b) Possessing the following qualifications and experience:	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			(i) MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law (ii) Experience in administration establishment and preferably in accounts matters. Period of deputation: Shall not ordinarily exceed 3 years
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 Years
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the Administration department (or its sub functions) at AIIMS. This role is responsible for defining / developing policies for the functions and ensures that the policies developed are adhered to. The role supervises / ensures that allotted functions such as Recruitment, Promotions, Manpower Planning, Career and Succession Planning, Establishment Activities and Performance Management of employees (including communication of rating to employee) are carried out as per schedule in a transparent manner.

5.1.4 ASSISTANT ADMINISTRATIVE OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSTT. ADMINISTRATIVE OFFICER	ASSISTANT ADMINISTRATIVE OFFICER⁵⁵
2	Number of Posts	8(1992)	9 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	(i) 60 % by Promotion (ii) 40% by Direct Recruitment	(I) 75 % by Promotion (II) 25% by Direct Recruitment
6	Age limit for Direct Recruits	Up to 40 years	Not exceeding 40 years(Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential (i) Degree of a recognised University or its' equivalent. (ii) 5 years of experience as Office Supdt. or in equivalent post; and working knowledge of govt, rules & regulations. Desirable (i) Post Graduate Diploma in Personnel Management/ Labour Laws/ Administrative Law.	MBA / PGDBM from a recognised University / Institution
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority cum—fitness,	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Office Superintendent with 2 years of regular service in the grade	Grade: Office Superintendent Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	(1) Dean/Chief of a Centre/ M.S (to be nominated by the Director (2) Dy. Director (Admn.) (3) One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Chairman Member Member Member Member (1) Deputy Director (Administration) (2) HoD nominated by Director (AIIMS) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)

⁵⁵ The committee proposed to merge the posts of Office Superintendent and Assistant Administrative Officer and call it Junior Administrative Officer. The administration informed the committee that most individuals in the OS grade are already drawing the grade pay of the 4600 or 4800. The committee proposed that the mode of recruitment of this merged post be 60% through Promotion and 40% through Direct Recruitment. The minimum educational qualifications for this post shall be as shown above.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules
		(6) Chief Admn. Officer/ Sr. Administrative Officer	Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable
12	Period of probation, if any	2 years for Direct Recruits only		Direct Recruitment: 2 years
13	Brief nature of the Job	This role is responsible for supervising the work of the Recruitment Cell, Faculty Cell, Research Section, Legal Cell, Establishment Section, ACRs Cell, SC/ST/OBCs Cell, General Section, Estate Section, Engineering Department, Examination Section and Academic Section.		

Discussion note on mode of Recruitment of AAO, OS, Assistant (NS), UDC and LDC

During discussions with AIIMS, the consultant was required to consider the appointment of Graduates in the Administration cadre. In this context it is important to consider the cadre structure and manpower of the Administration cadre. The table below summarises the same.

Pay Group	Pay Band	Pay Scale (6PC)	Grade Pay	Administration	Sanctioned Posts
A	PB 3	15600-39100	7600	Chief Administrative Officer	1
A	PB 3	15600-39100	6600	Senior Administrative Officer	3
A	PB 3	15600-39100	5400	Administrative Officer	12
B	PB 2	9300-34800	4600	Assistant Administrative Officer	9
B	PB 2	9300-34800	4200	Office Superintendent	25
B	PB 2	9300-34800	4200	Assistant (NS)	66
C	PB 1	5200-20200	2400	Upper Division Clerk	220
C	PB 1	5200-20200	1900	Lower Division Clerk	245

In general, the direction that AIIMS wishes to take, similar to many government and public sector organisations is that, to staff the organisation as a whole with more qualified personnel. This is primarily to address the following:

- As we move higher in the organisation, the nature of work demands appropriate educational qualifications and in certain cases, specific professional qualifications. The earlier recruitment rules, especially at the lower pay scales, were not in line with this direction. This resulted in the inability to accommodate and specifically the inability to provide growth opportunities for individuals with lesser qualifications. If the entry level educational qualifications are adequate for the person to be able to handle roles and responsibilities at a higher level as and when the individual grows in the organisation, it creates the platform for growth of the individual
- It has also been an industry wide acceptable practice that basic qualifications of a graduate degree will ensure more effective working and improved productivity as compared to a 8th pass or matriculate pass.

The Administration department of AIIMS has two distinct levels of jobs – managerial / supervisory level jobs and operational / executing level jobs. It was felt that while a graduate may be able to perform the operational level jobs, there is a need for a post graduate qualification in management (MBA) for carrying out the managerial / supervisory level jobs. We do acknowledge that incumbents with significant experience may be able to offset the absence of an MBA degree and therefore believe that a mix of the two is a more appropriate composition.

Therefore, considering the current cadre structure, Direct recruitments were considered at two levels – AAO with a minimum qualification of MBA and at Assistant (NS) with minimum qualification of graduate. Ideally, no further recruitment at LDC / UDC would be required. Recruitment of graduates at the level of LDC / UDC also has the challenge of attracting talent as the pay scales at these levels were low. It would also result in certain parity issues within AIIMS.

The basis for choosing the above two levels as the entry levels was that it is more or less on par with other cadres in AIIMS. These levels also match with pay scales that are acceptable in the market for the qualifications requirement.

However, it may be noted that there are three issues which need to be addressed if the entry level of a graduate is at Assistant (NS):

1. The pay scale of Assistant (NS) is the same as the next higher post of Office Superintendent (GP 4200). AIIMS may opt to merge these two levels in a single level as their pay scales are the same. In this case, the incumbent at the merged level will have lesser growth opportunities as the next higher level of AAO will also have 25% filled through Direct Recruitment.

2. The number of incumbents currently at the levels of UDC and LDC are significantly high. Their presence cannot be ignored as they are currently performing administration related jobs.
3. The current number of posts of AAO and Office Superintendent put together is 34. This is significantly less than the number of Assistant (NS), UDCs & LDCs. There is a need to review the manpower numbers based on the roles performed.

Considering the above issues, and in order to ensure suitable promotion opportunities for graduates (recruited at lower levels), an intermediate recommendation (until the manpower has been reviewed and rationalised) has been proposed. This is summarised in the table below:

Pay Group	Pay Band	Pay Scale (6PC)	Grade Pay	Administration	Sanctioned Posts	Recommendation
A	PB 3	15600-39100	7600	Chief Administrative Officer	1	
A	PB 3	15600-39100	6600	Senior Administrative Officer	3	
A	PB 3	15600-39100	5400	Administrative Officer	12	
B	PB 2	9300-34800	4600	Assistant Administrative Officer	9	<ul style="list-style-type: none"> ▪ 75 % Promotion ▪ 25 % DR with MBA qualification
B	PB 2	9300-34800	4200	Office Superintendent	25	<ul style="list-style-type: none"> ▪ 100% Promotion
B	PB 2	9300-34800	4200	Assistant (NS)	66	<ul style="list-style-type: none"> ▪ 50% Promotion ▪ 50% LDCE from UDC
C	PB 1	5200-20200	2400	Upper Division Clerk	220	<ul style="list-style-type: none"> ▪ 50% DR of Graduates ▪ 50% Promotion
C	PB 1	5200-20200	1900	Lower Division Clerk	245	<ul style="list-style-type: none"> ▪ No further recruitments proposed at this level

5.1.5 OFFICE SUPERINTENDENT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	OFFICE SUPERINTENDENT	OFFICE SUPERINTENDENT
2	Number of Posts	22(1991)	25 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	(i) 60% : by Promotion (ii) 40% : by Limited Departmental Competitive Exam.	100% by Promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Head Clerks with 5 years of regular service in the grade	Grade: Assistant (NS) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No / Qualification: As in Column 9 (b) Limited Departmental Comostitive Examination Eligibility: Head Clerks with 3 years of regular service in the grade; Method of Selection: 66 2/3% : For written test; 33 1/3% : For ACRs The Select list equivalent to number of vacancies shall be prepared in the order of merit based on total marks obtained in written test and evaluation of ACRs.	Not Applicable
10	If a DPC exists, what is its composition	(1) Dy. Director (Admn.) (2) F.A./ Chief Accounts Officer (3) One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Chief Admn. Officer/ Sr. Administrative Officer	Chairman Member Member Member Member Member (1) Deputy Director (Administration) (2) HoD nominated by Director (AIIMS) (3) (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) CAO / AO nominated by Dy. Director (Administration)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Nil
13	Brief nature of the Job		This role is responsible for supervising the work of the Recruitment Cell, Faculty Cell, Research Section, Legal Cell, Establishment Section, ACRs Cell, SC/ST/OBCs Cell, General Section, Estate Section, Engineering Department, Examination Section and Academic Section.

5.1.6 ASSISTANT (NS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	HEAD CLERK / Assistant (N.S)	ASSISTANT (NS)⁵⁶																								
2	Number of Posts	43(1991)	66 (2011)																								
3	Classification	Group – C	Group – B																								
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200																								
5	Method of Recruitment	100% by Promotion	50 % by Promotion 50 % by Limited Departmental Competitive Exam																								
6	Age limit for Direct Recruits	Not applicable	Not applicable																								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	25% : Seniority-cum—fitness " 75% : Merit-cum-seniority	Selection – Merit cum Seniority																								
9b	Grades from which promotion is to be made and eligibility	UDCs with 5 years of regular service in the grade	<p>Promotion Grade: Upper Division Clerk Eligibility: 10 years of regular service in the grade</p> <p>Limited Departmental Competitive Exam Grade: Upper Division Clerk Eligibility: 5 years of regular service in the grade and should be a Graduate in any discipline</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable: however, the provisions of column 9 (b) shall be followed	Not Applicable																								
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Dy. Director (Admn.)</td> <td>Chairman</td> </tr> <tr> <td>(2) F.A./ Chief Accounts Officer</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Chief Admn. Officer / Sr. Administrative Officer</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Dy. Director (Admn.)	Chairman	(2) F.A./ Chief Accounts Officer	Member	(3) One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> </tbody> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)	
(1) Dy. Director (Admn.)	Chairman																										
(2) F.A./ Chief Accounts Officer	Member																										
(3) One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director	Member																										
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(6) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary																										
(1) Deputy Director (Administration)	Chairman																										
(2) HoD nominated by Director (AIIMS)	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) CAO / AO nominated by Dy. Director (Administration)	Member																										
(6)																											

⁵⁶This post was earlier called Assistant (NS) / Head Clerk. The committee proposed that the post be renamed to Assistant Grade I.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	Nil	Promotion: 2 Years
13	Brief nature of the Job		This role is responsible for managing the work of the Recruitment Cell, Faculty Cell, Research Section, Legal Cell, Establishment Section, ACRs Cell, SC/ST/OBCs Cell, General Section, Estate Section, Engineering Department, Examination Section and Academic Section. The incumbent performs an administrative role by managing the day to day activities of the department.

5.1.7 UPPER DIVISION CLERK

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	UPPER DIVISION CLERK	UPPER DIVISION CLERK⁵⁷
2	Number of Posts	100(1991)	220 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1200-30-1560-EB-40-2040	Pay Band: 2 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	(i) 75% by Promotion (ii) 25% by Limited Departmental Competitive Examination from amongst LDCs with 2 years of regular service in the grade in the Institute.	(i) 50% by Direct Recruitment (ii) 50% by Promotion ⁵⁸
6	Age limit for Direct Recruits	Not applicable	Between 18 and 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	Not applicable	(i) Graduate in any discipline (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Senioritycum Fitness
9b	Grades from which promotion is to be made and eligibility	Lower Division Clerks with 5 years of regular service, in the grade	Promotion Grade: Lower Division Clerk Eligibility: 8 years of regular service in the grade Limited Departmental Competitive Exam Grade: Lower Division Clerk Eligibility: 4 years of regular service in the grade and should have passed class 12 examination <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed	Not Applicable
10	If a DPC exists, what is its composition	(1) Dy. Director/ Chief Administrative Officer (2) F.A./ Chief Accounts Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(DO)	Chairman Member Member Member Member – Secretary
			(1) HoD nominated by Director (AIIMS) (2) Senior Officer nominated by HoD of concerned department (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable

⁵⁷It is recommended that this post be renamed to appropriately reflect the profile of candidates (Graduates) being hired. The committee proposed that this post and the post of LDC be merged and named as Assistant Grade II. The educational qualifications for these merged posts shall be those of UDC.

⁵⁸Over time recruitments at this level shall need to transition towards 100 % by Direct Recruitment

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for assisting the Officers in the efficient and overall functioning of the department. The role performs the pay fixation of employees, maintain seniority lists, manage reservation rosters, maintain records pertaining to reserved categories, handle GSLI related aspects, prepare / draft circulars / agenda notes / notifications / records, correspond regarding clarifications on personnel matters etc.

5.1.8 LOWER DIVISION CLERK**No further recruitments are proposed at the level of LDC.**

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LOWER DIVISION CLERK	LOWER DIVISION CLERK
2	Number of Posts	155(1991)	245 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1500	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	(i) 90% by Direct Recruitment (ii) 5% of vacancies shall be filled from amongst the Group 'D' Staff of the Institute who possess Matriculation or equivalent qualification and have rendered 5 years of regular service in Group 'D', on the basis of & Departmental qualifying examination. The maximum age limit for eligibility for examination is 50 years (55 years of age for the SC/ST) Note: (a) Unfilled vacancies pertaining to a particular year shall not be carried over. (b) If more of such employees than the number of vacancies available under clause (ii) qualify at the said examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis, from Group 'D' employees who possess Matriculation or equivalent qualification.	
6	Age limit for Direct Recruits	Between 15 and 25 years (Relaxable up to 40 years at age for the Institute employees.)	
7	Educational and other qualification required for Direct Recruits	(i) Matriculation or Equivalent qualification from a recognised Board or University (ii) A Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	As, indicated in col. 5(ii) and (iii)	
9b	Grades from which promotion is to be made and eligibility	As, indicated in col. 5(ii) and (iii)	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	
10	If a DPC exists, what is its composition	(1) Dy. Director / Chief Administrative Officer (2) F.A. / Chief Accounts Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(DO)	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for assisting the Officers in the efficient and overall functioning of the department. The role performs the pay fixation of employees, maintain seniority lists, manage reservation rosters, maintain records pertaining to reserved categories, handle GSLI related aspects, prepare / draft circulars / agenda notes / notifications / records, correspond regarding clarifications on personnel matters etc.

5.2 ADMINISTRATION - SECRETARIAL

5.2.1 PRINCIPAL PRIVATE SECRETARY

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PRINCIPAL PRIVATE SECY.		PRINCIPAL PRIVATE SECRETARY	
2	Number of Posts	4 (1992)		8 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Private Secretaries with 8 years of regular service in the grade (including service in the erstwhile grade of Sr. P.A.)		Grade: Private Secretary Eligibility: 7 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) Deputy Director (Admn.)	Member	(6) Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 Years	
13	Brief nature of the Job			This role shall function as an executive assistant to the officer concerned. The role shall support the officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the officer's diary. The role shall also take dictation in shorthand and use a computer to transcribe dictated material. The role shall attend meetings with the officer, take notes, prepare minutes of the meeting etc. The role will also prepare reports, presentations etc. for the officer concerned.	

5.2.2 PRIVATE SECRETARY

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PRIVATE SECRETARY		PRIVATE SECRETARY	
2	Number of Posts	40(1992)		44 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	50% by Promotion 50% by Departmental Competitive Examination		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Personal Assistants with 8 years of regular service in the grade.		Grade: Personal Assistant Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable Departmental Competitive Examination Eligibility: All P.As. with 5 years of regular service in the grade. Examination Part I: A qualifying shorthand test in Hindi or in English at 100 w.p.m. Part II: Evaluation of ACRs of candidates who obtain such minimum qualifying marks in the written examination as may be fixed, for 20% of total marks.		Not applicable	
10	If a DPC exists, what is its composition	(1) Dean/Chief of a Centre/ M.S.(to be nominated by the Director)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy- Director (Admn.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Admin. Officer/ Sr. Administrative Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role shall function as an executive assistant to the Officer concerned. The role shall support the Officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the Officer's diary. The role shall also take dictation in shorthand and use a computer to transcribe dictated material.	

5.2.3 PERSONAL ASSISTANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules								
1	Name of the Post	PERSONAL ASSISTANT	PERSONAL ASSISTANT								
2	Number of Posts	51(1991)	70 (2011)								
3	Classification	Group – C	Group – B								
4	Pay Band and Grade Pay	Rs.1400-40-1600-2300-EB-60-2600	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200								
5	Method of Recruitment	50% : By a LDCE, failing which by Promotion 50% <i>By</i> Promotion	(i) 50 % by Promotion (ii) 50 % by Limited Departmental Competitive Exam ⁵⁹								
6	Age limit for Direct Recruits	Not applicable	Not applicable								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable								
9	In case of Recruitment by Promotion:										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Promotion for 50% of vacancies Seniority - cum – fitness	Selection – Merit cum Seniority								
9b	Grades from which promotion is to be made and eligibility	<p>Stenographers with 5 years of regular service in the grade, and qualifying a Departmental Test for a speed of 100 w.p.m. in Stenography(English/ Hindi)</p> <p>Limited Departmental Competitive Examination for 50% of vacancies. All Stenographers of AIIMS with 3 years of regular service in the grade.</p> <p>Method of Selection</p> <p>(i) The select list of the eligible candidates shall be prepared by holding a stenographic test and evaluation of ACRs with the following weightages</p> <p>(a) 75% : For Stenographic test.</p> <p>(b) 5% : For higher qualification (5 marks to those possessing a Degree and above. 2 marks for those possessing 12th class or equivalent or a Diploma in Secretarial Practice or equivalent.</p> <p>(c) 20% :For ACRs.</p> <p>(ii) The test in shorthand 120 w.p.m. for 7 minutes' with a transcription time of 45 minutes / 60 minutes for English / Hindi respectively shall be held by or under the supervision of an expert agency such as I.S.T.M,</p> <p>(iii) A select list containing names of successful candidates, equivalent to the number of vacancies, shall be prepared in the order of merit based on the total marks obtained in the test, for the qualifications and for ACRs as above.</p> <p>Note: The merit list once drawn up is valid only for that occasion. In other words for vacancies arising for subsequent years a separate examination will be held.</p>	<p>Promotion Grade: Stenographer Eligibility: 10 years' of regular service in the grade and possessing a speed of 100 words per minute in Stenography</p> <p>Limited Departmental Competitive Exam Grade: Stenographer Eligibility: 5 years' of regular service in the grade and possessing a speed of 100 words per minute in Stenography + pass in internal exam to assess Soft Skills and Behavioural Skills of the candidate.</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed	Not Applicable								
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Director (Admn)/ Chief Admin. Officer</td> <td>Chairman</td> </tr> <tr> <td>(2) F.A./Chief Accounts Officer</td> <td>Member</td> </tr> </table>	(1) Dy. Director (Admn)/ Chief Admin. Officer	Chairman	(2) F.A./Chief Accounts Officer	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member
(1) Dy. Director (Admn)/ Chief Admin. Officer	Chairman										
(2) F.A./Chief Accounts Officer	Member										
(1) Deputy Director (Administration)	Chairman										
(2) HoD nominated by Director (AIIMS)	Member										

⁵⁹ The committee proposed to retain the existing promotion clauses – 50% through LDCE and 50% through Promotion

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admin. Officer (D.O.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Promotion: 2 Years	
13	Brief nature of the Job			This role shall function as an executive assistant to the Officer concerned. The role shall support the Officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the Officer's diary. The role shall also take dictation in shorthand and use a computer to transcribe dictated material.	

Note: The vacancies in the post of Personal Assistant are to be filled by Promotions from the post of Stenographer. The option of Limited Departmental Competitive Exams has been provided to permit fast track promotions for stenographers.

In addition to the typing test mentioned in the RR above, it is recommended that AIIMS also devise a test to assess the behavioural competencies of the individual. This is because the competencies required for the job of a stenographer are significantly different from those of a Personal Assistant.

5.2.4 STENOGRAPHER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	STENOGRAPHER	STENOGRAPHER
2	Number of Posts	69 (1991)	127 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs. 1200-30-1500-EB-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	(i) 33 1/3% = By limited departmental competitive examination (ii) 66 2/3% = By Direct Recruitment (through Staff Selection Commission)	100 % by Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the AIIMS employees upto 40 years)	Between 18 and 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	(i) Matriculation or equivalent (ii) A speed of 80 w.p.m. in Stenography (English or Hindi)	(i) Graduate in any discipline from a recognised University / Institution (ii) Skill Test norms: - Dictation – 10 mins @ 80 wpm - Transcription – 50 mins (English), 65 mins (Hindi) on a Computer (iii) Excellent command over English and Hindi (Written and Spoken) (iv) Skill Test to assess the soft skills of the candidate
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not Applicable
9b	Grades from which promotion is to be made and eligibility	Limited departmental- competitive examination for 33 1/3% of vacancies I. Eligibility All group 'C & 'D' employees of AIIMS possessing the following: (a) Matriculation or equivalents (b) Speed of 80 w.p.m. in Shorthand (English/ Hindi) II. Method of Selection Selection of eligible candidates shall be made by a test in Stenography in the following manners (i) A Stenographic test (English /Hindi) with 80 w.p.m. for 10 minutes will be conducted by an expert agency such as Institute of Secretariat & Training & Managament, A transcription time of 65 minutes for English and 75 minutes for Hindi may be given. (ii) The candidate(s) placed on the merit list should also, fee cleared by the DPC concerned before he/she is appointed to the post.	Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable
10	If a DPC exists, what is its composition (for probation)	(1) Dy. Director (Admn)/ Chief Admin. Officer (2) F.A./Chief Accounts Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Chairman Member Member Member (1) HoD nominated by Director (AIIMS) (2) Senior Officer nominated by HoD of concerned department (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(5) Admin. Officer (D.O.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not Applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role takes dictation in shorthand and uses computers to transcribe dictated material; Carries out filing work; maintains various files; maintainsthe correspondence register of the concerned section; attends telephone calls, notes messages and communicates the same to Officer concerned. The role also serves as a medium between the concerned Officer and other concerned party.	

5.3 ADMINISTRATION - OFFICE ATTENDANT

It is recommended that the jobs presently performed by incumbents in the posts of Office Attendant Grade II, Office Attendant Grade I and Senior Office Attendant be performed by incumbents from the Multipurpose Worker category. Alternatively, these jobs may be outsourced / filled by incumbents on fixed term contracts. It is therefore proposed that no further recruitments take place in these posts.

5.3.1 SENIOR OFFICE ATTENDANT

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR OFFICE ATTENDANT		SENIOR OFFICE ATTENDANT	
2	Number of Posts	14(1991)		14 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	950-20-1150-EB-25-1400		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-'fitness			
9b	Grades from which promotion is to be made and eligibility	Office Attendant Gr.I who has 8th Standard pass with 5 years Of regular service in the grade failing which 10 years of combined regular service as Office Attendant Gr.I and Gr.II of which at least 2 years shall be as Office Attendant Gr.I. OR Office Attendant Gr.I who has studied any class below 8th Standard pass with 7 years of regular service in the grade failing which 14 years of combined regular service as Office Attendant Gr.I and Gr.II of which at least 3 years shall be as Office Attendant Gr.I.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable educational			
10	If a DPC exists, what is its composition	(1) Chief Admn. Officer/ Sr. Admin Officer	Chairman	(1)	
		(2) Chief Accounts Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer (DO)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for assisting the concerned section in their administrative responsibilities. This role is required to carry papers for the officer concerned, distribute dak/ letters, photocopy documents, bind documents, retrieve / store files, dust furniture, provide refreshments, attend to calls, make ready conference rooms before meetings etc.	

5.3.2 OFFICE ATTENDANT GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	OFFICE ATTENDANT, GRADE I	OFFICE ATTENDANT GRADE I
2	Number of Posts	40(1991)	41 (2011)
3	Classification	Group – D	Group – C ⁶⁰
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-merit	
9b	Grades from which promotion is to be made and eligibility	Office Attendant Gr.II 'with' 8th Standard pass and having 5. years of regular service in the grade, OR Office Attendant Gr.II who has studied upto any class below 3th Standard pass with 7 years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, provisions of column 9 (b) shall be followed	
10	If a DPC exists, what is its composition	(1) Chief Adan. Officer/ Sr. Admin. Officer (2) Chief Accounts Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(DO)	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		This role is responsible for assisting the concerned section in their administrative responsibilities. This role is required to carry papers for the officer concerned, distribute dak/ letters, photocopy documents, bind documents, retrieve / store files, dust furniture, provide refreshments, attend to calls, make ready conference rooms before meetings etc.

⁶⁰As per the 'As – Is' Recruitment Rules, the posts of Office Attendant Group II and Office Attendant Group I are Group D posts. In adherence to the recommendations of the 6th Pay Commission, these posts may be classified as Multipurpose Workers.

5.3.3 OFFICE ATTENDANT GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	OFFICE ATTENDANT, GRADE II		OFFICE ATTENDANT GRADE II	
2	Number of Posts	86 (1991)		93 (2011)	
3	Classification	Group – D		Group – C ⁶¹	
4	Pay Band and Grade Pay	Rs.750-12-870-EB-14-940		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Direct Recruitment			
6	Age limit for Direct Recruits	Between 18 and 25 years (Relaxable for AIIMS employees upto 40 years)			
7	Educational and other qualification required for Direct Recruits	Essential Middle School standard pass Desirable Training in 'Basic' and 'Refresher' Course in Home Guards and Civil Defence			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition (for probation)	(1) Chief Admn. Officer/ Sr. Admin. Officer	Chairman	(1)	
		(2) Chief Accounts Officer	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer(DO)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for assisting the concerned section in their administrative responsibilities. This role is required to carry papers for the officer concerned, distribute dak/ letters, photocopy documents, bind documents, retrieve / store files, dust furniture, provide refreshments, attend to calls, make ready conference rooms before meetings etc.	

⁶¹As per the 'As – Is' Recruitment Rules, the posts of Office Attendant Group II and Office Attendant Group I are Group D posts. In adherence to the recommendations of the 6th Pay Commission, these posts may be classified as Multipurpose Workers.

5.4 ARTIST

Note: Based on the discussions held at AIIMS, it was learned that with the changes in technology, the role of the Artists has reduced, with most designs now being developed on computers. In AIIMS, there exists a requirement of individuals with experience in Graphic Design. Hence, the educational qualifications for this position may be modified to reflect AIIMS' present requirements.

5.4.1 CHIEF ARTIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																		
1	Name of the Post	CHIEF ARTIST	CHIEF ARTIST																		
2	Number of Posts	1(1992)	1 (2011)																		
3	Classification	Group – A	Group – A																		
4	Pay Band and Grade Pay	Rs.2200-75-2800-EP-100-4000	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400																		
5	Method of Recruitment	By Promotion/Transfer on deputation																			
6	Age limit for Direct Recruits	Not applicable																			
7	Educational and other qualification required for Direct Recruits	Not applicable *The Departmental candidates will be considered alongwith others who apply on deputation basis and in case of selection of departmental candidates, it will be treated as promotion.																			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																			
9	In case of Recruitment by Promotion:																				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority																			
9b	Grades from which promotion is to be made and eligibility	Sr. Artist with 7 years of regular service in the grade. Note: Since the Artists get specialised in the work of a particular department/ unit, they may be continued in the same department/ unit even after promotion under the system of 'Floating Posts.																			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, a promoter should possess at least a Diploma in Commercial Art/ Modeling (3 years) from a recognised Polytechnic/ Institute.																			
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Director</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Dean</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) Professor Incharge of CMET.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(5)</td> </tr> <tr> <td>(6) Deputy Director (Admn.)</td> <td>Member</td> <td>(6)</td> </tr> </table>	(1) Director	Chairman	(1)	(2) Dean	Member	(2)	(3) Professor Incharge of CMET.	Member	(3)	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	(6) Deputy Director (Admn.)	Member	(6)	
(1) Director	Chairman	(1)																			
(2) Dean	Member	(2)																			
(3) Professor Incharge of CMET.	Member	(3)																			
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																			
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)																			
(6) Deputy Director (Admn.)	Member	(6)																			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central/ State/ U.T. Governments or of Statutory/ Autonomous Bodies holding analogons posts on regular basis or with 5 years of regular service in posts in the pay scale of RE .1340-2900 or equivalent and possessing the following qualifications and experience:																			

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(i) Diploma / Certificate in Fine Arts or Commercial A r t or Modeling from a recognised Institution; and (ii) About 10 years experience in illustration and modelling preferably in a teaching Institution. (Period of deputation shall not ordinarily exceed 3 years)	
12	Period of probation, if any	2 years (for promotees only)	
13	Brief nature of the Job		The position is responsible for conceptualizing and developing detailed medical illustrations in the form of sketches / paintings / models; building models of body parts for use in lectures, seminars or as an input to the technical design teams; conceptualizing and designing posters, banners, brochures etc. for the internal use of departments / in community initiatives.

5.4.2 SENIOR ARTIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR ARTIST		SENIOR ARTIST	
2	Number of Posts	1(1992)		3 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.1640-40-2600-EB-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority			
9b	Grades from which promotion is to be made and eligibility	Artist with 5 years of regular service in the grade and possessing a Diploma/ Certificate in Fine Arts/Modelling/ Draftsmanship.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Dean	Chairman	(1)	
		(2) H.D.D., Community Medicine	Member	(2)	
		(3) Director (Admn.)	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Superintending Engineer	Member	(6)	
		(7) Deputy Director (Action)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			The position is responsible for conceptualizing and developing detailed medical illustrations in the form of sketches / paintings / models; building models of body parts for use in lectures, seminars or as an input to the technical design teams; conceptualizing and designing posters, banners, brochures etc. for the internal use of departments / in community initiatives.	

5.4.3 ARTIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ARTIST	ARTIST
2	Number of Posts	02	2 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.4500-125-7000	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800
5	Method of Recruitment	100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of AIIMS up to 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (i) Diploma / Certificate in Fine Arts / Commercial Arts /Modelling from a recognized Institution / University. (ii) 3 years experience in Illustration and modeling, preferably in a teaching Institution. Desirable: Degree in Graphic Design, preferably qualification in education, media and communication.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) H.C.D. / Prof.-in-Charge, CMET (2) Sr. Technical Officer (Art) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (DO)	Chairman Member Member Member Member – Secretary
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job	Job Description: The Principal duties of the Artist are to work in close co-ordination with the Educational Medical Generalist and be responsible for providing computer graphic services based on existing methods (manual/computer) or new emerging technologies to the faculty to meet teaching, learning, research and dissemination need of the Institute: There are: (i) Designing and production of slides, on screen presentations and printing materials/posters for scientific presentations, keeping in mind the principle of	The position is responsible for conceptualizing and developing detailed medical illustrations in the form of sketches / paintings / models; building models of body parts for use in lectures, seminars or as an input to the technical design teams; conceptualizing and designing posters, banners, brochures etc. for the internal use of departments / in community initiatives.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		design. (ii) Provide graphic inputs for the production of video/CD and multimedia presentations and new emerging techniques of presentations. (iii) In addition, the current demands would mean a person who is capable of handling graphic data on computer and use graphic software including animation.	

5.5 CAFETERIA⁶²

5.5.1 MANAGER (CAFETERIA)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	GENERAL MANAGER (DEPTT.CANTEEN)	MANAGER (CAFETERIA)⁶³																				
2	Number of Posts	1 (1995)	1 (2011)																				
3	Classification	Group – C	Group – B																				
4	Pay Band and Grade Pay	Rs.1350-30-1440-40-1800-EB-50-2200	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200																				
5	Method of Recruitment	100% by promotion failing which by Direct Recruitment	100% by Promotion																				
6	Age limit for Direct Recruits	18-30 years	Not Applicable																				
7	Educational and other qualification required for Direct Recruits	Essential: Matriculate with one year Diploma in Book-Keeping/ Store-keeping with a minimum experience of 7 years. Desirable: Preference shall be given to those possessing Diploma in Hotel Management.	Not Applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Selection - Merit cum Seniority																				
9b	Grades from which promotion is to be made and eligibility	Dy. General Manager (Deptt. Canteen) with 5 years of regular service in the grade.	Grade: Deputy General Manager (Cafeteria) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Director (Admn.)</td> <td>Chairman</td> </tr> <tr> <td>(2) Hony. Secretary (Cafe)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Sr. Administrative Officer (DO)</td> <td>Member – Secretary</td> </tr> </table>	(1) Dy. Director (Admn.)	Chairman	(2) Hony. Secretary (Cafe)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Sr. Administrative Officer (DO)	Member – Secretary	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Director (Admn.)	Chairman																						
(2) Hony. Secretary (Cafe)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Sr. Administrative Officer (DO)	Member – Secretary																						
(1) Deputy Director (Administration)	Chairman																						
(2) HoD nominated by Director (AIIMS)	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Promotion: 2 years																				
13	Brief nature of the Job		The role is responsible for overseeing the day to day operations of all cafeterias / canteens at AIIMS; overseeing important aspects such as broad overall consumption and wastage; analyzing consumption, wastage and patterns in the same to improve efficiencies; the role is responsible for maintaining standards of quality in service and food, health and hygiene; procurement of ingredients and supervising preparation of meals; provides on the job training to employees in etiquette, cleanliness, hygiene, sanitation etc. and ensures adherence to the same on a daily basis.																				

⁶² The committee did not make any recommendations for this cadre as it was informed that the matter is sub-judice

⁶³ This post has been renamed from General Manager (Cafeteria) to Manager (Cafeteria)

5.5.2 ASSISTANT MANAGER (CAFETERIA)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DY. GENERAL MANAGER (DEPTT. CANTEEN)		ASSISTANT MANAGER (CAFETERIA)⁶⁴	
2	Number of Posts	1 (1995)		1 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1200-30-1440-EB-30-1800 Rs.2,500-125-7025		Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	18-30 years		Between 18- 25 years(For Departmental candidates age limit is 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: Matriculate with one year Diploma in Book-Keeping Store-Keeping. Desirable: Preference will be given to those possessing Diploma in Hotel Mgmt.		Essential: 10 + 2 with Diploma in Hotel Management / Catering / Food Services / Culinary Services or equivalent	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Dy. Director (Admn.)	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Hony. Secretary (Cafe)	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr. Administrative Officer (DO)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct recruitment: 2 years	
13	Brief nature of the Job			The role is responsible for maintaining standards of quality in service and food, health and hygiene; assessing daily consumption of raw materials, placing orders, procurement of ingredients and supervising preparation of meals; this role maintains the necessary records of consumption, wastage, employee related records etc; provides on the job training to employees in etiquette, cleanliness, hygiene, sanitation etc. and ensures adherence to the same on a daily basis.	

It is to be noted that the post of DGM (Cafeteria) is eligible for one promotion to the post of GM (Cafeteria). Given the limited promotion opportunities for this post and considering that the service provided by the Cafeteria is of a supportive nature, the posts of DGM (Cafeteria) and GM (Cafeteria) may be filled by incumbents on fixed term contracts with AIIMS. In such a situation, the incumbent at the levels of GM (Cafeteria) may be hired with a minimum of a Graduate qualification and relevant experience in the line.

⁶⁴This post has been renamed from Deputy General Manager (Cafeteria) to Assistant Manager (Cafeteria)

5.6 INFORMATION TECHNOLOGY

5.6.1 DEPUTY DIRECTOR (IT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DEPUTY DIRECTOR (COMPUTER FACILITY)		DEPUTY DIRECTOR (IT)⁶⁵	
2	Number of Posts			1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.14300-18300		Pay Band: 4 (Rs. 37400 - 67000) Grade Pay: Rs. 8700	
5	Method of Recruitment	100% by promotion from System Analyst with 5 years regular service in the grade: failing which by Direct Recruitment		100 % by Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Not applicable		Not exceeding 50 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Not applicable		ME / M.Tech / MCA + 12 years' experience in IT systems / Networking / Hardware configuration / Software Programming	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility			Grade: Senior Analyst (IT) Eligibility: 5 years' service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	ME / M.Tech. (Computer Science / Computer Engg.), Ph.D (Computer Science / Computer Engg.) with 10 years		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3)	
		(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director	Member	(4)	
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(7) One Expert (Specialized in the discipline) to be nominated by the Director	Member	(7) Deputy Director (Administration)	Member
		(8) Deputy Director (Admin.)	Member – Secretary	(8)	

⁶⁵The post of Deputy Director (Computer Facility) has been renamed to Deputy Director (IT)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not Applicable
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for developing and implementing the IT roadmap for AIIMS; Provide technical inputs to the management to align organizational objectives with IT roadmap; responsible for the security of information; Supervise the development of software; oversee the transition and implementation of new systems; Maintain the website of AIIMS; Handle lectures in IT for UG / PG students and faculty; manage administrative responsibilities, prepare budget etc.

* Subject to variation dependent on workload. The year in which he indicated number exists should be given within brackets

5.6.2 SENIOR ANALYST (IT)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																												
1	Name of the Post	SYSTEM ANALYST	SENIOR ANALYST (IT) ⁶⁶																												
2	Number of Posts	3	3 (2011)																												
3	Classification	Group – A	Group – A																												
4	Pay Band and Grade Pay	Rs.12000-375-16500	Pay Band: 3 (Rs. 15600 – 37100) Grade Pay: Rs. 7600																												
5	Method of Recruitment	100% by promotion from Senior Programmer with 5 years regular experience in the grade; faling which by Direct Recruitment	100 % by Promotion																												
6	Age limit for Direct Recruits	Not applicable	Not Applicable																												
7	Educational and other qualification required for Direct Recruits	Not applicable	Not Applicable																												
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not Applicable																												
9	In case of Recruitment by Promotion:																														
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection – Merit cum Seniority																												
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Analyst (IT) Eligibility: 5 years' service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>																												
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	ME / M.Tech. (Computer Science / Computer Engg.),/ Ph.D (Computer Science / Computer Engg.) with 5 years relevant experience; OR ME/ M.Tech. (Computer Engg.) with 7 years relevant experience; OR BE/ B.Tech. (Computer Science/ Computer Engg.) with 10 years relevant experience	Not Applicable																												
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Director</td> <td>Chairman</td> </tr> <tr> <td>(2) Dean</td> <td>Member</td> </tr> <tr> <td>(3) Medical Superintendent</td> <td>Member</td> </tr> <tr> <td>(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(7) One Expert (Specialized in the discipline) to be nominated by the</td> <td>Member</td> </tr> </table>	(1) Director	Chairman	(2) Dean	Member	(3) Medical Superintendent	Member	(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director	Member	(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(7) One Expert (Specialized in the discipline) to be nominated by the	Member	<table border="1"> <tr> <td>(1) Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Chief of Centre / HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3)</td> <td></td> </tr> <tr> <td>(4)</td> <td></td> </tr> <tr> <td>(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(7) Deputy Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Director (AIIMS)	Chairman	(2) Chief of Centre / HoD nominated by Director (AIIMS)	Member	(3)		(4)		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(7) Deputy Director (Administration)	Member
(1) Director	Chairman																														
(2) Dean	Member																														
(3) Medical Superintendent	Member																														
(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director	Member																														
(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(7) One Expert (Specialized in the discipline) to be nominated by the	Member																														
(1) Director (AIIMS)	Chairman																														
(2) Chief of Centre / HoD nominated by Director (AIIMS)	Member																														
(3)																															
(4)																															
(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																														
(7) Deputy Director (Administration)	Member																														

⁶⁶The post of System Analyst has been renamed to Senior IT Analyst

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		Director			
		(8) Deputy Director (Admin.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Not applicable		Not applicable	
13	Brief nature of the Job			This role is responsible for developing and implementing the IT roadmap for AIIMS; Provide technical inputs to the management to align organizational objectives with IT roadmap; responsible for the security of information; Supervise the development of software; oversee the transition and implementation of new systems; Maintain the website of AIIMS; Handle lectures in IT for UG / PG students and faculty; manage administrative responsibilities	

* Subject to variation dependent on workload. The year in which he indicated number exists should be given within brackets

5.6.3 ANALYST (IT)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR PROGRAMMER		ANALYST (IT)⁶⁷	
2	Number of Posts			7 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.10000-325-15200		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	Promotion from Programmers with 5 years of regular service in the grade		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	Not applicable		Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Not applicable		BE / B.Tech. / MCA + 10 years' experience in IT systems / Networking / Hardware configuration / Software Programming	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	ME / M.Tech. (Computer Science / Computer Engg.), Ph.D (Computer Science / Computer Engg.) with 10 years		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One Expert (Specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Deputy Director (Admin.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for developing software to address the requirements of the user	

⁶⁷The post of Senior Programmer has been renamed to IT Analyst.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			departments; Code, test, troubleshoot and pilot run programs prior to deploying on the user departments' systems; Responsible for the confidentiality and security of the information being processed, stored or accessed; address hardware / network issues of the departments.

* Subject to variation dependent on workload. The year in which he indicated number exists should be given within brackets

5.6.4 PROGRAMMER

It is recommended that no further recruitments take place at this level.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PROGRAMMER		PROGRAMMER	
2	Number of Posts	10		13 (2011)	
3	Classification			Group – B	
4	Pay Band and Grade Pay	(Rs.2376-3500)		Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	By Direct Recruitment			
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits	Direct entry for holder of BE/B.Tech (Comp. Sc./Comp.Engg.) or Post-graduation in Sci/Maths etc. or postgraduation in Computer Application.			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)		(2)	
		(3)		(4)	
		(5)		(6)	
		(7)		(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for developing software to address the requirements of the user departments; Code, test, troubleshoot and pilot run programs prior to deploying on the user departments' systems; Responsible for the confidentiality and security of the information being processed, stored or accessed; address hardware / network issues of the departments.	

Data Entry Operator

During discussions held with the incumbents of this cadre, various options for the said cadre were discussed, including increasing the number of posts in higher levels in this cadre. This, it was stated, would open promotion opportunities for the incumbents who have stagnated in the absence of vacancies. While alterations in the manpower numbers may be taken up internally by AIIMS, the same is beyond the scope of this engagement.

Note:With increasing computerisation and reliance on computer systems in AIIMS, it is recommended that the individuals selected by AIIMS be computer literate. To encourage the same, relevant clauses have been incorporated in the Recruitment Rules.

As new recruits are to be computer literate, a separate dedicated cadre for Data Entry Operators may not be justified. It is however recommended that the existing incumbents be provided an opportunity to be accommodated in Finance, Administration, Secretarial or Medical Records cadres based on their competencies, qualifications or performance in examinations conducted by AIIMS.

5.6.5 DATA ENTRY OPERATOR (GRADE D)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DATA ENTRY OPERATOR (GRADE D)	DATA ENTRY OPERATOR (GRADE D)
2	Number of Posts	1 (1991)	1 (2011)
3	Classification	Group – C	Group – B
4	Pay Band and Grade Pay	Rs.1600-50-2300-ED-60-2660	Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	
9b	Grades from which promotion is to be made and eligibility	Data Entry Operator. Grade C with 4 years of regular service in the grade, failing which Data Entry Operator Grade C with 7 years of combined service as Data Entry Operator Grade C and Grade B.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		The position is responsible for punching in patient data for the purpose of creation of patient cards at the OPDs; assisting the faculty / departmental staff / lab staff in making reports, compiling files, typing letters, entering patient data / report results etc.; assisting in the digitization of records at AIIMS. The role also performs a programming role in the Computer Section.

5.6.6 DATA ENTRY OPERATOR (GRADE C)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DATA ENTRY OPERATOR (GRADE C)	DATA ENTRY OPERATOR (GRADE C)
2	Number of Posts	1 (1991)	1 (2011)
3	Classification	Group – C	Group – B
4	Pay Band and Grade Pay	Rs.1400-40-1800-3B-50-2300	Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Data Entry Operators Grade B with three years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		The position is responsible for punching in patient data for the purpose of creation of patient cards at the OPDs; assisting the faculty / departmental staff / lab staff in making reports, compiling files, typing letters, entering patient data / report results etc.; assisting in the digitization of records at AIIMS. The role also performs a programming role in the Computer Section.

5.6.7 DATA ENTRY OPERATOR (GRADE B)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DATA ENTRY OPERATOR (GRADE B)	DATA ENTRY OPERATOR (GRADE B)
2	Number of Posts	5 (1991)	6 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	RS. 1350-30-1440-40-1800-EB-50-2200	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2800
5	Method of Recruitment	100% by Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Not exceeding 30 years.(Relaxable upto 40 years in the case of employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	(i) Degree of a recognised University orequivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for data entry work. Note: The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting A speed test on the EDP Machine(s), BY the Competen Authority.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Data Entry Operator Grade A with six years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years (for direct recruits only)	
13	Brief nature of the Job		The position is responsible for punching in patient data for the purpose of creation of patient cards at the OPDs; assisting the faculty / departmental staff / lab staff in making reports, compiling files, typing letters, entering patient data / report results etc.; assisting in the digitization of records at AIIMS. The role also performs a programming role in the Computer Section.

5.6.8 DATA ENTRY OPERATOR (GRADE A)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DATA ENTRY OPERATOR (GRADE A)	DATA ENTRY OPERATOR (GRADE A)
2	Number of Posts	5 (1991)	33 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1150-25-1500	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Direct Recruitment	
6	Age limit for Direct Recruits	Upto 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	(i) 12th Standard pass or equivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work Note: The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machina (9) by the competent Authority.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		
9b	Grades from which promotion is to be made and eligibility		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		The position is responsible for punching in patient data for the purpose of creation of patient cards at the OPDs; assisting the faculty / departmental staff / lab staff in making reports, compiling files, typing letters, entering patient data / report results etc.; assisting in the digitization of records at AIIMS. The role also performs a programming role in the Computer Section.

5.7 DRIVER

It is recommended that AIIMS outsource the jobs performed by the Driver cadre, as in the practise in most other organizations today.⁶⁸

5.7.1 DRIVER SPECIAL GRADE

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DRIVER SPECIAL GRADE		DRIVER SPECIAL GRADE	
2	Number of Posts			3 (2011)	
3	Classification			Group – B	
4	Pay Band and Grade Pay	Rs.5000-8000		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	Driver Grade I with 3 years of regular service in the Grade I seniority cum-fitness			
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)			
		(2)			
		(3)			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for the regular maintenance of vehicles under custody; ensure safety of passenger at all times; conduct oneself appropriately with the passengers; maintain vehicle logs regularly; maintain cleanliness of the vehicle in custody. The role also prepares the duty rosters for the other drivers in the cadre.	

⁶⁸ The committee, in its meeting on January 19, 2012 mentioned that the Drivers at AIIMS may not be outsourced as VIP requirements need to be constantly fulfilled. Therefore, three grades of drivers – Driver Grade III (renamed from Driver Ordinary Grade), Driver Grade II and Driver Grade I may be retained. The committee suggested that the educational qualification for the Driver Grade III needs to be a pass in Class 10 + LMV and HMTV commercial license. The committee also stated that the post of Driver Special Grade at a Grade pay of 4200 need not be retained.

5.7.2 DRIVER GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DRIVER GRADE I		DRIVER GRADE I	
2	Number of Posts			24 (2011)	
3	Classification			Group – C	
4	Pay Band and Grade Pay	Rs.4500-7000		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100 %by Promotion 6 years regular service in the grade II or a combined service of 15 years in Grade-II and in ordinary grade put together.			
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)		(2)	
		(3)		(4)	
		(5)		(6)	
		(7)		(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for the regular maintenance of vehicles under custody; ensure safety of passenger at all times; conduct oneself appropriately with the passengers; maintain vehicle logs regularly; maintain cleanliness of the vehicle in custody	

5.7.3 DRIVER GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DRIVER GRADE II		DRIVER GRADE II	
2	Number of Posts			21 (2011)	
3	Classification			Group – C	
4	Pay Band and Grade Pay	Rs.4000-6000		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100 %by Promotion 9 years of regular service in ordinary grade.			
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)		(2)	
		(3)		(4)	
		(5)		(6)	
		(7)		(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for the regular maintenance of vehicles under custody; ensure safety of passenger at all times; conduct oneself appropriately with the passengers; maintain vehicle logs regularly; maintain cleanliness of the vehicle in custody	

5.7.4 DRIVER (ORDINARY GRADE)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DRIVER (ORDINARY GRADE)	DRIVER (ORDINARY GRADE)
2	Number of Posts		21 (2011)
3	Classification		Group – C
4	Pay Band and Grade Pay	Rs.3050-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100 %by Direct Recruitment	
6	Age limit for Direct Recruits		
7	Educational and other qualification required for Direct Recruits	Essential; i) Valid Driving Licence for driving heavy vehicles. ii) Knowledge of Motor Mechanism iii) Experience: 3 years Desirable : 8th passed 3 years service as Home Guard/Civil Volunteer.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		
9b	Grades from which promotion is to be made and eligibility		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition	(1)	(2)
		(3)	(4)
		(5)	(6)
		(7)	(8)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		
12	Period of probation, if any		
13	Brief nature of the Job		This role is responsible for the regular maintenance of vehicles under custody; ensure safety of passenger at all times; conduct oneself appropriately with the passengers; maintain vehicle logs regularly; maintain cleanliness of the vehicle in custody

5.8 FINANCE AND ACCOUNTS

5.8.1 FINANCIAL ADVISOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	FINANCIAL ADVISER		FINANCIAL ADVISOR	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3700-125-4700-150-3000		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 7600	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not Applicable		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Not Applicable		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Finance & Chief Accounts Officer with 5 years of regular service in the grade		<p>Grade: Senior Accounts Officer Eligibility: 5 years' regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion.</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Medical Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Deputy Director (Admn.)	Member	(5) Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers from any of the Central Organised Accounts Services holding analogous posts or posts in the pay scale of Rs.3000-4330 with 5 years of regular service in the grade; In the event of not finding suitable officers, from the Organised Accounts Services, officers in the Finance and Accounts Departments of Central Statutory / Autonomous-		Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: (a) (i) Holding analogous posts on regular basis; or (ii) With 3 years' regular service in the post in PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>Bodies or Public Sector Undertakings holding the posts of the level specified above shall be considered.</p> <p>(Period of Deputation shall not exceed 3 years)</p>	<p>and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Graduate in Commerce or Graduate in Economics (with Accounts and Audit as major subjects) + should have passed the SAS exam [or]</p> <p>(ii) Should be a Chartered Accountant</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Not applicable	Not applicable
13	Brief nature of the Job		<p>This role is responsible for managing the overall Finance and Accounts of AIIMS. The role is responsible for defining processes and policies at AIIMS and ensures adherence to the same. The role is directs the finalization of the annual budget, oversees the preparation of the statements of accounts, ensures that audits are performed as per schedule, oversees routine activities such as payment of wages etc. The role ensures that payments to contractors and external agencies take place within defined timelines in a transparent manner, ensures that grants received are appropriately allocated and performs necessary administrative responsibilities.</p>

5.8.2 FINANCE & CHIEF ACCOUNTS OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	FINANCE & CHIEF ACCOUNTS OFFICER		SENIOR ACCOUNTS OFFICER⁶⁹	
2	Number of Posts	1(1992)		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100%by Promotion -failing which by Deputation.(Till the Institute is in a position to hold an examination similar to SAS and the Jr. Accounts Officers so selected become eligible to be promoted as Accounts Officers, the post of Finance & Chief Accounts Officer shall be filled by deputation.)		100% Promotion failing which Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Accounts Officers with 5 years of regular service in the grade, conditions		Grade: Accounts Officer Eligibility: 5 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. However the promotes should have passed the SAS or equivalent examination or should possess a Degree in Commerce or Economics with Advance Accounting and Audit or be a Chartered Accountant.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
(2) Dean		Member	(2) HoD nominated by Director (AIIMS)	Member	
(3) Chief of a Centre to be nominated by the Director		Member	(3)		
(4) Medical Supdt.		Member	(4)		
(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(7) An expert (specialised in the discipline) to be nominated by the Director/ Financial Adviser		Member	(7)		

⁶⁹ Recommended, to be renamed, by the committee in its meeting on January 31, 2012

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(8) Deputy Director (Admn.)	Member	(8) CAO	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>(i) Officers from any of the Central Organised Accounts Services holding an analogous post or a post in the pay scale of Rs. 2200-4000 with 5 years of regular service in the grade or</p> <p>(ii) Audit/Accounts Officers from any of the Central Organised Accounts Departments with 7 years' regular service in the scale of Rs.2375-3500 or equivalent.</p> <p>In the event of suitable Officers from the Central Government being not available, similar officers in the Finance / Accounts Departments of the Central Statutory / Autonomous Bodies or Public Sector Undertakings shall be considered.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>		<p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years' regular service in the post in PB 3 (Rs. 9300 – 34800), Grade Pay Rs. 5400 and</p> <p>(b) Possessing the following qualifications and experience: (iii) Graduate in Commerce or Graduate in Economics (with Accounts and Audit as major subjects) + should have passed the SAS exam [or] (iv) Should be a Chartered Accountant</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>	
12	Period of probation, if any	Not applicable		Not applicable	
13	Brief nature of the Job			<p>This role is responsible for managing the Finance and Accounts functions of AIIMS. The role is responsible for defining processes and policies at AIIMS pertaining to the respective function, and ensures adherence to the same. The role ensures the finalization of the annual budget, oversees the preparation of the statements of accounts, ensures that audits are performed as per schedule, supervises routine activities such as payment of wages etc. The role ensures that payments to contractors and external agencies take place within defined timelines in a transparent manner, ensures that grants received are appropriately allocated and performs necessary administrative responsibilities.</p>	

5.8.3 ACCOUNTS OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ACCOUNTS OFFICER		ACCOUNTS OFFICER	
2	Number of Posts	7(1992)		10 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	RS,2200-75-2800-EB-100-4000		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	<p>100 % by Promotion failing which by Deputation (Till the Institute is in a position to hold an examination similar to SAS and Junior Accounts Officers appointed on the results of such an examination become eligible for promotion, the post of Accounts Officer shall continue to be filled on duptation as at present.)</p> <p>Note: AIIMS may, however, for a period of 5 years from the date of promulgation of these revised rules, absorb as Accounts Officer any of the deputationists, if they are willing and considered fit for such absorption. In considering such proposals, AIIMS shall also keep in mind the effect of such absorption on the promotion chances of departmental officers, if any, in the grades of Jr. Accounts Officer / Asstt. Accounts Officer.</p>		100 % by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Asstt. Accounts Officers with 7 years of regular service (including the service rendered in the pay scale of Rs.1640-2900 as Jr. Accounts Officer)		<p>Grade:Assistant Accounts Officer Eligibility: (i) 3 years' regular service in the grade and (ii) Should have passed the Subordinate Accounts Service examination</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS	Member

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		AIIMS or some other organisation.		or some other organisation.	
		(5) Financial Adviser	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Accounts Officer	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>(i) Officers under the Central Government or Central Statutory / Autonomous bodies holding analogous posts on regular basis and handling Accounts and Finance matters or holding posts of Accounts / Audit Officer or equivalent in the pay scale of Rs.2375-3500 /Rs.2200-4000.</p> <p>(ii) Assistant Accounts Officers in the pay scale of Rs. 2000-3200 with 7 years of regular service in the grade(including the service in the grade of Junior Accounts Officer / SAS accountants / Accountant in the scale of Rs.1640-2900).</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>		<p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 3 years' regular service in the post in PB 3 (Rs. 9300 – 34800), Grade Pay Rs. 4600 and (b) Possessing the following qualifications and experience: (i) Graduate in Commerce or Graduate in Economics (with Accounts and Audit as major subjects) + should have passed the SAS exam [or] (ii) Should be a Chartered Accountant</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>	
12	Period of probation, if any	2 years (for promtees only)		Promotion: 2 years	
13	Brief nature of the Job			This role is responsible for managing the Finance and / or Accounts functions of AIIMS. The role provides inputs for defining processes and policies at AIIMS pertaining to the respective function, and takes steps to implement the same. The role is responsible for the finalization of the annual budget, preparation of the statements of accounts, audit and ensures that routine activities such as payment of wages etc. are performed as per schedule. The role releases payments to contractors and external agencies with necessary approvals, allocates grants received appropriately and performs necessary administrative responsibilities.	

5.8.4 ASSISTANT ACCOUNTS OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSISTANT ACCOUNTS OFFICER		ASSISTANT ACCOUNTS OFFICER	
2	Number of Posts			10 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-60-2300-EB-75-3200		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion		50 % by Direct Recruitment 50 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Not applicable		(i) Graduate in any discipline (ii) Should have passed the Subordinate Accounts Service examination ⁷⁰	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Accounts Officer with 2 years of regular Service in the grade		Grade: Junior Accounts Officer Eligibility: 5 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Director (Admin.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Financial Adviser	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Finance & Chief Accounts Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admin. Officer / Sr. Administrative Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Direct Recruitment: 2 Years Promotion: Nil	
13	Brief nature of the Job			This role is responsible for managing the allotted Finance or Account function at AIIMS. The role is involved in providing inputs for defining processes and policies at AIIMS pertaining to the respective function, and takes steps to implement the same. The role is responsible for the finalization of the annual budget, preparation of the statements of accounts, audit and ensures that routine activities such as payment of wages etc. are performed as per schedule. The role releases payments to contractors and external agencies with necessary approvals, allocates grants received appropriately and performs necessary administrative responsibilities.	

⁷⁰ During the committee meeting, the Administration Department mentioned that only Government employees are eligible to write this exam. It was proposed that AIIMS shall need to reach out to the concerned body to conduct the exam for fresh applicants as well.

5.8.5 JUNIOR ACCOUNTS OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																						
1	Name of the Post	JUNIOR ACCOUNTS OFFICER	JUNIOR ACCOUNTS OFFICER																						
2	Number of Posts	10 (1992)	3 (2011)																						
3	Classification	Group – B	Group – B																						
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900	Pay Band: 2 (Rs.9300-34800) Grade Pay: Rs. 4200																						
5	Method of Recruitment	By Promotion from amongst the Head Clerks / UDCs who have undergone Cash & Accounts training conducted by ISTM: Note: (i) The Head Clerks/UDCs who opt for theAccounts Cadre will be imparted Cash&Accoants training from ISTM as pertheir seniority-cum- suitability tobe adjudged by the Financial Adviserwith the approval of the D.D.A /Director. (ii) The Office Supdts. who have beendeployed and already in-positionagainst the posts of JAOs will beimparted the "Cash & Accounts"training prescribed above in theinitial batches deputed for suchtraining prior to other opting fortraining.	100 % by Promotion																						
6	Age limit for Direct Recruits	Not applicable	Not applicable																						
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																						
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																						
9	In case of Recruitment by Promotion:																								
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority	Selection - Merit cum Seniority																						
9b	Grades from which promotion is to be made and eligibility	Head Clerks/UDCs who have successfully undergone "Cash & Accounts training course conducted by ISTM, New Delhi.	Grade: Accountant Eligibility: 6 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good																						
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																						
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dy. Director (Admin.)</td> <td>Chairman</td> </tr> <tr> <td>(2) Financial Adviser / F & CAO</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Finance & Chief Accounts Officer</td> <td>Member</td> </tr> <tr> <td>(6) Chief Admin. Officer/ Sr.Administrative Officer</td> <td>Member</td> </tr> </table>	(1) Dy. Director (Admin.)	Chairman	(2) Financial Adviser / F & CAO	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Finance & Chief Accounts Officer	Member	(6) Chief Admin. Officer/ Sr.Administrative Officer	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Director (Admin.)	Chairman																								
(2) Financial Adviser / F & CAO	Member																								
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) Finance & Chief Accounts Officer	Member																								
(6) Chief Admin. Officer/ Sr.Administrative Officer	Member																								
(1) Deputy Director (Administration)	Chairman																								
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(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																								
(5) CAO / AO nominated by Dy. Director (Administration)	Member																								
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																						

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any		Promotion: 2 years
13	Brief nature of the Job		This role performs routine functions such as disbursements of payments, advances etc; checks bills prior to release of payments; prepares IT sheets / Form 16, checks balance sheets and accounts received from faculty; maintains accounts for different departments; calculates financial implication of decisions on AIIMS; handles GPF and NPS for employees; prepares budget estimates; responds to queries (internal and external); assists in the tendering process; maintains necessary records / MIS etc.

5.8.6 ACCOUNTANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post		ACCOUNTANT⁷¹
2	Number of Posts		(2011)
3	Classification		Group – C
4	Pay Band and Grade Pay		Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 2800
5	Method of Recruitment		50% through Direct Recruitment 50% through Promotion ⁷²
6	Age limit for Direct Recruits		18 – 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits		(i) Graduate in Business Administration / Commerce / Finance or Accounts (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility ⁷³		Grade: Upper Division Clerk⁷⁴ Eligibility: 5 years regular service in the grade Note: Eligible incumbents shall be nominated by the Financial Advisor (with the approval of the Director (AIIMS) / DDA) for undergoing Cash & Accounts Training course conducted by ISTM, New Delhi. <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1)	(2) HoD nominated by Director (AIIMS) Chairman
		(3)	(4) Senior Officer nominated by HoD of concerned department Member
		(5)	(6) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(7)	(8) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(9)	(10) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 Years
13	Brief nature of the Job		This role performs routine functions such as disbursements of payments, advances etc; checks bills prior to release of payments; prepares IT sheets / Form 16, checks balance sheets and accounts received from faculty; maintains accounts for different departments; calculates financial implication of decisions on AIIMS; handles GPF and NPS for employees; prepares budget estimates; responds to queries (internal and external); assists in the tendering process; maintains necessary records / MIS etc.

⁷¹This post is proposed to be created. The number of posts to be sanctioned in this post is to be decided internally by AIIMS.

⁷² The committee proposed that this post be filled by 100% Direct recruitment as it would give all applicants an equal opportunity to apply

⁷³ As proposed by the committee, if this post is to be filled through Direct Recruitment, the details mentioned in this row shall read "Not Applicable"

⁷⁴ AIIMS may even consider the promotion of incumbents from any cadre (not just UDC) into the post of Accountant, provided the incumbent possesses the necessary qualifications

5.9 HINDI SECTION

5.9.1 HINDI OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	HINDI OFFICER		HINDI OFFICER	
2	Number of Posts	9 (1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4800	
5	Method of Recruitment	100 % by Promotion failing which of Deputation		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	merit-cum-seniority		Selection - Meritcum Seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Hindi Translator with 3 years of regular service in the grade		Grade: Senior Hindi Translator Eligibility: 2 years regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However a promotion should possess a least the qualifications prescribed for direct recruitment to the post of the Hindi Translator.		Not applicable	
10	If a DPC exists, what is its composition	(1) Dean/Chief of Center	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. director (Admn.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief/Sr. Admn. Officer	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any			Nil	
13	Brief nature of the Job			This role is responsible for implementation of instructions issued by the Department of Official Language on the progressive use of Hindi for official purpose; imparting relevant training at induction level, in-service training in Hindi language and other Typing/Shorthand and IT tools' training. This role promotes the use of Hindi and devises schemes for incentivising its use.	

5.9.2 SENIOR HINDI TRANSLATOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR HINDI OFFICER		SENIOR HINDI TRANSLATOR	
2	Number of Posts	1 (1992)		2 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1840-60-2800-EB-75-3800		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100 % by Promotion failing which of Deputation		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Hindi Translator with 5 years of regular service in the grade.		<p>Grade: Junior Hindi Translator Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However a promotion should possess the qualifications prescribed for direct recruitment to the post of the Sr. Hindi Translator.		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. director (Admn.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) HINDI Officer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Admn. Officer	Member	(5) CAO / AO nominated by Dy.. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central, State/Union territory-government in Officers of the central Statutory Authorities Society private sector undertakings Buildings</p> <p>(a)(i) Analogues Posts on regular basis; or. (ii) Posts on the pay state of Rs.1400- 2300 with 5 years of regular service in the grade; and</p> <p>(2) Possessing the following educational Qualifications and experience OR</p> <p>(1) Master's Degree of a recognising University in the subject with Hindi as the Medium of Instruction and examination with English as a Compulsory</p>		Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>subject at Degree levels.</p> <p>AND</p> <p>(2) Recognised Diploma Certificate Course in translation from Hindi to English and Vice-Versa of two Year's experience of translation work from Hindi to English and Vice-Versa in Central/State Government Offices, Including Government of India, Undertakings Autonomous Bodies.</p> <p>(Period of Deputation in all not ordinarily excess 3 Years.)</p>	
12	Period of probation, if any	2 YEARS (The Promotees Only)	Nil
13	Brief nature of the Job		The position is responsible for assisting Hindi Officer in translation of all procedural literature such as codes, manuals, rules & regulations, training material from English to Hindi for the benefit of users; assist Hindi Officer in devising an incentive system for participants of Hindi training.

5.9.3 JUNIOR HINDI TRANSLATOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	JR. HINDI TRANSLATOR	JUNIOR HINDI TRANSLATOR																				
2	Number of Posts	3(1992)	5 (2011)																				
3	Classification	Group – C	Group – B																				
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200																				
5	Method of Recruitment	100% by Direct Recruitment	100% by transfer failing which by Direct Recruitment																				
6	Age limit for Direct Recruits	Upto 30 years (Relaxable for employees of AIIMS upto 40 years)	Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)																				
7	Educational and other qualification required for Direct Recruits	<p>Master's degree of a recognised University in Hindi/English with English/Hindi as a main subject at the degree level</p> <p>OR</p> <p>Master's degree of a recognised University in any subject with Hindi as a medium of instruction and examination with English as B compulsory subject at degree level;</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognised Diploma/ Certificate Course in Translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings/ Autonomous Bodies.</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree of a recognised University in Hindi / English with English/Hindi as a main subject at the degree level [OR] 2. Master's degree of a recognised University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level [OR] 3. Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject [AND] <ol style="list-style-type: none"> (i) Recognised Diploma / Certificate Course in translation from Hindi to English & vice versa [OR] (ii) 2 years' experience of translation work from Hindi to English and vice versa in Central / State Government Offices, including GoI Undertakings / Autonomous Bodies 4. Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi 																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not Applicable																				
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not Applicable																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Dy. Director (Adan.)</td> <td>Chairman</td> </tr> <tr> <td>(2) Hindi Officer</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Adan. Officer (DO)</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Dy. Director (Adan.)	Chairman	(2) Hindi Officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Adan. Officer (DO)	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director.(Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director.(Administration)	Member
(1) Dy. Director (Adan.)	Chairman																						
(2) Hindi Officer	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Adan. Officer (DO)	Member – Secretary																						
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(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director.(Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	TRANSFER Grade: Upper Division Clerk / Lower Division Clerk																				

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			Eligibility: 5 years of cumulative service in the grades and possessing a Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject + Recognised Certificate Course in translation from Hindi to English & vice versa.
12	Period of probation, if any	2 years	Direct Recruitment: 2 Years Transfer: 2 Years
13	Brief nature of the Job		The position is responsible for translating all procedural literature such as codes, manuals, rules & regulations, training material from English to Hindi for the benefit of users; translating/formulating responses in Hindi to queries raised in the Parliament. The role must ensure that all public relevant information/ display material in the vicinity of AIIMS is bilingual; all documents are translated in Hindi

5.10 LIBRARY

5.10.1 CHIEF LIBRARIAN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHIEF LIBRARIAN		CHIEF LIBRARIAN	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500		Pay Band: 4 (Rs. 37400 – 67000) Grade Pay: Rs. 8700	
5	Method of Recruitment	Deputation/Promotion (Composite method)*		100 % by Promotion failing which by Deputation ⁷⁵	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Not applicable		<p>Grade: Librarian Selection Grade Eligibility: Librarian Selection Grade with 10 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable. However the promotee should have a Degree in Science plus Degree or equivalent in Library Science.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Professor Incharge, Library	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) The Director, National Medical Library or some other expert to be nominated by the Director, AIIMS.	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	

⁷⁵ The committee proposed to fill this post through composite method

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation/Promotion</p> <p>Officers under the Central/State/ U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organisations holding analogous posts on regular basis or with at least 5/8 years of regular service in the posts in the scale of Rs.2200-4000/ Rs.2000-3500 respectively, or equivalent and possessing the following qualifications and experiences</p> <p>Essential:</p> <p>(i) Atleast second class Master's Degree in Science (preferably on Biological Sciences; of a recognised University or equivalent;</p> <p>(ii) Degree or equivalent Diploma in La Science of a recognised Institution or University ; and</p> <p>(iii) 7 years experience in a supervisory capacity in a library of 'standing.</p> <p>Desirables</p> <p>i) Master's Degree in Library Science;</p> <p>ii) Training in Medical Librarianship;</p> <p>iii) Experience of documentation work in a responsible capacity;</p> <p>iv) Knowledge of Sanskrit and any modern European language other than English.</p> <p>Librarian Gr.I of AIIMS with 8 years of regular service in the grade shall also be considered (if he possessess the qualifications mentioned at Sr1 .No.9(c) above) and in case he is selected (on consideration of all those who have applied) the appointment shall be treated as promotion.</p> <p>(Period of deputation shall not ordinarily exceed 5 years').</p>	<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a) Holding analogous posts on regular basis or</p> <p>(b) With 5 – 8 years of regular service in the posts in the PB 3, scale of Rs. 15600 – 39100, Grade Pay of Rs. 6600 or higher and</p> <p>(c) Possessing the following qualifications and experience:</p> <p>Essential:</p> <p>(iv) Master's Degree in Science (preferably on Biological Sciences); of a recognised University or equivalent;</p> <p>(v) Degree or equivalent Diploma in Library Science of a recognised Institution or University and</p> <p>Desirable:</p> <p>v) Master's Degree in Library Science;</p> <p>vi) Training in Medical Librarianship;</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	2 years (for promotees only)	Promotion: Nil
13	Brief nature of the Job		He / She shall be responsible for supporting the core departments at AIIMS by providing them a platform where updated reference material – books, journals, e-books, e-subscriptions to papers are available round the clock. He / She will need to ensure that the library functions as the most comprehensive repository on medical information in India. He / She shall be responsible for framing policies, processes, budgeting, IT enablement and overall management of the Library.

5.10.2 LIBRARIAN SELECTION GRADE

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LIBRARIAN SELECTION GRADE		SENIOR LIBRARIAN⁷⁶	
2	Number of Posts	01 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by deputation.		100 % by Promotion, failing which by Deputation ⁷⁷	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Librarian Grade-I with 5/8 years of regular service in the respective grade Rs. 2200-4000/Rs.2000-35001		Grade: Librarian Grade I Eligibility: 7 years' experience in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable. However, promotee should have a Degree in Science plus Degree or equivalent in Library Science		Not Applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief of a Centre to be nominated of the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Professor-in-charge, Library	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Medical Superintendent	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) Dy. Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation/ Promotion: Officers under the Central/ State/U.T. Governments/ Universitites/Statutory,		Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:	

⁷⁶ Proposed to be renamed by the committee in its meeting on January 30, 2012⁷⁷ The committee proposed to fill this post by 100% through promotion

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>Autonomous Bodies or Research and Development Organisations holding analogous posts on regular basis with at least 5/0 years of regular service in the post in the scale of Rs.2200-4000/ Rs.2000-3500 respectively, or equivalent and possessing the following qualifications and experience</p> <p>Essential:</p> <p>(i) Atleast a second class Master's Degree in Science (preferably in Biological Sciences) of a recognised University or equivalent;</p> <p>(ii) Degree or equivalent Diploma in Lib. Science of a recognised Institution o University: and</p> <p>(iii) 7 years' experience in a supervisory capacity in a library of standing.</p> <p>Desirable:</p> <p>(i) Master's Degree in LibraryScience:</p> <p>(ii) Training in MedicalLibrarianship:</p> <p>(iii) Experience ofdocumentation work in aresponisble capacity;</p> <p>(iv) Knowledge of Sanskrit andany modern European languageother than English. Librarian Gr.I of AIIMSWith 8 years of regularservice in the grade shallalso be considered (if hepossesses the qualificationsmentioned at Sr.No.9(c) aboveand in case he is select bya(on consideration of a I I thosewho have applied) theappointment shall be treatedas promotion.</p> <p>(Period of deputation shallnot ordinarily exceed 3years)</p>	<p>(a) Holding analogous posts on regular basis; or</p> <p>(b) With at least 5 – 8 years regular service in PB 3 in the posts in the scale of Rs. 15600 - 39100, Grade Pay Rs 5400 in a library of standing and</p> <p>(c) Possessing the following qualifications and experience:</p> <p>Essential:</p> <p>(i) Master's Degree (preferably in Biological Sciences); from a recognised University or equivalent;</p> <p>(ii) Degree or equivalent Diploma in Library Science from a recognised Institution or University</p> <p>Desirable:</p> <p>i) Master's Degree in Library Science;</p> <p>ii) Training in Medical Librarianship;</p> <p>Period of deputation: Shall not ordinarily exceed 3years</p>
12	Period of probation, if any	2 years	Promotion: 2 years
13	Brief nature of the Job		He / She shall be responsible for supporting the core departments at AIIMS by providing them a platform where updated reference material – books, journals, e-books, e-subscriptions to papers are available round the clock. He / She will need to ensure that the library functions as the most comprehensive repository on medical information in India. He / She shall be responsible for framing policies, processes, budgeting, IT enablement and overall management of the Library.

5.10.3 LIBRARIAN GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																								
1	Name of the Post	LIBRARIAN GRADE I	LIBRARIAN GRADE I																								
2	Number of Posts	1 (1992)	3 (2011)																								
3	Classification	Group – B	Group – B																								
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600																								
5	Method of Recruitment	100% by Promotion failing which by Deputation	100% by Promotion																								
6	Age limit for Direct Recruits	Not applicable	Not applicable																								
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																								
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																								
9	In case of Recruitment by Promotion:																										
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Ment-cum-seniority	Selection – Merit cum Seniority																								
9b	Grades from which promotion is to be made and eligibility	Librarian(Grade II) with 3 years of regular service in the grade,	Grade: Librarian Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good																								
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, a promotee should have at least a Diploma in Library Science	Not applicable																								
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Dean/ Chief OF a Centre/ M.S.</td> <td>Chairman</td> </tr> <tr> <td>(2) Dy. Director (Admin.)</td> <td>Member</td> </tr> <tr> <td>(3) Chief Librarian</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(6) Chief/Sr. Admin. Officer</td> <td>Member</td> </tr> </table>	(1) Dean/ Chief OF a Centre/ M.S.	Chairman	(2) Dy. Director (Admin.)	Member	(3) Chief Librarian	Member	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) Chief/Sr. Admin. Officer	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> <tr> <td>(6)</td> <td></td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member	(6)	
(1) Dean/ Chief OF a Centre/ M.S.	Chairman																										
(2) Dy. Director (Admin.)	Member																										
(3) Chief Librarian	Member																										
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(6) Chief/Sr. Admin. Officer	Member																										
(1) Deputy Director (Administration)	Chairman																										
(2) HoD nominated by Director (AIIMS)	Member																										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																										
(5) CAO / AO nominated by Dy. Director (Administration)	Member																										
(6)																											
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central/State/U.T Governments, or officers of the Central Autonomous/ Statutory Bodies or Public Sector Undertakings a) i) holding analogous posts on regular basis; or ii) posts in the scale of Rs.1640-2900 with 3 years of regular service in the grade; and	Not Applicable																								

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>b) possessing the following qualifications: (1) M.Sc./M.A/ M.Com Degree; and (2) Bachelor's Degree in Library Science; and (3) Experience in acquisition of books, periodicals and documentation work in a Medical or other library of standing.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p> <p>Note: Librarian Gr. II who are in line for promotion shall not be eligible for being taken on deputation.</p>	
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		<ol style="list-style-type: none"> 1. This role shall respond to daily requests for information services, issue / receive books / journals; train library users to use the Library catalogue, Internet and other electronic resources; trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. 2. This role shall also carry out manage the book bank, provide bibliographical / documentation and binding services.

5.10.4 LIBRARIAN GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LIBRARIAN GRADE II		LIBRARIAN GRADE II	
2	Number of Posts	3 (1992)		3 (2011)	
3	Classification	Group –		Group – B	
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion failing which by Direct Recruitment.		100% by Promotion	
6	Age limit for Direct Recruits	Upto 35 years (Relaxable upto 5 years for AIIMS employees)		Not Applicable	
7	Educational and other qualification required for Direct Recruits	Essential: (i) M.Sc.Degree or equivalent from a recognised University or equivalent; and (ii) Bachelor's Degree in Library Science from a recognised University or equivalent. Desirable: (i) Two years' experience of acquisition of books, periodicals and documentation work in, preferably, a Medical Library of standing or repute; (ii) Typing speed of 30 words per minute in English or 25 words per minute in Hindi.		Not Applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Librarian (Grade III) with 5 years of regular service in the grade.		Grade: Librarian Grade III Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualifications: No, however, the promotee should possess a Diploma in Library Science.		Not Applicable	
10	If a DPC exists, what is its composition	(1) Officer-Incharge (Lib.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief Librarian	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Sub Dean (to be nominated by the Director)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Sr. Administrative Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which	Not applicable		Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation		
12	Period of probation, if any	2 years	Nil
13	Brief nature of the Job		<ol style="list-style-type: none"> 1. This role shall respond to daily requests for information services, issue / receive books / journals; train library users to use the Library catalogue, Internet and other electronic resources; trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. 2. This role shall also manage the book bank, provide bibliographical / documentation and binding services.

5.10.5 LIBRARIAN GRADE III

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LIBRARIAN (GRADE III)	LIBRARIAN GRADE III
2	Number of Posts	4(1991)	4 (2011)
3	Classification	Group – C	Group – B
4	Pay Band and Grade Pay	Rs.1400-40-1600-50-2300-EB-60-2600	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years for employees of AIIMS)	Between 20 and 30 years (Relaxable for Govt. Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential (i) B.Sc.Degree or equivalent from a recognised University : and (ii) Bachelor's Degree or equivalent in Library Science from a recognised University or Institute. Desirable (i) Two years 'experience of acquisition of books, periodicals, and documentation work in a library of standing or repute- (ii) Typing speed of 30 words per minute in English or 25 words per minute in Hindi.	Essential: (i) Graduate + Full time Bachelor's Degree in Library and Information Science or equivalent (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) Professor-Incharge(Lib.) (2) Chief Librarian (3) Chief/Sr. Admin. Officer (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Deputy Director (Admn.)	(1) Deputy Director (Administration) (2) HoD nominated by Director (AIIMS) (3) (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) CAO / AO nominated by Dy. Director (Administration)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		This role shall respond to daily requests for information services, issue / receive books / journals; train library users to use the Library catalogue, Internet and other electronic resources; trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. This role shall also carry out manage the book bank, provide bibliographical / documentation and binding services.

Note:

1. It is proposed to declare the posts of Library Guard, Library Attendant Grade II and Library Attendant Grade I as supernumerary posts; ie. No further recruitments are to occur at these levels.
2. The post of Librarian Grade III is proposed to be filled through Direct Recruitment. The role presently performed by the Library Attendants may be performed by Multipurpose Workers.
3. The role of the Library Guard may be performed by a Security Guard.

5.10.6 LIBRARY ATTENDANT (GRADE I)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LIBRARY ATTENDANT (GRADE I)		LIBRARY ATTENDANT (GRADE I)⁷⁸	
2	Number of Posts	3(1991)		3 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs-975-25-1150-ES-30-1540		Pay Band: 1 (Rs. 5200 – 20100) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Library Attendant (Grade II) with 3 years of regular service in the grade and possessing at least Matriculation Certificate or equivalent.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; the promotee should, however, atleast a Matriculate.			
10	If a DPC exists, what is its composition	(1) DDA/Chief Admin.Officer	Chairman	(1)	
		(2) Chief Librarian	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer(DO)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for responding to daily requests for information services, issue / receipt of books/journals etc. The role also performs retrieval / shelving of books, perform pasting / labelling / stamping on books / journals, write computerized classification numbers on the spine of books, perform binding.	

⁷⁸ The committee mentioned that the posts of library attendants (Grade II and I) need to be retained. They are also required to be computer literate.

5.10.7 LIBRARY ATTENDANT (GRADE II)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LIBRARY ATTENDANT (GRADE II)	LIBRARY ATTENDANT (GRADE II)⁷⁹
2	Number of Posts	9 (1991)	9 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2000
5	Method of Recruitment	(i) 33-1/3% by Promotion (ii) 66-2/3% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	Essential (i) Matriculation or equivalent (ii) Experience of having worked in a Library for at least 2 years OR Certificate in Library Science/ Librarianship from a recognised Institution. Desirable: Knowledge of typing	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum—fitness	
9b	Grades from which promotion is to be made and eligibility	Library Guards with 5 years of regular service in the grade and possessing at least Matriculation Certificate or equivalent.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not the promotees should, however, be Matriculates	
10	If a DPC exists, what is its composition	(1) DDA/Chief Admin. Officer	Chairman (1)
		(2) Chief Librarian	Member (2)
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (3)
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (4)
		(5) Administrative Officer(DO)	Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for responding to daily requests for information services, issue / receipt of books/journals etc. The role also performs retrieval / shelving of books, perform pasting / labelling / stamping on books / journals, write computerized classification numbers on the spine of books, perform binding.

⁷⁹ The committee mentioned that the posts of library attendants (Grade II and I) need to be retained and the qualification of a Library Attendant Grade II is to be 12th Pass + Certificate course in Library Science. They are also required to be computer literate.

5.10.8 LIBRARY GUARD

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LIBRARY GUARD	LIBRARY GUARD⁸⁰
2	Number of Posts	3(1991)	3 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs.825-15-900-EB-20-1200	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Transfer, failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 25 years (Relaxable upto 40 years in the case of employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	Essential Matriculation or equivalent Desirable Experience relevant to a library	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable Transfer: Employees of AIIMS possessing the qualifications prescribed for direct recruitment in column 7. (Selection shall be made on the basis of a written test followed by an interview each having the weightage of 75% and 25% respectively.)	
10	If a DPC exists, what is its composition	(1) Chief Librarian (2) Security Officer (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(DO)	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for internal security, watch and ward jobs at the Property Counter (and within the library). The role also performs any other duty which can be assigned from time to time.

⁸⁰ The committee accepted Deloitte's recommendation that this post may be staffed by Security Guards.

5.11 PHOTOGRAPHY

5.11.1 SENIOR TECHNICAL OFFICER (PHOTOGRAPHY)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. TECHNICAL OFFICER (PHOTOGRAPHY)		TECHNICAL OFFICER (PHOTOGRAPHY)⁸¹	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	By Promotion /Transfer on Deputation		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable * The Departmental Candidate will be considered along with others who apply in deputation basis and in case of deputation of departmental candidates. It will be treated as promotion.		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Sr. Photographer with 3 years of regular service in the grade and possessing at least a Diploma/ Certificate in Photography from a recognised Institution.		Grade: Senior Photographer Eligibility: 5 years' service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dean	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Head of the Deptt./ Officer Incharge, CMET	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Dy. Director (Admn)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Administrative Officer (Dy)	Member		

⁸¹ Recommended by the committee to be named in its meeting on January 19, 2012

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>DEPUTATION</p> <p>Officers of the Central/State/ U.P. Governments or Officers of Public. Sector Undertakings or Statutory/ Autonomous Bodies:</p> <p>(a) Holding on regular basis:</p> <p>(i) An analogous posts; or</p> <p>(ii) A post in the scale of Rs.1640-2900 with 3 years of regular service in the grade; or</p> <p>(iii) A post in the pay scale of Rs.1400-2300 with 8 years of regular service; and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Diploma in Photography from recognised Institution;</p> <p>(ii) 5 years experience, preferably in Medical Photography in a teaching Institutions Hospital.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	Not applicable
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for developing visuals and demonstrational material for faculty / researchers to contribute to their enhancement of the teaching experience. The role executes routine photography at AIIMS; at official functions or as per request. The role directs the setting up of stage, background, layout, lighting etc. as per requirements as AIIMS; supervises the development, processing and printing of photographs. The role also modifies photographs using photo retouching software such as Photoshop, Coral Draw etc.

5.11.2 SENIOR PHOTOGRAPHER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SR. PHOTOGRAPHER	SENIOR PHOTOGRAPHER
2	Number of Posts	1(1972)	1 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.1640-60-2600-EB-75-2900	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Promotion	100 % by promotion
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Jr. Photographer with 5 years of regular service in the grade and a possessing Diploma/Certificate in Photography from arecognised Institution. Junior Photographer with 8 years if regular services in the grade if the candidate does not possess Diploma in Photography.	Grade: Junior Photographer Eligibility: 6 years' service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified incumbents should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.	Not applicable
10	If a DPC exists, what is its composition	(1) Dean (2) Head of the Deptt./ Officer Incharge, CMET (3) Dy. Director (Admn) (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Administrative Officer (Dy)	Chairman Member Member Member Member Member
			(1) Deputy Director (Administration) (2) HoD nominated by Director (AIIMS) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
			Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Promotion: 2 years
13	Brief nature of the Job		This role is responsible for developing visuals and demonstrational material for faculty / researchers to contribute to their enhancement of the teaching experience. The role executes routine photography at AIIMS; at official functions or as per request. The role directs the setting up of stage, background, layout, lighting etc. as per requirements as AIIMS; supervises the development, processing and printing of photographs. The role also modifies photographs using photo retouching software such as Photoshop, Coral Draw etc.

5.11.3 JUNIOR PHOTOGRAPHER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	JUNIOR PHOTOGRAPHER	JUNIOR PHOTOGRAPHER
2	Number of Posts	4 (1992)	7 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1400-40-1300-EB-50-2300	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800
5	Method of Recruitment	(i) 50 % by Promotion failing which by Direct Recruitment (ii) 50% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of AIIMS upto 40 Years)	Between 18 and 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	Essential: (a) (i) Matriculation or its equivalent from a recognised Board/University; (ii) Diploma in Photography from a recognised Institution; (iii) 2 years' experience in Photography preferably in Medical Photography in a teachingInstitute/ Hospital) OR (b) (i) Matriculation or itsequivalentfrom a recognised Board/University) (ii) 5 years' experience in MedicalPhotography in a teachingInstitute/ Hospital	Essential: (i) 10 + 2 from a recognised Board (ii) Diploma / Certificate course (of minimum 1 year duration) in Photography from a recognised Institution (iii) 2 years' experience in Photography preferably in Medical Photography in a Hospital
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum—fitness	Not applicable
9b	Grades from which promotion is to be made and eligibility	Photographic Assistant with 5 years regular service in the grade and passing a Trade Test to be conducted by the Institute for the purpose.	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; a promotee should be at least a Matriculate	Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) Officer Incharge, C.M.E.T (2) Sr. Technical Officer(Photo) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (DO)	(1) HoD nominated by Director (AIIMS) (2) Senior officer nominated by HoD of concerned department (3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) CAO / AO nominated by Dy. Director (Administration)
		Chairman Member Member Member Member – Secretary	Chairman Member Member Member Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for developing visuals and demonstrational material for faculty / researchers. The role executes routine photography at AIIMS; at official functions or as per request. The role performs the development, processing and printingof photographs. The role also modifies photographs using photo retouching software such as Photoshop, Coral Draw etc.

Note: It is recommended that the recruitment into the Photography cadre take place at the level of Junior Photographer and that no further recruitments occur at the post of Photographic Assistant.

5.11.4 PHOTOGRAPHIC ASSISTANT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PHOTOGRAPHIC ASSISTANT	PHOTOGRAPHIC ASSISTANT
2	Number of Posts		2 (2011)
3	Classification		Group – C
4	Pay Band and Grade Pay	Rs 3050-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment		
6	Age limit for Direct Recruits		
7	Educational and other qualification required for Direct Recruits	<p>Existing Recruitment Rules of Photographic Asst. Essential: (i) Matriculation or its equivalent from a recognised University/Board; (ii) ITI Certificate in the trade OR One year experience of Dark Room work including processing and printing of black & White and colour Desirable: Experience of still and movie photography and preparation of projection slides.</p> <p>Amended Recruitment Rules of Photographic Asst. Essential: (i) Matriculation or its equivalent from a recognised University/Board. (ii) ITI certificate in the trade Desirable: Experience of still and movie photography and preparation of projection slides.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		
9b	Grades from which promotion is to be made and eligibility		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition	(1)	(1)
		(2)	(3)
		(4)	(5)
		(6)	(7)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		
12	Period of probation, if any		
13	Brief nature of the Job		The position is responsible for assisting the Photographer in development of photographs. This role takes photographs of patients for clinical demonstrations and research; takes photographs on official functions of the Institute; develops, enlarges and printspictures.

5.12 PROJECTIONIST

The posts of Projectionist Grade I and Projectionist Grade II presently exist at AIIMS. These posts were created in the past when the projection systems were complex and the job required expertise in the field. Today however, the 'operation' of the devices may be performed by an incumbent in the Multipurpose Worker pool with minimal training. The 'maintenance' services may be obtained through AMCs. It is therefore proposed to declare the posts of projectionist Grade I and Projectionist Grade II as supernumerary and abolish the cadre.

5.12.1 PROJECTIONIST GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PROJECTIONIST GR.L		PROJECTIONIST GRADE I	
2	Number of Posts	2 (Two)		2 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs. 14 00-2600		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum—fitness			
9b	Grades from which promotion is to be made and eligibility	Projectionist Gr.II with 5 years of Regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1) HOD,CCM	Chairman	(1)	
(2) Cheif of the Centre or his Representative		Member	(2)		
(3) Rep. of SC/ST		Member	(3)		
(4) Rep. Minority		Member	(4)		
(5) Chief AdmO/ Sr.AdmO.		Member	(5)		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for operating and maintaining the projection system at AIIMS, maintain necessary records and raise requests for change / modification in equipment, purchase of spares etc.	

5.12.2 PROJECTIONIST GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	PROJECTIONIST.GR.II		PROJECTIONIST GRADE II	
2	Number of Posts	2 (Two)		2 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1350-2200		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	Direct Recruitment			
6	Age limit for Direct Recruits	18-30 years			
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Matriculation or equivalent from a recognised Board/ University.</p> <p>(ii) Certificate of Cinematography from a recognised Institution,</p> <p>(iii) Four years experience of handling all makes of projectors and battery and electric Cinematography.</p> <p>Desirable: Ability to undertake minor repairs to the Projection equipment.</p>			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:	Not applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1) HOD, CCM	Chairman	(1)	
		(2) Chief, of the Centre or his representative	Member	(2)	
		(3) Rpp. of SC/ST	Member	(3)	
		(4) Rep. Minority	Member	(4)	
		(5) Chief AdmO/ Sr.AdmO.	Member - Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for operating and maintaining the projection system at AIIMS, maintain necessary records and raise requests for change / modification in equipment, purchase of spares etc.	

5.13 PUBLIC RELATIONS

The Recruitment Rules for this cadre are to be read in concordance with the proposals in Volume 3.

It is recommended that the Public Relations Cadre consist of a Chief Public Relations Officer, a Senior Public Relations Officer and a Public Relations Officer.

For the purpose of defining the recruitment rules, these posts are being positioned at the following grade pays. The number of incumbents at each level also shall need to be identified by AIIMS based on the work load.

SI	Name of Post	Pay Scale	Grade Pay
1	Chief Public Relations Officer	PB 3 (Rs. 15600 – 39100)	Rs. 7600
2	Senior Manager (Public Relations)	PB 3 (Rs. 15600 – 39100)	Rs. 6600
3	Assistant Manager (Public Relations)	PB 2 (Rs. 5200 – 20200)	Rs. 4600

The above posts are likely to be classified as Isolated posts as they are proposed to be filled through direct recruitment.

It is recommended that the post of Junior Reception Officer be merged into the newly proposed to be created Customer Service cadre. It is also recommended that the post of Receptionist be made the entry level post in the proposed Customer Service cadre. The post is proposed to be renamed appropriately in the Customer Service cadre. The Recruitment Rules for the posts of Junior Reception Officer and Receptionist in their existing form have been included below.

5.13.1 CHIEF PUBLIC RELATIONS OFFICER

This post is proposed to be created.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post		CHIEF PUBLIC RELATIONS OFFICER
2	Number of Posts		1 (2011)
3	Classification		Group – A
4	Pay Band and Grade Pay		Pay Band: 3 (Rs. 15600 - 39100) Grade Pay: Rs. 7600
5	Method of Recruitment		100% by Deputation
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits		Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition		Not applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations / Indian Information Service;</p> <p>(a) Holding analogous posts on regular basis [Or] (b) With 5 years of regular service in the posts in PB 3 (Rs. 15600 – 39100), Grade Pay of Rs. 6600 or higher [And]; (c) Possessing the following qualifications and experience:</p> <p>(i) A Degree from a recognised University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication (ii) Experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any		Not applicable
13	Brief nature of the Job		The position is responsible for developing the PR policy of AIIMS; establishing processes for communicating with the media and ensuring that all employees of AIIMS adhere to the guidelines laid out for interacting with the media. He / She must promote the AIIMS brand positively - as a premier Teaching, Research and Patient Care Institution in India; assume the role of the Hospital's spokesperson and interface with the media for press reports, interviews, news articles and brand building initiatives. Also manages VIP visits to AIIMS.

5.13.2 SENIOR MANAGER (PUBLIC RELATIONS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules										
1	Name of the Post	PUBLIC RELATIONS OFFICER	SENIOR MANAGER (PUBLIC RELATIONS)⁸²										
2	Number of Posts	1(1992)	1 (2011)										
3	Classification	Group – A	Group – A										
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500	Pay Band: 3 (Rs. 15600 - 39100) Grade Pay: Rs. 6600										
5	Method of Recruitment	100% by Deputation	100% by Direct Recruitment failing which by Deputation										
6	Age limit for Direct Recruits	Not applicable	Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)										
7	Educational and other qualification required for Direct Recruits	Not applicable	(i) A Degree from a recognised University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication (ii) 10 years' experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication										
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable										
9	In case of Recruitment by Promotion:												
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable										
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable										
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not Applicable										
10	If a DPC exists, what is its composition (for probation)	Not applicable	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
(1) Deputy Director (Administration)	Chairman												
(2) HoD nominated by Director (AIIMS)	Member												
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(5) CAO	Member												
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers under the Central/State/U.T. Governments or Central Statutory/ Autonomous Bodies or Central Public Sector Undertakings holding analogous posts on regular basis or with 5/8 year's regular service in a pay scale. of Rs.2200-4000 / Rs.2000-3500 respectively or equivalent and having the following:</p> <p>(i) Degree of a recognised University or equivalent; (ii) Post Graduate Diploma in Journalism/Public Relations; and iii) Notless than 7 years of experience out of which at least 5years in supervisory capacity in public relations / publicity, printing and publishing</p> <p>(Period of deputation shall not ordinarily exceed 4 years)</p>	<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations / Indian Information Service:</p> <p>(a) Holding analogous posts on regular basis [Or] (b) With 10 years of regular service in the posts in PB 2 (Rs. 9300 – 34800) with GP of Rs. 4600 or higher [And]; (c) Possessing the following qualifications and experience:</p> <p>(iii) A Degree from a recognised University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication (iv) Experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication</p>										

⁸²This post has been renamed from Public Relations Officer to Senior Manager (Public Relations) to ensure parity across cadres in AIIMS.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			Period of deputation: Shall not ordinarily exceed 3 years.
12	Period of probation, if any	Not applicable.	Direct Recruitment: 2 Years
13	Brief nature of the Job		The position is responsible for liaising between the media and AIIMS and facilitate media interactions with faculty / scientists / researchers; coordinate with appropriate media agents / agencies for the purchase of advertising space; undertake production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.

5.13.3 ASSISTANT MANAGER (PUBLIC RELATIONS)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules		
1	Name of the Post	ASSTT. PUBLIC RELATION OFFICER		ASSISTANT MANAGER (PUBLIC RELATIONS)⁸³		
2	Number of Posts	1(1992)		2 (2011)		
3	Classification	Group – B		Group – B		
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600		
5	Method of Recruitment	100% by Promotion failing which by Deputation Note: A person holding (or eligible to hold), on regular basis the post of Asstt. Public Relations Officer as on the date of publication of these rules shall be treated to have been appointed to the grade under these rules. The service, if any, rendered in the post after appointment in AIIMS shall be counted for seniority.		100 % by Direct Recruitment		
6	Age limit for Direct Recruits	Not applicable		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)		
7	Educational and other qualification required for Direct Recruits	Not applicable		Essential: (i) Degree from a recognised University [And] (ii) 3 Years' experience in Public Relations / Corporate Communication / Journalism / Mass Communication [Or] (i) Post-Graduation in Public Relations / Corporate Communication / Journalism / Mass Communication [And] (ii) 1 Years' experience in Public Relations / Corporate Communication / Journalism / Mass Communication		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable		
9	In case of Recruitment by Promotion:					
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Not applicable		
9b	Grades from which promotion is to be made and eligibility	Junior Reception Officer with 2 years on regular service in the grade,		Not applicable		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		Not applicable		
10	If a DPC exists, what is its composition (for probation)	(1)	Chief of a Centre/M.S.	Chairman	(1) Deputy Director (Administration)	Chairman
		(2)	Dy. Director (Admn.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3)	P.R.O.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4)	One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)	One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6)	Chief Admn. Officer/Sr. Admn. Officer	Member	(6)	

⁸³This post has been renamed from Assistant Public Relations Officer to Assistant Manager (Public Relations) to ensure parity across cadres in AIIMS.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>DEPUTATION</p> <p>Officers of the Central/State/ U.T. Governments or Central Autonomous/Statutory Bodies or Public Sector Undertakings:</p> <p>(a) Holding:</p> <p>(i) an analogous post on regular basis; or</p> <p>(ii) with 3 years of regular service in the scale of pay of Rs.1640-2900; and</p> <p>(b) Possessing the following qualifications and experiences</p> <p>(i) Degree from a recognised University</p> <p>(ii) Post-graduate Diploma in Public Relations/ Journalism and</p> <p>(iii) Not less than 3 years of experience in Public Relations/ Publicity/ Printing and Publishing.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	Not Applicable
12	Period of probation, if any	Nil	Direct Recruitment: 2 Years
13	Brief nature of the Job		The position is responsible for liaising between the media and AIIMS and facilitate media interactions with faculty / scientists / researchers; coordinate with appropriate media agents / agencies for the purchase of advertising space; undertake production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.

5.13.4 JUNIOR RECEPTION OFFICER

This post is recommended to be transitioned into the proposed Customer Service cadre. The RR below has been represented in its 'As – Is' form. Please refer Volume 3 for a detailed discussion on the 'Patient Service Cadre'.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JUNIOR RECEPTION OFFICER		JUNIOR RECEPTION OFFICER	
2	Number of Posts	4(1992)		6 (2001)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs-1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Receptionists with 5 years of regular service in the grade		Grade: Receptionist Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief of a Centre/ M.S.	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admn.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) P. R. O.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admn. Officer/ Sr. Admn. Office	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Promotion: 2 years	
13	Brief nature of the Job			The position is responsible for ensuring that newspapers, media clippings are scanned regularly for any news of importance or that represents the hospital in negative light for purposes of display or to bring to the notice of Hospital administration He / She must assume responsibility of production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.	

5.13.5 RECEPTIONIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	RECEPTIONIST	RECEPTIONIST																				
2	Number of Posts	13(1992)	18 (2011)																				
3	Classification	Group – C	Group – C																				
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-50-2300	Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800																				
5	Method of Recruitment	100% by Direct Recruitment Note: All persons nolding the post of Receptionist in the pay scale of Rs. 1200-2040 on regular basis, as on the date of publication of these rules shall be treated to have been appointed under these rules. And the service rendered in that post shall be counted for seniority.	100% by Direct Recruitment																				
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	Between 18 and 25 years (Relaxable for departmental employees up to 40 years)																				
7	Educational and other qualification required for Direct Recruits	Essential (iii) Degree from a recognised University (iv) Post-graduate Diploma in Journalism/Public Relations Desirable (i) Experience in Public Relations/ Publications/ Printing /Publishing (ii) Exposure to working on Personal Computer	Essential: (i) Degree from a recognised University (ii) Post graduate diploma in Journalism / Public Relations																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable																				
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable																				
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tbody> <tr> <td>(1) Dy. Director (Admn.)</td> <td>Chairman</td> </tr> <tr> <td>(2) P.R.O.</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Chief Administrative Officer/ Sr. Administrative Officer</td> <td>Member – Secretary</td> </tr> </tbody> </table>	(1) Dy. Director (Admn.)	Chairman	(2) P.R.O.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Chief Administrative Officer/ Sr. Administrative Officer	Member – Secretary	<table border="1"> <tbody> <tr> <td>(1) HoD nominated by Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Senior Officer nominated by HoD of concerned department</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) HoD nominated by Director (AIIMS)	Chairman	(2) Senior Officer nominated by HoD of concerned department	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Dy. Director (Admn.)	Chairman																						
(2) P.R.O.	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Chief Administrative Officer/ Sr. Administrative Officer	Member – Secretary																						
(1) HoD nominated by Director (AIIMS)	Chairman																						
(2) Senior Officer nominated by HoD of concerned department	Member																						
(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	2 years	Direct Recruitment: 2 years																				
13	Brief nature of the Job		The position is responsible for ensuring that newspapers, media clippings are scanned regularly for any news of importance or that represents the hospital in negative light for purposes of display or to bring to the notice of Hospital administration He / She must assist and exist with production, delivery and distribution of in-house publications, publicity brochures, hand outs, direct mail leaflets, promotional videos, films and photographs.																				

5.14 SECURITY CUM FIRE

5.14.1 DEPUTY CHIEF SECURITY OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules										
1	Name of the Post	DEPUTY CHIEF SECURITY OFFICER	DEPUTY CHIEF SECURITY OFFICER										
2	Number of Posts	1 (One)	2 (2011)										
3	Classification	Group – A	Group – A										
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600										
5	Method of Recruitment	100% by Promotion failing which by Deputation	100% by Promotion failing which by Deputation										
6	Age limit for Direct Recruits	Not applicable	Not applicable										
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable										
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable										
9	In case of Recruitment by Promotion:												
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection – Meritcum Seniority										
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Security Officer Eligibility: 5 years' regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>										
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable										
10	If a DPC exists, what is its composition		<table border="1"> <tbody> <tr> <td>(1) Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Deputy Director (Administration)</td> <td>Member</td> </tr> </tbody> </table>	(1) Director (AIIMS)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
(1) Director (AIIMS)	Chairman												
(2) HoD nominated by Director (AIIMS)	Member												
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(5) Deputy Director (Administration)	Member												
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Police Departments of the Central/State/U.T Govts or Officer of the Para Military Forces, holding analogous posts on regular basis or with 5/8 years of regular service in the scale of Rs.2200-4000/2000-3500 or respectively and preferably having experience connected with security, handling agitations/strikes of employees.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	<p>Officers of the Police Departments of the Central/State / Union Territory Governments or Officers of the Para Military Forces:</p> <p>(i) Holding analogous posts or (ii) With 5 years regular service in a post in PB 3 (Rs. 15600 - 39100), Grade Pay Rs. 5400 or above preferably having experience connected with, security, handling agitations strikes of employees.</p>										

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			Period of deputation: shall not normally exceed 3 years
12	Period of probation, if any	2 years for Promotees only	Nil
13	Brief nature of the Job		This role is responsible for the overall functioning of the department. The role is responsible for the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; ensures that security systems are maintained; attends to breaches; tracks past incidents, analyzes them and takes steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; responsible for the design of emergency plans. This role also ensures that requisite training is provided to employees and staff on security and fire handling procedures; initiates awareness programmes for the institute.

5.14.2 SECURITY OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SECURITY OFFICER		SECURITY OFFICER	
2	Number of Posts	3 (1992)		2 (2011)	
3	Classification	Group – B		Group – A	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-100-3500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Meritcum Seniority	
9b	Grades from which promotion is to be made and eligibility	Asstt. Security Officer with 3 years or of regular service in the grade.		<p>Grade: Assistant Security Officer Eligibility: 8 years or of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dean/ Chief of a Centre (To be nominated by the Director)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admin.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief Security Officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/ Sr. Admin. Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation Officers of the Police Departments of the Central/State/Union Territory Governments or Officers of the Para Military Forces, holding analogous posts or with 3 years of regular service in a post in the pay scale of Rs.1640-2900 or equivalent and preferably having experience connected with security, handling agitations/ strikes of		Officers of the Police Departments of the Central/State / Union Territory Governments or Officers of the Para Military Forces: (i) Holding analogous posts or (ii) With 8 years regular service in a post in PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4200 or above preferably having experience connected with, security, handling	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		employees. (Period of deputation shall not ordinarily exceed 3 years)	agitations / strikes of employees. Period of deputation: shall not normally exceed 3 years
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		This role is responsible for assisting the Dy. Chief Security officer in the overall functioning of the department. The role is responsible for the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; maintains security systems; attends to breaches; tracks past incidents, analyzes them and takes steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; responsible for the design of emergency plans. This role also provides training to employees and staff on security and fire handling procedures.

5.14.3 ASSISTANT SECURITY OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSISTANT SECURITY OFFICER	ASSISTANT SECURITY OFFICER
2	Number of Posts		7 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	50 % by Direct Recruitment 50% by Promotion	50 % by Direct Recruitment 50% by Promotion ⁸⁴
6	Age limit for Direct Recruits	Not exceeding 35 years (Relaxable upto 5 years in the case of employees of AIIMS). Age limit is also relaxable for Ex-Servicemen as per Central Govt. instructions.)	Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years).Age limit is also relaxable for Ex-Servicemen as per Central Govt. instructions.)
7	Educational and other qualification required for Direct Recruits	<p>BY DIRECT RECRUITMENT Essential: (i) Degree of a recognized University or equivalent; and (ii) Following Physical Standards; (a) Height: 170 cms. Minimum (Relaxable by 5 cms only for residents of hill areas) (b) Chest: 81 cms (85 cms. After expansion) (Relaxable by 5 cms. only for residents of hill areas). (c) Should possess sound health free from defect/deformity/disease. Vision in both eyes should be 6/12 (without glasses). There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy commissioner/ Distt. Magistrates/Tehsildars of their places of residence). (iii) Experience for at least 5 years in deeping security preferably in a hospital/medical - institution of repute.</p> <p>Desirable: Armed Forces personnel of the ran Subadar or Inspectors of Police Civil/Para Military Forces. BY PROMOTION: Security-cum-Fire Jamadar and Security-cum-Fire-Guard with 15 years of regular service in the cadre of Security-cum-Fire Guard. However, the promotee should possess educational qualification of Degree of a recognized University or its equivalent.</p>	<p>Essential: (i) Degree from a recognized University / Institution and (ii) Should atleast be a graduate and (iii) Following Physical Standards: (a) Height: 170 cms. Minimum (Relaxable by 5 cms only for residents of hill areas) (b) Chest: 81 cms (85 cms. After expansion) (Relaxable by 5 cms. only for residents of hill areas). (c) Should possess sound health free from defect/deformity/disease. Vision in both eyes should be 6/12 (without glasses). There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy commissioner / District Magistrate / Tehsildar of their places of residence). (iv) Experience of at least 5 years in handling security preferably in a hospital/medical - institution of repute.</p> <p>Desirable: Armed Forces personnel of the rank of Subadar or Inspectors of Police Civil/Para Military Forces.</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility		<p>Grade: Security cum Fire Hawaldar Eligibility: 10 years or of regular service in the grade + a Degree from a recognized University / Institution + Physical standards as applicable for direct recruits</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p>

⁸⁴ The committee proposed to add the phrase 'failing which by direct recruitment' to the given statement

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
				Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Director (Admn.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Chief Security Officer / Dy. Chief Security Office	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Medical Superintendent	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admn. Officer/ Sr. Admn. Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any			Promotion: 2 Years Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for assisting the Dy. Chief Security officer / Security officer in the overall functioning of the department. The role is involved in the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; maintains security systems; attends to breaches; tracks past incidents, analyzes them and take steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; provides inputs in the design of emergency plans.	

5.14.4 SECURITY cum FIRE HAWALDAR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																				
1	Name of the Post	SECURITY JANADAR GRADE II	SECURITY cum FIRE HAWALDAR⁸⁵																				
2	Number of Posts	4 (1992)	5 (2011)																				
3	Classification	Group – C	Group – C																				
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400																				
5	Method of Recruitment	100% by Promotion	100% by Promotion																				
6	Age limit for Direct Recruits	Not applicable	Not applicable																				
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable																				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable																				
9	In case of Recruitment by Promotion:																						
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	Non Selection – Senioritycum Fitness																				
9b	Grades from which promotion is to be made and eligibility	Security Guard, Gr.I possessing Matriculation Certificate with 2 years of regular service in the grade; OR Security Guard Gr.I possessing 8th Standard Pass with 4 years of regular service in the grade. OR Security Guard Gr.I studied upto any class below 8th standard pass with 7 years of regular service in the grade.	Grade: Security cum Fire Guard Grade I Eligibility: 2 years' experience in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good																				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed.	Not Applicable																				
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Chief Security Officer</td> <td>Chairman</td> </tr> <tr> <td>(2) One Security Officer</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Administrative Officer (DO)</td> <td>Member – Secretary</td> </tr> </table>	(1) Chief Security Officer	Chairman	(2) One Security Officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Administrative Officer (DO)	Member – Secretary	<table border="1"> <tr> <td>(1) HoD nominated by Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) Senior Officer nominated by HoD of concerned department</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) CAO / AO nominated by Dy. Director (Administration)</td> <td>Member</td> </tr> </table>	(1) HoD nominated by Director (AIIMS)	Chairman	(2) Senior Officer nominated by HoD of concerned department	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
(1) Chief Security Officer	Chairman																						
(2) One Security Officer	Member																						
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) Administrative Officer (DO)	Member – Secretary																						
(1) HoD nominated by Director (AIIMS)	Chairman																						
(2) Senior Officer nominated by HoD of concerned department	Member																						
(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member																						
(5) CAO / AO nominated by Dy. Director (Administration)	Member																						
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable																				
12	Period of probation, if any	Nil	Nil																				
13	Brief nature of the Job		This role is responsible for maintaining Security and Fire Safety within AIIMS. This role monitors visitors entering and exiting AIIMS, scans them and reports suspicious activity; the role attends to security breaches; supervises the functioning of outsourced staff; takes immediate steps as per defined rules in case of fire; provides inputs in the design of evacuation plans; inspects hostels / wards etc to ensure safety. This role also prevents the entry of stray animals in AIIMS.																				

⁸⁵As per the request of the concerned department, this post may be renamed from Security cum Fire Jamadar to Security cum Fire Hawaldar.

5.14.5 SECURITY cum FIRE GUARD GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SECURITY GUARD GR.I		SECURITY cum FIRE GUARD GRADE I	
2	Number of Posts	30 (1992)		44 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.825-15-900-EB-20-1200		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness		Non Selection – Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Security Guard Gr.II possessing Matriculation Certificate with 3 years of regular service in the grade; OR Security Guard Gr.II possessing 8th Standard Pass, with 5 years of service in the grade, OR Security Guard Gr.II studied upto any class below 8th Standard Pass with 7 years of regular service in the grade.		Grade: Security cum Fire Guard Grade II Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed		Not Applicable	
10	If a DPC exists, what is its composition	(1) Chief Security Officer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) One Security Officer	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Administrative Officer (DO)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role is responsible for maintaining Security and Fire Safety within AIIMS. This role monitors visitors entering and exiting AIIMS, scans them and reports suspicious activity; the role attends to security breaches; supervises the functioning of outsourced staff; takes immediate steps as per defined rules in case of fire; provides inputs in the design of evacuation plans; inspects hostels / wards etc to ensure safety. This role also prevents the entry of stray animals in AIIMS.	

5.14.6 SECURITY cum FIRE GUARD GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SECURITY GUARD GR.II	SECURITY cum FIRE GUARD GRADE II
2	Number of Posts	71 (1992)	75 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2000
5	Method of Recruitment	100% Direct Recruitment	100% Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS up to 40 years) Age limit is also relaxable for Ex-Servicemen as per Central Government, instructions)	Between 18 and 25 years (For Departmental candidates age limit is 40 years) Note: Age limit is also relaxable for Ex-Servicemen as per Central Government instructions
7	Educational and other qualification required for Direct Recruits	<p>Essential</p> <p>(i) Matriculation from a recognised Board/ University; (Relaxable upto Middle Standard pass in the case of Ex-Servicemen who have excellent record and have passed third class examination of the Services.)</p> <p>(ii) Following physical standards; b) Height: 167 cms. c) Chest: 30 cms. Provided that for residents of hill areas height may be 162 cms. chest - 76 cms with an expansion of 5 cms.</p> <p>(iii) Qualifying a test in Physical Efficiency (as per Annexure)</p> <p>Note: The standards of Physical Efficiency test may be relaxed by the Director in the case of Ex-Servicemen and any other category of persons for reasons to be recorded in writing.</p> <p>Desirable</p> <p>(i) Service in the Armed Forces/ Para- Military Forces/ Police (ii) Experience of performing security duties, preferably in a hospital of repute.</p>	<p>Essential</p> <p>(i) 10 + 2 from a recognised Board / University; (Relaxable upto Class 10 in the case of Ex-Servicemen who have excellent record and have passed third class examination of the Services)</p> <p>(ii) Physical standards - Height: 167 cm and Chest: 80 cm with an expansion of 5 cm (For residents of hill areas height may be 162 cm, chest - 76 cm with an expansion of 5 cm)</p> <p>(iii) 50 % in Physical Efficiency Test (See below)</p> <p>Note: The standards of Physical Efficiency test may be relaxed by the Director (AIIMS) in the case of Ex-Servicemen.</p> <p>Desirable</p> <p>(i) Service in the Armed Forces/ Para- Military Forces/ Police (ii) Experience of performing security duties, preferably in a hospital of repute</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	<p>(1) Chief Security Officer</p> <p>(2) One Security Officer</p> <p>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(5) Administrative Officer (DG)</p>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member – Secretary</p>
			<p>(1) HoD nominated by Director (AIIMS)</p> <p>(2) Senior Officer nominated by HoD of concerned department</p> <p>(3) One Representative of SC / ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(5) CAO / AO nominated by Dy. Director (Administration)</p>
			<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p>

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for maintaining Security and Fire Safety within AIIMS. This role monitors visitors entering and exiting AIIMS, scans them and reports suspicious activity; the role attends to security breaches; supervises the functioning of outsourced staff; takes immediate steps as per defined rules in case of fire; provides inputs in the design of evacuation plans; inspects hostels / wards etc to ensure safety. This role also prevents the entry of stray animals in AIIMS.

TEST IN PHYSICAL EFFICIENCY

The total Marks for physical efficiency test are 50 marks allotted for each item and minimum standards area:

Sl.	Test	Marks	Qualification Criteria
1	Long Jump	10	Minimum 3.3 metres carrying 3 marks For every additional 15 cm, 1 mark shall be awarded Number of chances: 3
2	High Jump	10	Minimum 1.2 metres carrying 5 marks For every additional 5 cm, 1 mark shall be awarded Number of chances: 2 for each height of bar
3	100 Metres Sprint	10	Minimum 100 meters in 14 sec carrying 4 marks For every ½ second taken lesser than 14 sec, 1 mark shall be awarded
4	792 Metre Race	10	A candidate completing 792 metre race in 3 minutes 10 seconds will get 5 marks For every 10 seconds less time taken, he will get 1 mark extra upto a maximum of 10 marks for 2 minutes 20 seconds
5	Obstacles And pull ups	10	2 Obstacles to be kept involving Climbing a wall of 2.4 metres 4 marks – 3 minutes Vaulting Single handed a horizontal bar at 1.05 metres -- 3 minutes 4 pull ups on a Beam of 2.25 metres from the ground - 3 minutes

Note:

- (a) A candidate who is not able to attain the minimum standards for any test, will be awarded zero marks for that test
- (b) Total qualifying marks will be 25 out of 50 (50 per cent).
- (c) Demonstration wherever required, will be shown
- (d) Candidates who fail to secure qualifying marks will not be eligible for written test / interview

5.15 STORES

5.15.1 SENIOR STORES OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. STORES OFFICER		SENIOR STORES OFFICER	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-120-3500-125-4500		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Stores Officer with 5 years of regular service in the grade		<p>Grade:Stores Officer Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Chief of a Centre to be nominated by the Director	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) In expert to be nominated by the Director	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of Central/State/U.T Govts. failing which Officers of Central Statutory/Autonomous Bodies holding analogous posts on regular basis or with 5/B years of regular service in the scale of Rs.2200-4000/2000-3500 respectively and		Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>possessing the following:</p> <ul style="list-style-type: none"> (i) Degree of a recognised University or equivalent; (ii) Post Graduate Degree/ Diploma in Materials Management of a recognised University/ Institution or equivalent; and (iii) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	<ul style="list-style-type: none"> (a) <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis or (ii) With 5 years of regular service in the post in the PB 2 with Grade Pay of Rs. 5400 or higher (b) Possessing the following qualifications and experience: <ul style="list-style-type: none"> (iv) Post Graduate Degree/ Diploma in Materials Management from a recognised University/ Institution or equivalent; and not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any	Not applicable	Nil
13	Brief nature of the Job		<p>This role is responsible for the overall and effective management of the Stores function at AIIMS. The role is responsible for framing policies / guidelines; projecting budgetary requirements; overseeing the contracting process for national / international contracts. The role is responsible for the procurement, storage, safety and distribution of stored items; oversee the preparation and updation of vendor database; analyses past procurements and seek to procure items more efficiently; optimise stock; manage the store inventory and re-order levels; undertake physical verification of stocks; disposal of scrap; provide timely responses to queries.</p>

5.15.2 STORES OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	STORES OFFICER		STORES OFFICER	
2	Number of Posts	1(1992)		4 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.2200-75-2000-EB-100-4000		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100% by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Asstt. Stores Officer with 4 years of regular service in the grade		<p>Grade: Assistant Stores Officer Eligibility: 3 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Medical Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) An expert to nominated by the Director	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of Central/Stata/U.T Govts. failing which Officers of central Statutory/Autonomous Bodies holding analogous posts on regular basis or with 3/3 years .of regular service in the scale of Rs. 2000-3200 / 1640-2900 and possessing the following: (i) Degree of a recognised University or equivalent;		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a) (iii) Holding analogous posts on regular basis or</p>	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(ii) Post Graduate Degree/ Diploma in Materials Management of a recognised University/ Institution or equivalent; and (iii) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. (Period of Deputation shall not ordinarily exceed 3 years)	(iv) With 5 years of regular service in the post in the PB 2 with Grade Pay of Rs. 4600 or higher (b) Possessing the following qualifications and experience: (v) Post Graduate Degree/ Diploma in Materials Management from arecognised University/ Institution or equivalent; and not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. Period of deputation: Shall not ordinarily exceed 3 years.
12	Period of probation, if any	Not applicable	Promotion: 2 years
13	Brief nature of the Job		This role is responsible for assisting the Senior Store Officer in the overall and efficient management of the Stores function at AIIMS. The role formulates policies / guidelines; projects budgetary requirements; oversees the contracting process for national / international contracts. The role is responsible for the procurement, storage, safety and distribution of stored items; ensures the preparation and updation of vendor database; analyses past procurementsand performs analysis to improve procurements; optimises stock; manages the store inventory and re-order levels; performs physical verification of stocks and disposal of scrap; provides timely responses to queries.

5.15.3 ASSISTANT STORES OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSISTANT STORES OFFICER		ASSISTANT STORES OFFICER	
2	Number of Posts	7(1992)		9 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 2000-60-2300-EB-75-3200		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	33% by Direct Recruitment** 66% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Upto 30 years (Relaxable upto 5 years in case of employees of AIIMS.		Not applicable	
7	Educational and other qualification required for Direct Recruits	(A) (i) Master's Degree in Economics/ Commerce/ Statistics. (ii) Three years' experience in handling stores, preferably medical Stores in Govt., Public or Private Sector. OR (B) (i) Bachelor's Degree in Economics/ Commerce/ Statistics. (ii) Post-graduate Degree/Diploma in Material Management of a recognized University/Institution or equivalent. (iii) Three years' experience in handling stores, preferably medical Stores in Govt., Public or Private Sector.		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Junior Stores Officer with 2 years of regular service in the grade		<p>Grade: Junior Stores Officer Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: As in Column 9 (b)		Not applicable	
10	If a DPC exists, what is its composition	(1) Dean/ Chief of a Centre/ M.S (to be nominated by the Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dy. Director (Admin.)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) F.A./Chief Accounts officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(6) Chief/ Sr. Admin. Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	As at column 9 (b)		Not applicable	
12	Period of probation, if any	2 years (for Direct Recruits only)		Nil	
13	Brief nature of the Job			This role is responsible for analyzing the procurement and consumption patterns and providing inputs to improve and streamline the procurement process; issuing purchase orders; conducting quarterly physical verification of items; checking the Personal Registers, Movement Registers, Stock Registers, Indent Books and other registers maintained by the staff under his / her charge; interfacing with external stakeholders such as Banks for Letters of Credit and Bank Guarantees etc.	

5.15.4 JUNIOR STORES OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JUNIOR STORES OFFICER		JUNIOR STORES OFFICER⁸⁶	
2	Number of Posts	4(1992)		5 (2001)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs. 1640-60-2600-EB-75-2900		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	By Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection - Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Store Keeper with 5 years of regular, service in the grade		Grade: Store Keeper Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Dy. Director (Admin.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Stores Officer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) F.A./Chief Accounts officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief/Sr. Admin. Officer	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			This role is responsible for processing indents and purchasing requisitions for drugs, surgical items, linen, furniture, machinery and equipment and other general items; deciding on the method of procurement of items;handling the tendering process; assisting the Officers in standardizing procurements and reducing variations in the types of items procured; preparing the list of items to be stocked and decide the quantities required for each item based on previous years' consumption patterns; maintaining and managing the stores efficiently and transparently; ensuring that material handling, preservation, stocking, receipt and issue is as per set procedures.	

⁸⁶ The committee recommended that the post of Store Keeper and Junior Store Officer be merged and renamed as Store Keeper

5.15.5 STORE KEEPER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	STORE KEEPER	STORE KEEPER⁸⁷
2	Number of Posts	11(1992)	30 (2011)
3	Classification	Group – C	Group – B
4	Pay Band and Grade Pay	Rs. 1400-40-1800-eb-50-2300	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	By Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 25 years (Relaxable upto 40 years in the case of employees of AIIMS.)	Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	<p>(I) QUALIFICATIONS FOR STORE KEEPING IN GENERAL</p> <p>(A) ESSENTIAL Master's Degree in Economics/ Commerce/ Statistics DESIRABLE Experience in handling stores and keeping accounts in a store or a concern of repute in public or private sector.</p> <p>OR</p> <p>(B) ESSENTIAL (i) Bachelor' degree in Economics/ Commerce/ Statistics. (ii) Post-graduate Degree/ Diploma in Material Management of a recognised University /Institution or equivalent. DESIRABLE Experience in handling stores and keeping accounts in a store preferably medical, or a concern of repute in public or private sector.</p> <p>OR</p> <p>(C) (i) Degree of a recognised University or equivalent, (ii) Post-graduate degree/ Diploma in Material Management of a recognised University/Institution; OR (iii) Three years' experience in handling, preferably medical stores in Govt. public or private Sector.</p> <p>(II) QUALIFICATIONS FOR STORE KEEPING IN DRUGS</p> <p>(A) ESSENTIAL Degree in Pharmacy from a recognised University/ Institution DESIRABLE Experience in storing and distribution of drugs in drug store of a hospital or a well established pharmaceutical concern.</p> <p>OR</p> <p>(B) ESSENTIAL (i)Diploma in Pharmacy from a recognised Institution/ Boards; (ii)Three years' experience in drug store of a hospital or a well established pharmaceutical concern.</p> <p>Note: If the vacancy is that of Store Keeper (Drugs) the recruitment shall be on the basis of the qualifications prescribed under (II) above. In filling a vacancy of a Store Keeper in any other area, the qualification laid down under (I) above shall be followed.</p>	<p>A) Qualifications for Store Keeper (General)</p> <p>Essential: (i) Degree from a recognised University / Institution; (ii) Post-graduate degree / Diploma in Material Management from a recognised University / Institution; [Or] (iii) Bachelor's Degree in Material management from a recognised University / Institution and 3 years' experience in store handling (preferably medical stores).</p> <p>B) Qualifications for Store Keeper (Drugs)</p> <p>Essential: (i) Degree in Pharmacy from a recognised University / Institution (ii) 2 years' experience in storing and distribution of drugs in a drug store of a hospital or a well-established pharmaceutical concern. [Or]</p> <p>Essential⁸⁸: (i) Diploma in Pharmacy from a recognised Institution / Board; (ii) 3 years' experience in a drug store of a hospital or a well-established pharmaceutical concern.</p> <p>Note: At the time of recruitment the Senior Store Officer shall explicitly state the post to be filled, i.e. Store keeper (General) or Store Keeper (Drugs)</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable

⁸⁷ The committee recommended that the post of Store Keeper and Junior Store Officer be merged and renamed as Store Keeper. Further, the number of years of experience for Store Keeper General should be reduced from 3 to 2 to ensure parity with the incumbents entering with a Post Graduate qualification.

⁸⁸ This qualification was proposed to be deleted by the committee as only Graduates are proposed to be recruited at a GP of Rs. 4200.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Dy. Director (Admn.)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Stores Officer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) F.A/Chief Accounts Officer	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Administrative Officer (DO) by the Director	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Not applicable		Direct recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for managing the inventory effectively and ensure that the records of items issued, received and balance in store are updated; managing stores such that storage and retrieval of items is convenient; issuing materials against authorized requisitions only; adhering to the directions with regard to the minimum level, re-order level, maximum level, buffer stock etc.; assisting the store officers in the automation of the stores' inventory (receipts and issue); ensuring the safety, security and cleanliness of the store.	

Note:In the 'As-Is' scenario at AIIMS, there exists a provision for qualified Pharmacists to apply for direct recruitment to the post of Store Keeper (Drugs). This provision was made as the Drugs and Cosmetics Act of 1940 mandates that pharmacies be staffed by qualified Pharmacists.

It is felt that the focus of the 'Stores' cadre on critical activities such as Contracting, Procurement, Tendering etc. that are core to the department may be diluted by staffing such positions with pharmacists. It is therefore recommended that the Clause B in Row 7 of the Recruitment Rule of the Store Keeper be deleted and only qualified Material Management specialists be recruited.

To satisfy the requirement of the Drugs and Cosmetics Act, employees working in the Pharmacists cadre may be 'posted' in the concerned stores and that change in cadre for the pharmacists is not necessary. The nature of functioning shall be similar to other cadres such as Nursing in which the Sisters are retained in the Nursing cadre but are posted across departments at AIIMS.

5.16 WARDEN

During our discussions with the current incumbents in the Warden cadre and the Faculty-in-charge, it was understood that the profile of incumbents managing the Hostels needs to be upgraded. This was primarily because the existing incumbents did not possess the necessary competencies to manage the Hostels and the students. Further, given the limited number of posts, the promotion avenues for incumbents in this cadre are limited.

It was therefore decided that this cadre may be merged with the existing Administration cadre. It was also decided that going forward, the responsibility of managing hostels shall lie with sufficiently senior incumbents in the Administration cadre.

5.16.1 SENIOR WARDEN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. WARDEN		SENIOR WARDEN	
2	Number of Posts	1(1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300--EB-75-3200		Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion failing which by Deputation			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority			
9b	Grades from which promotion is to be made and eligibility	Warden with 3 years of regular service in the grade			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable, however the promote should possess a recognised diploma in House keeping/Material Management/ Public Relation/ Estate Management.			
10	If a DPC exists, what is its composition	(1) Chief of a Centre/Dean	Chairman	(1)	
		(2) Supdt. of Hostels	Member	(2)	
		(3) Superintending Engineer	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Dy. Director(Admin.)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central/State/U.,T. Governments or of Public Under takings or Autonomous/ Statutory Bodies: (a) (i) Holding an analogous post on regular basis ; or (ii) A post in the pay scale of Rs.1640-2900 with 3 years of regular service in the grade. (b) A Possessing the following qualifications and experience:			

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		(i) A Degree from a recognised University; (ii) Diploma/ Certificate in Public Relations/ Materials Management/ House Keeping; and (iii) Not less than 5 years experience in Management of Hostels in a Medical or other Teaching/ Research Institutions (Period of Deputation shall not ordinarily exceed 3 years)	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security.

5.16.2 WARDEN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	WARDEN		WARDEN	
2	Number of Posts	2(1992)		2 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	RS.1600-50-2300-EB-60-2660		Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority			
9b	Grades from which promotion is to be made and eligibility	Dy. Warden possessing a Degree plus a Certificate/ Diploma in House Keeping/ Materials Management/Public Relations/ Estate Management, with 4 years of regular service in the grade failing which 9 years of combined regular service as Dy. Warden and Asstt. Warden out of which at least 2 years shall be as Dy. Warden; OR Dy. Warden possessing a Degree with 6 years or regular service in the grade failing which 13 years of combined regular service as Dy. Warden and Asstt. Warden out of which at least 3 years shall be as Dy. Warden; OR Dy. Warden possessing Matriculation or a higher qualification but less than a Degree with 8 years of regular service in the grade failing which 17 years of combined regular service as Dy. Warden and Asstt. Warden out of which at least 4 years shall be as Dy. Warden.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9(b) shall be followed,			
10	If a DPC exists, what is its composition	(1) Superintendent of Hostels	Chairman	(1)	
		(2) Dy. Supdt. of Hostiels	Member	(2)	
		(3) Financial Advisor	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Dy. Director (Admin.)	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security.	

5.16.3 JUNIOR WARDEN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	JUNIOR WARDEN	JUNIOR WARDEN
2	Number of Posts	4 (1992)	4 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1500	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Transfer failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of AIIMS upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) Matriculation from a recognised Board/University. (ii) Experience in Store Keeping/ Public. Relations or Estate Management for not less than 1 year. OR A certificate or formal training in Store Keeping/ Materials Management/ Public Relations/ House keeping.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Superintendent of Hostels	Chairman (1)
		(2) By. Supdt. of Hostels	Member (2)
		(3) Stores Officer	Member (3)
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (4)
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (5)
		(6) Administrative Officer(DO)	Member – Secretary (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Transfer: Employees of the Institute holding a pay scale equivalent to or lower than Rs.950-1500 end possessing the qualifications prescribed for direct recruits in col. 7	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security.

5.16.4 ASSISTANT WARDEN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSIST WARDEN	ASSISTANT WARDEN
2	Number of Posts	4(1992)	4 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1200-30-1560-EB-40-2040	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	50% by Promotion failing which by Direct Recruitment 50% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for employees of AIIMS upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) Degree from a recognised University. (ii) Certificate/Diploma in House Keeping/ Materials Management/ Public Relations/ Estate Management from a recognised Institution. OR At least 2 years experience in Public Relations/ Estate, Management/ House Keeping/ Store Keeping, and other related areas, preferably in regard to hostels attached to a reputed hospital/Medical Institution or any other educational institution.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Jr. Warden possessing a Degree plus A Certificate/Diploma in House Keeping/ Materials Management/Public Relations/ Estate Management, with 5 years of regular service in the grade; OR Jr. Warden possessing a Degree with 7 years or regular service in the grade; OR Jr. Warden possessing Matriculation or a higher qualification but less than a Degree with 9 years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Superintendent of Hostels	Chairman (1)
		(2) Dy. Supdt. of Hostels	Member (2)
		(3) Stores Officer	Member (3)
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (4)
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member (5)
		(6) Administrative Officer(DO)	Member – Secretary (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years (for direct recruits only)	
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security.

5.16.5 DEPUTY WARDEN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules																		
1	Name of the Post	DEPUTY WARDEN	DEPUTY WARDEN																		
2	Number of Posts	4(1992)	4 (2011)																		
3	Classification	Group –	Group – C																		
4	Pay Band and Grade Pay	Rs.1400-40-1300-EB-50-2300	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2800																		
5	Method of Recruitment	100 % by Promotion																			
6	Age limit for Direct Recruits	Not applicable																			
7	Educational and other qualification required for Direct Recruits	Not applicable																			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																			
9	In case of Recruitment by Promotion:																				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	25% : Seniority-cum—fitness; 75% : Merit-cum-seniority																			
9b	Grades from which promotion is to be made and eligibility	Asstt. Warden possessing a Degree plus a Certificate/ Diploma in House Keeping/ Materials Management/Public Relations/ Estate Management, with 5 years of regular service in the grade failing which 10 years of cosbined regular service as Asstt. Warden and Jr. Warden out of which at least 2 years shall be as Asstt. Warden; OR Asstt. Warden possessing a Degree with 7 years of regular service in the grade failing which 14 years of combined regular service as Asstt. Warden and Jr. Warden out of which at least 3 years shall be as Asstt. Warden; OR Asstt. Warden possessing Matriculation or a higher qualification but less than a Degree with 9 years of regular service in the grade failing which IS years of combined regular service as Asstt- Warden and Jr. Warden out of which at least 4 years shall be as Asstt, Warden.																			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed																			
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintendent of Hostels</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Dy. Supdt. of Hostels</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) Public Relations Officer</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(5)</td> </tr> <tr> <td>(6) Chief. Admin. Officer/ Sr. Admin. Officer</td> <td>Member</td> <td>(6)</td> </tr> </table>	(1) Superintendent of Hostels	Chairman	(1)	(2) Dy. Supdt. of Hostels	Member	(2)	(3) Public Relations Officer	Member	(3)	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	(6) Chief. Admin. Officer/ Sr. Admin. Officer	Member	(6)	
(1) Superintendent of Hostels	Chairman	(1)																			
(2) Dy. Supdt. of Hostels	Member	(2)																			
(3) Public Relations Officer	Member	(3)																			
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																			
(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)																			
(6) Chief. Admin. Officer/ Sr. Admin. Officer	Member	(6)																			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																			
12	Period of probation, if any	Nil																			
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security.																		

6 ENGINEERING

6.1 CENTRAL WORKSHOP

Based on an understanding the Job Descriptions of the Central Workshop, it is recommended that the jobs performed by all 6 posts be outsourced. AIIMS may also consider the feasibility of hiring individuals with specialised skills on fixed term contracts.

The above recommendation has been made on the basis that non-core activities such as repairs and maintenance of equipment may be contracted out or outsourced.

It was learned during discussions with the Central Workshop Function that in the past, the function has contributed significantly to AIIMS by repairing medical equipment that was otherwise marked for disposal. AIIMS may continue to manage such services in-house, by hiring employees on contract.

6.1.1 CHIEF TECHNICAL OFFICER (CWS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CHIEF TECHNICAL OFFICER (CWS)*	CHIEF TECHNICAL OFFICER (CWS)
2	Number of Posts	2*(1992)	2 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Rs. 3000-4500 (Pre-revised) Rs. 10,000-15,200 (Revised)	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs 6600
5	Method of Recruitment	By Promotion failing which by Deputation failing both by Short-term Contract.	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	
9b	Grades from which promotion is to be made and eligibility	Sr. Technical Officer(CWS) and Sr. Technical Officer (Elec.), in the Deptt. of Physiology and Sr. Technical Officer (Vehicles) with 5 years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However, the promotees should have atleast a Diploma/ Certificate (of not less than 3 years duration) in Radio, recruits Television/ Electronics/ Electrical/ Automobile Engineering or Glass Technology or anequivalent qualification considered relevant.	
10	If a DPC exists, what is its composition	(1) Director (2) Faculty Coordinator, Central Workshop (3) Medical Supdt. (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other	Chairman (1) Member (2) Member (3) Member (4)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		organisation.			
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) An expert to be nominated by the Director	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation Employees of the Central/State/ Union Territory Govts, or of Central Statutory/ Autonomous Bodies/Public Sector Undertakings, (c) (i) holding analogous posts on regular basis; or (ii) with 5/8 years regular service in a posts in the scale of Rs.2200-4000/2000-3500 respectively; and (d) Possessing the following qualifications and experience:</p> <p>Essential B.E. in Electronics or Mechanical Engineering with atleast six years' experience in the maintenance of medical equipment; OR Three years Diploma in Electronics or Mechanical Engineering with atleast 10 years' experience in supervising Electromedical Workshop or a factory. Some training in Electro Medical Workshop or factory.</p> <p>Short-term Contract In the event of a suitable officer not being available by Deputation, the method of Short-Term Contract shall be resorted to. The vacancy shall be advertised experience specified under 'Deputation'. The age limit shall not exceed 50 years. (i) Period of deputation/Short-term-Contract shall not ordinarily exceed 3 years. (ii) Person taken on Deputation or Shortterm Contract shall not eligible for permanent absorption in the service.</p>			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			<ol style="list-style-type: none"> 1. This role shall lead the activities of the Workshop; provide inputs to the technicians in the repair of equipment. 2. Provide inputs in the fabrication of components requested by faculty and students for the purposes of research and study 3. Manage the operations of the Central Workshop's store (inventory control, contracting, procurement, receipt and despatch) 4. Involved in the procurement and scrap declaration process 	

* Includes one post of Electronic Engineer in CMET.

6.1.2 SENIOR TECHNICAL OFFICER (CWS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SR. TECHNICAL OFFICER (CWS)	SENIOR TECHNICAL OFFICER (CWS)
2	Number of Posts	4*(1992)	4 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Rs. 2200-4000 (Pre-revised) Rs. 8000-13,500 (Revised)	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400
5	Method of Recruitment	100% by Promotion failing which by Deputation failing both by Short-term Contract.	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Technical Officer in Central Workshop, Tech. Officer (MOT.), Technical Officer (ENT) and Technical Officer (Vehicles) with 7 years of regular service in the grade. (1) There shall be common seniority for Technical Officers in the Central Workshop, O.T., ENT and Technical Officer (Vehicles) based on the date of regular appointment to the grade. (2) Promotions shall be under the system of 'Floating Posts', thereby a Technical Officer may be continued in the same area/ unit in which he has specialized even after Promotion.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Director (2) Faculty Coordinator, Central Workshop (3) Medical Supdt. (4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (6) Chief Technical Officer, Central Workshop (7) Dy. Director (Admn.)	Chairman (1) Member (2) Member (3) Member (4) Member (5) Member (6) Member (7)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation Officers of the Central/State/ Union Territory Govts, or Statutory/ Autonomous Bodies/ Public Sector Undertakings holding analogous posts on regular basis or with 3/7 years of regular service in posts in the scale of Rs.2000-3500/1640-2900 respectively and possessing the following qualifications and experience: FIRST SET OF QUALIFICATION AND EXPERIENCE Essential	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>Degree in Glass Technology with 5 years of experience in the line OR Diploma/ Certificate in Glass Technology with 10 years of experience in fabrication of glass equipment, preferably in a Medical Research Laboratory.</p> <p>SECOND SET OF QUALIFICATIONS AND EXPERIENCE Essential</p> <p>(1) A Degree in Electronics Engg. from a recognised University/ Institution or equivalent; (2) Four years practical experience in repair and handling of electro-medical equipment, instrument and apparatus, etc. OR (3) Diploma in Electronics Engg./Electrical Engineering or equivalent qualification from a recognised Institution; (4) Ten years practical experience in repair and handling of electro-medical equipment, instruments and apparatus etc.</p> <p>Short-term contract In the event of a suitable candidate not being available on Deputation, the vacancy may be filled by Short-term Contract.</p> <p>The vacancy shall be filled under this method by advertisement to which all persons possessing the qualifications but below the age of 50 years may apply. The qualifications and experience prescribed for Deputation shall apply for appointment on Short-term Contract.</p> <p>Note: The Director shall, in consultation with the head of the Central Workshop, decide on each occasion a vacancy is to be filled by Deputation/ Short Term second set of qualifications and experience should be prescribed, depending on the requirements of work.</p> <p>(i) Period of deputation/Short-term-Contract shall not ordinarily exceed 3 years. (ii) Person taken on deputation or Short-term-Contract shall not be eligible for permanent absorption in the service.</p>	
12	Period of probation, if any	2 Years (for promotees only)	
13	Brief nature of the Job		<ol style="list-style-type: none"> 1. This role shall supervise the activities of the Workshop; provide inputs to the technicians in the repair of equipment 2. Provide inputs in the fabrication of components requested by faculty and students for the purposes of research and study 3. Manage the operations of the Central Workshop's store (inventory control, contracting, procurement, receipt and despatch) and is involved in the procurement and scrap declaration process

* Includes the post of Sr. Tech Officer (Elect.) in the Deptt. Of Physiology

6.1.3 TECHNICAL OFFICER (CWS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules	
1	Name of the Post	TECHNICAL OFFICER (CWS)	TECHNICAL OFFICER (CWS)	
2	Number of Posts	6 *(1992)	7 (2011)	
3	Classification	Group – B	Group – B	
4	Pay Band and Grade Pay	Rs. 1640-2900 (Pre-revised) Rs. 5500-9000 (Revised)	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs 4200	
5	Method of Recruitment	50% by Direct Recruitment 50% by Promotion		
6	Age limit for Direct Recruits	Not exceeding 35 years (Relaxable for the employees of AIIMS upto 5 years)		
7	Educational and other qualification required for Direct Recruits	<p>A. Degree of a recognised University in</p> <ul style="list-style-type: none"> i) Electronics; or ii) Glass Technology; or iii) Mechanical Engineering; iv) or any other branch of Engineering considered relevant; <p style="text-align: center;">OR</p> <p>B. (a) Diploma/Certificate (of not less than 3 years duration) of recognised Institution in</p> <ul style="list-style-type: none"> i) Radio/Television Engineering or Electronics Engineering or Electrical Engineering; or ii) Glass Technology; or iii) Mechanical Engineering; or iv) Any other branch of Engineering considered relevant; <p>Plus</p> <p>(b) Five years of experience in fabrication, repair and maintenance of laboratory instruments. (This is essential in the case of Diploma holders only)</p> <p>Note: The Appointing Authority shall decide the particular discipline of Engineering/Technology in which a Degree or Diploma with relevant experience is required on each occasion a vacancy is to be filled.</p>		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		
9b	Grades from which promotion is to be made and eligibility	Workshop Technician Gr.I with 5 years of regular service in the grade		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		
10	If a DPC exists, what is its composition	(1) Faculty Coordinator, Central Workshop	Chairman	(1)
		(2) Chief Tech. Officer, Central Workshop	Member	(2)
		(3) Supdtg. Engineer	Member	(3)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Chief/Sr. Administrative Officer	Member – Secretary	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 Years			
13	Brief nature of the Job			This role shall supervise the activities of the Workshop; provide inputs to the technicians in the repair of equipment; provide inputs in the fabrication of components requested by faculty and students for the purposes of research and study; manage the operations of the Central Workshop's store and is involved in the procurement and scrap declaration process	

* Including the post of Tech. Officer (MOT) & Tech. Officer (ENT)

6.1.4 WORKSHOP TECHNICIAN GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules									
1	Name of the Post	WORKSHOP TECHNICIAN, GRADE I	WORKSHOP TECHNICIAN GRADE I									
2	Number of Posts	6(1992)	8 (2011)									
3	Classification	Group – C	Group – C									
4	Pay Band and Grade Pay	Rs.1100-40-1800-EB-50-2300	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs 2400									
5	Method of Recruitment	100% by Promotion										
6	Age limit for Direct Recruits	Not applicable										
7	Educational and other qualification required for Direct Recruits	Not applicable										
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable										
9	In case of Recruitment by Promotion:											
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness										
9b	Grades from which promotion is to be made and eligibility	<p>Workshop Technician, Gr.II possessing Matriculation plus Certificate/ Diploma in Refrigeration and Airconditioning Mechanism or any other trade specified in column 7 of the Recruitment Rules for the post of Workshop Assistant, with 5 years of regular service in the grade failing which 10 years of regular combined service as Workshop Technician Grade II and Workshop Assistant, out of which at least 2 years shall be as Workshop Technician Grade II.</p> <p style="text-align: center;">OR</p> <p>Workshop Technician Gr.II possessing 8th Standard Pass plus Certificate/ Diploma in Refrigeration and Airconditioning Mechanism or any other trade specified in column 7 of the Recruitment Rules for the post of Workshop Assistant, with 7 years of regular service in the grade failig which 14 years of combined regular service as Workshop Technician Gr.II and Workshop Assistant, out of which at least 3 years shall he as Workshop Technician, Gr.II.</p> <p>NOTE:</p> <ol style="list-style-type: none"> There snail be common seniority for all Workshop Technicians, Grade II in the Central Workshop irrespective of the discipline/ area in which they may be working, based on the date of regular appointment to the grade of Workshop Technician, Grade II. Promotions shall be under the system 'Floating Posts', thereby a Workshop Technician, Gradell may be continued even after promotion in the same area/unit in which he/she has specialised. 										
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column, 9 (b) shall be followed										
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Faculty Coordinator,Central Workshop</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Chief Tech. Officer,Central Workshop</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> </tbody> </table>	(1) Faculty Coordinator,Central Workshop	Chairman	(1)	(2) Chief Tech. Officer,Central Workshop	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
(1) Faculty Coordinator,Central Workshop	Chairman	(1)										
(2) Chief Tech. Officer,Central Workshop	Member	(2)										
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)										

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Admin. Officer (D.O.)	Member	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for assisting the Technical Officers in the Workshop. This role undertakes repair of equipment (electrical and mechanical) such as infusion pumps, defibrillators, ECG machine monitors, TVs, refrigerators, cooling systems; fabricates components requested by faculty and students for the purposes of research and study based on inputs from Officers; undertakes painting of furniture, welding, carpentry, upholstery replacement, sheet metal works etc.This role also assists in managing the inventory.	

6.1.5 WORKSHOP TECHNICIAN GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	WORKSHOP TECHNICAIAN, GRADE II	WORKSHOP TECHNICIAN GRADE II
2	Number of Posts	8(1992)	10 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1200-30-1560-EB-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Workshop Assistant possessing Matriculation plus Certificate/ Diploma in Refrigeration and Airconditioning Mechanism or any other trade specified in column 7 of the Recruitment Rules for the post of Workshop Assistant, with 5 years of regular service in the grade.</p> <p>OR</p> <p>Workshop Assistant possessing 8th Standard Pass + Certificate/ Diploma in Refrigeration and AirconditioningMechanisa or any other trade specified in column 7 of the Recruitment Rules for the post of Workshop Assistant, with 7 years of regular service in the grade.</p> <p>NOTE:</p> <ol style="list-style-type: none"> There shall be common seniority for all Workshop Assistants in the Central Workshop irrespective of the discipline/ area in which they may be working, based on the date of regular appointment to the grade. Promotions shall be under the system of 'Floating Posts', thereby a Workshop Assistant may be continued even after promotion in the same area/ unit in which he/she has specialised. 	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable; however, the provisions of column 9(b) shall be followed	
10	If a DPC exists, what is its composition	<p>(1) Faculty Coordinator,Central Workshop</p> <p>(2) Chief Tech. Officer,Central Workshop</p> <p>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(5) Admn. Officer (D.O.)</p>	<p>Chairman (1)</p> <p>Member (2)</p> <p>Member (3)</p> <p>Member (4)</p> <p>Member - Secretary (5)</p>

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		This role is responsible for assisting the Technical Officers in the Workshop. This role undertakes repair of equipment (electrical and mechanical) such as infusion pumps, defibrillators, ECG machine monitors, TVs, refrigerators, cooling systems; fabricates components requested by faculty and students for the purposes of research and study based on inputs from Officers; undertakes painting of furniture, welding, carpentry, upholstery replacement, sheet metal works etc. This role also assists in managing the inventory.

6.1.6 WORKSHOP ASSISTANT (CWS)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules									
1	Name of the Post	WORKSHOP ASSISTANT	WORKSHOP ASSISTANT (CWS)									
2	Number of Posts	13(1992)	13 (2011)									
3	Classification	Group – C	Group – C									
4	Pay Band and Grade Pay	Rs. 950-20-1150-EB-25-1500	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900									
5	Method of Recruitment	100/1 by Direct Recruitment										
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the employees of the AIIMS upto 40 years)										
7	Educational and other qualification required for Direct Recruits	<p>Essential</p> <ol style="list-style-type: none"> 1. Matriculation or equivalent from A recognised Board/University. 2. Certificate/Diploma from a recognised Institution in the trade of: <ul style="list-style-type: none"> (i) Refrigeration and Airconditioning mechanism; or (ii) Electrical / Mechanical engineering; or (iii) Electroplating and spray painting; or (iv) Carpenter; or (v) Plumber; or (vi) Welding and sheet metal worker; or (vii) Fitter / Turner; or (viii) Electrical/ Electronics; or (ix) Instrument Mechanic; or (x) Any other Trade considered relevant to the work done in the Central Work shop. <p>NOTE: The Appointing Authority shall decide the particular trade or trades. in which a Certificate is required on each occasion a vacancy is to be filled.</p> <p>Desirable: Practical experience in the line, preferably in regard to repair and maintenance of laboratory/ medical equipment, apparatus or instruments.</p>										
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No										
9	In case of Recruitment by Promotion:											
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable										
9b	Grades from which promotion is to be made and eligibility	Not applicable										
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable										
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Faculty Coordinator, Central Workshop</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Chief Tech. Officer, (3) Central Workshop</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> </tbody> </table>	(1) Faculty Coordinator, Central Workshop	Chairman	(1)	(2) Chief Tech. Officer, (3) Central Workshop	Member	(2)	(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
(1) Faculty Coordinator, Central Workshop	Chairman	(1)										
(2) Chief Tech. Officer, (3) Central Workshop	Member	(2)										
(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)										

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(6) Admn. Officer (D.O.)	Member – Secretary	(5)	
		Not applicable		(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	2 years			
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for assisting the Technical Officers in the Workshop. This role undertakes repair of equipment (electrical and mechanical) such as infusion pumps, defibrillators, ECG machine monitors, TVs, refrigerators, cooling systems; fabricates components requested by faculty and students for the purposes of research and study based on inputs from Officers; undertakes painting of furniture, welding, carpentry, upholstery replacement, sheet metal works etc.This role also provides assistance in managing the store and the inventory.	

6.2 ENGINEERING

6.2.1 SUPERINTENDING ENGINEER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules										
1	Name of the Post	SUPERINTENDING ENGINEER	SUPERINTENDING ENGINEER										
2	Number of Posts	1 (1992)	1 (2011)										
3	Classification	Group – A	Group – A										
4	Pay Band and Grade Pay	Rs.3700-125-4700-150-5000	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 8700										
5	Method of Recruitment	By Deputation/ Promotion (Composite method)*	By Promotion failing which Deputation										
6	Age limit for Direct Recruits	Not applicable	Not applicable										
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable										
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable										
9	In case of Recruitment by Promotion:												
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Selection – Merit cum Seniority										
9b	Grades from which promotion is to be made and eligibility	Not applicable	<p>Grade: Executive Engineer (Civil) / Executive Engineer (Electrical) / Executive Engineer (AC & R) Eligibility: 10⁸⁹ years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>										
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not Applicable										
10	If a DPC exists, what is its composition	Not applicable	<table border="1"> <tr> <td>(1) Director (AIIMS)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> <tr> <td>(5) Deputy Director (Administration)</td> <td>Member</td> </tr> </table>	(1) Director (AIIMS)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
(1) Director (AIIMS)	Chairman												
(2) HoD nominated by Director (AIIMS)	Member												
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member												
(5) Deputy Director (Administration)	Member												
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation/ Promotion: Superintending Engineer(Civil)or Executive Engineer(Civil) with 5 years of regular service in that grade from CP«D failing which similar officers from other Central Engineering Departments or Engineering Departments of Central Statutory/	Source: Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:										

⁸⁹The consultant was informed on November 9, 2011 that the post of Superintending Engineer has been upgraded to a pay scale of Rs. 8700. As a consequence, the number of years of prior service has also been revised.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>Autonomous bodies. An officer taken on deputation shall possess a Degree in Civil Engineering.</p> <p>Executive Engineers of AIIMS with 5 years of regular service in the grade shall also be considered and in case one of them is selected (on consideration of all including those who have applied for deputation) the appointment shall be treated as promotion.</p> <p>(Period of deputation shall not exceed 3 years)</p>	<p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a post in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600 and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>Essential: Post Graduate in Mechanical / Electrical / Civil Engineering from a recognised University</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		<p>This role is responsible for the overall operations and maintenance of all Civil, Electrical and Air Conditioning & Refrigeration systems at AIIMS. This role develops policies and procedures and ensures adherence to the same. This role also performs contracting and project monitoring activities and is responsible for the performance of all contractors; oversees execution of works in the department. The role is responsible for forecasting infrastructure requirements of the institute and initiates steps to provide the same. This role also performs administrative and financial functions such as preparation of budgets, cost control etc.</p>

6.2.2 EXECUTIVE ENGINEER (AIR CONDITIONING & REFRIGERATION)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	EXECUTIVE ENGINEER (ART AND REFIEL)		EXECUTIVE ENGINEER (AIR CONDITIONING & REFRIGERATION)	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.3000-100-3500-170-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	50% by Promotion failing which by Deputation 50% by Deputation		100 % by Promotion failing which by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Asstt. Engineers (A/c & Refgn.) with 8 years of regular service made in the grade.		<p>Grade: Assistant Engineer(Air Conditioning & Refrigeration) Eligibility: 7 years' regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Superintending Engineer	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of CPWD:</p> <p>(a) Holding an analogous post on regular basis or with 3 years of regular service in the post of Asstt. Engineer (Elect):</p> <p>(b) Possessing a Degree in Mechanical Engineering/ Electrical Engineering; and</p>			

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>(c) Having at least 5 years of experience in A/c. & Refgn.</p> <p>In the event of a suitable officer not being available from CPWD, officers holding the post and having the service and qualifications & experience specified above, in other Central Govt. Departments or Central Statutory/Autonomous Bodies shall be considered.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>	
12	Period of probation, if any	2 years (for promotees only)	
13	Brief nature of the Job		<p>This role is responsible for the overall Operations and Maintenance of A/c & Refrigeration facilities at AIIMS. This role develops policies and procedures and ensures adherence to the same. This role also performs contracting and project monitoring activities and is responsible for the performance of all A/c & R contractors; oversees execution of A/c & R works in the department. The role is responsible for providing A/c & R installations in the upcoming infrastructure of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in A/c & R work. This role is also responsible for ensuring that no accidents on account of A/c & R negligence occur.</p>

6.2.3 ASSISTANT ENGINEER (AIR CONDITIONING & REFRIGERATION)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSIT. ENGINEER (A/C & REFSN)		ASSISTANT ENGINEER (AIR CONDITIONING & REFRIGERATION)	
2	Number of Posts	2 (1992)		3 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	RS.2000-40-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	50% by Promotion, failing which by Deputation 50% by Deputation		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Engineer (A/C & Refgn.) with 8 years of regular service in the grade.		<p>Grade: Junior Engineer (Air Conditioning & Refrigeration) Eligibility: 5 years of regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief of a Center to be nominated by the Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Superintending Engineer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Deputy Director (Admn.)	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the CPWD holding the post of Assistant Engineer (Electrical) or MADE with 8 years of service as Jr. Engineer (Electrical) and possessing at least 3 years of experience in A/c. & Refgn.</p> <p>In the event of a suitable candidate not being available from CPWD, officers in the pay scale of Rs.2000-3500 or equivalent or with 8 years service in the pay scale of Rs. 1400-2300 or equivalent from other Central Govt, departments or Statutory/ Autonomous bodies and possessing the following qyalifications shall be considered:</p> <p>(i) A Degree in Mechanical Engineering; or at least a Diploma in Mechanical Engineering with specialised course in Refrigeration and Airconditioning or</p>		Not Applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		equivalent, and (ii) Experience of not less 5 years in airconditioning and refrigeration. (Period of deputation shall not ordinarily exceed 3 years)	
12	Period of probation, if any	2 years (for promotees only)	Nil
13	Brief nature of the Job		The role carries out and supervises activities pertaining to Air Conditioning and Refrigeration requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the activities of all A/c & R contractors; oversees execution of A/c & R works in the department. Undertakes preventive and breakdown maintenance of heating / cooling systems – check equipment, piping, tubing, joints, filters, compressors, pumps, discharge valves, air ducts, pipes, blowers etc; estimates quantities and cost of materials, equipment, or labor to determine project feasibility; performs the tendering of works

6.2.4 JUNIOR ENGINEER (AIR CONDITIONING& REFRIGERATION)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JUNIOR ENGINEER (A/C & REFGN)		JUNIOR ENGINEER (AIR CONDITIONING& REFRIGERATION)	
2	Number of Posts	2 (1991)		6 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs,1400-40-1800-EB~25~2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: 3-year Diploma in Mechanical Engineering plus a specialised course in Refrigeration and Airconditioning from a recognised Polytechnic/Institute. Desirable: Experience in airconditioning and refrigeration work.		Essential: (i) Graduate in Mechanical Engineering from a recognised University (ii) 2 years' experience in repair and maintenance of large scale Air Conditioning and Refrigeration Systems ⁹⁰	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Superintending Engineer	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Executive Engineer (A/C) / Executive Engineer (E)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job	The role carries out and supervises activities pertaining to Air Conditioning and Refrigeration requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the activities of all A/c & R contractors; oversees execution of A/c & R works in the department. Undertakes preventive and breakdown maintenance of heating / cooling systems – check equipment, piping, tubing, joints, filters, compressors, pumps, discharge valves, air ducts, pipes, blowers etc; estimates quantities and cost of materials, equipment, or labor to determine project feasibility; performs the tendering of works			

Note: It is recommended that the cadres of Engineers in Electrical and Engineers in Air Conditioning and Refrigeration be merged. The profile of the incumbent to be hired (Mechanical or Electrical) may be mentioned at the time of hiring the individuals. This shall result in reduced number of cadres and increased promotion opportunities for the incumbents.

⁹⁰ It is recommended by the consultant that an individual with 2 years experience be hired at this level for better execution of the job. It is felt that fresh engineering pass outs may not be in a position to execute the job effectively. The committee however recommended the deletion of the 2 years' experience to ensure consistency across cadres.

6.2.5 FOREMAN (AIR CONDITIONING & REFRIGERATION)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	FOREMAN(A/C & REFGN)		FOREMAN (AIR CONDITIONING & REFRIGERATION)	
2	Number of Posts	4 (1991)		6 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS. 1350-30-1440-40-1800-EB-50-2200		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion		100% by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority -and-fitness		Non Selection - Seniority cum Fitness	
9b	Grades from which promotion is to be made and eligibility	Sr. Mechanics (A/C & REFGN) with 5 years of regular service in the grade.		<p>Grade:Senior Mechanic (Air Conditioning & Refrigeration) Eligibility:5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents who are not qualified should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No		Not Applicable	
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
(2) Executive Engineer (A/C)		Member	(2) Senior Officer nominated by HoD of concerned department	Member	
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.		Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	
(5) Chief Admn. Officer / Sr. Administrative Officer		Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	Nil		Nil	
13	Brief nature of the Job			This role is responsible for undertaking all activities pertaining to Air Conditioning and Refrigeration requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the Air conditioning plant, A/c water coolers, room air conditioning etc.Undertakes preventive and breakdown maintenance of heating / cooling systems – check equipment, piping, tubing, joints, filters, compressors, pumps, discharge valves, air ducts, pipes, blowers etc.Assists JE in the estimation of quantities and cost of materials, equipment, or labor	

6.2.6 SENIOR MECHANIC (AIR CONDITIONING & REFRIGERATION)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SR. MECHANIC (A/C & REFGN.)	SENIOR MECHANIC (AIR CONDITIONING & REFRIGERATION)
2	Number of Posts	6 (1991)	11 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs. 1200--30--1440-EB-30-1800	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion -failing which by Direct Recruitment	100% by Promotion
6	Age limit for Direct Recruits	Up to 35 years (Relaxable for employees of AIIMS upto 40 years)	Not Applicable
7	Educational and other qualification required for Direct Recruits	<p>(a) Matriculation or equivalent;</p> <p>(b) Must have undergone a minimum of 12 months' Refrigeration Mechanic or equivalent course in recognised Tech. Instt. and must have served one year's apprenticeship in a reputed firm or organisation of Air conditioning and Refrigeration Engineers.</p> <p style="text-align: center;">OR</p> <p>Two years' apprenticeship in a reputed firm or organization of Air Conditioning and Refrigeration Engineers; and</p> <p>(c) A minimum of 4 years Experience as an Air conditioning or Refrigeration Serviceman or a Mechanic or in any other skilled capacity or in the maintenance and installation of various types of Air conditioning and Refrigeration appliances.</p> <p>Notes- Para (b) is relaxable in the case of persons having 6 years experience in the air conditioning and refrigeration side.</p> <p>Trade Test as in the Annexure</p>	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum—fitness	Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility	Mechanics (AC & REFGN) with 5 years of regular service in the grade.	<p>Grade: Mechanic (Air Conditioning & Refrigeration) Eligibility: 8 years regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents who are not qualified should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	Not Applicable
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman
			(1) HoD nominated by Director (AIIMS)
			Chairman

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(2) Executive Engineer (A/C)	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Administrative Officer / Sr. Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years (for Direct Recruits)		Nil	
13	Brief nature of the Job			This role is responsible for undertaking all activities pertaining to Air Conditioning and Refrigeration requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the Air conditioning plant, A/c water coolers, room air conditioning etc.Undertakes preventive and breakdown maintenance of heating / cooling systems – check equipment, piping, tubing, joints, filters, compressors, pumps, discharge valves, air ducts, pipes, blowers etc.Assists JE in the estimation of quantities and cost of materials, equipment, or labor	

6.2.7 MECHANIC (AIR CONDITIONING & REFRIGERATION)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MECHANIC (A/C & REFGN.)	MECHANIC (AIR CONDITIONING & REFRIGERATION)
2	Number of Posts	12*(1991)	12 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25 -1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable up to 40 years for employees of AIIMS)	Between 18- 25 years (For Departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	<p>(1) Pass in Matriculation or equivalent:</p> <p>(2) Must have undergone a minimum of 12 months' Refrigeration Mechanic or equivalent .course in a recognised Technical Institute and must have served one year's apprenticeship in reputed firm or organisation of Air-Conditioning and Refrigeration Engineers.</p> <p style="text-align: center;">OR</p> <p>Two years 'apprenticeship in a. reputed firm or organization of Air Conditioning and Refrigeration Engineers.</p> <p>(3) A minumam of one year's experience as an Air Conditioning or refrigeration serviceman, or as a Junior Mechanic or in any other skilled capacity on the maintenance and installation of water coolers, refrigerators, room air conditioners and small air conditioning and cold storage plants.</p> <p>Notes: In case of candidates with years experience clause 2 may relaxed.</p> <p>Trade Test:</p> <p>(a) Use of leak detector in teating leaf</p> <p>(b) Soft soldering</p> <p>(c) Simple filling and fitting</p> <p>(d) Dismantle and assemble a water pump</p> <p>(e) Pump down a system upto 15 H.P</p> <p>(f) Oiling and greasing</p> <p>(g) Charge oil and gas in a system upto H.P</p> <p>(h) Dismantle and assemble a compress upto 5 H.P</p> <p>(i) Cut a compressor gasket of any type and size.</p> <p>*Including the posts of Operator/Serviceman redesignated as Mechanic(A/C & Refgn)</p>	<p>(1) Matriculation or equivalent</p> <p>(2) ITI / Diploma certificate in the Air Conditioning & Refrigeration from a recognized Polytechnic / ITI of a minimum duration of 12 Months</p> <p>(3) 2 years' experience in the maintenance and installation of water coolers, refrigerators, room air conditioners and small air conditioning and cold storage plants.⁹¹</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not Applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for	Not applicable	Not applicable

⁹¹ This clause was proposed to be deleted by the committee in its meeting on January 18, 2012 to ensure consistency across cadres.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
	direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition (for probation)	(1) Super intending Engineer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Executive Engineer (A/C) or Executive Engineer (E)	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job	This role is responsible for undertaking all activities pertaining to Air Conditioning and Refrigeration requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the Air conditioning plant, A/c water coolers, room air conditioning etc.Undertakes preventive and breakdown maintenance of heating / cooling systems – check equipment, piping, tubing, joints, filters, compressors, pumps, discharge valves, air ducts, pipes, blowers etc.Assists JE in the estimation of quantities and cost of materials, equipment, or labor			

6.2.8 EXECUTIVE ENGINEER (CIVIL)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules		
1	Name of the Post	EXECUTIVE ENGINEER (CIVIL)	EXECUTIVE ENGINEER (CIVIL)		
2	Number of Posts	2(1992)	2 (2011)		
3	Classification	Group – A	Group – A		
4	Pay Band and Grade Pay	Rs. 3000-100-3500-125-4500	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600		
5	Method of Recruitment	100 % by Promotion failing which by Deputation	100 % by Promotion failing which by Deputation		
6	Age limit for Direct Recruits	Not applicable	Not applicable		
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable		
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Selection – Meritcum Seniority		
9b	Grades from which promotion is to be made and eligibility	Asstt. Engineers (Civil) with 8 years of regular service in the grade.	Grade: Assistant Engineer(Civil) Eligibility: 7 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable		
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Superintending Engineer	Member		
		(7) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Executive Engineer(Civil) or Assit Engineer(Civil) with 8 years of regular service in last grade from CPWD In the event of suitable Conditions not being available from CPWD similar officers from other engineer Departments of the Central Government or Central statutory/autonomous Bodies shall be Considered. An officer taken on deputation shall possess a Degree in Civil Engineering.			

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	(Period of Deputation shall not ordinarily exceed 3 years)	Promotion: 2 years
13	Brief nature of the Job	2 years	<p>This role is responsible for the overall Civil maintenance of infrastructure at AIIMS. This role develops policies and procedures and ensures adherence to the same. This role also performs contracting and project monitoring activities and is responsible for the performance of all Civil contractors; oversees execution of Civil works in the department. The role is responsible for forecasting infrastructure requirements of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in civil work. This role is also responsible for the quality of civil work performed. This role is also responsible for ensuring that no accidents on account of civil negligence occur.</p>

6.2.9 ASSISTANT ENGINEER (CIVIL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSTT. ENGINEER (Civil)		ASSISTANT ENGINEER (CIVIL)	
2	Number of Posts	3 (1992)		13 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Engineer with 8 years of regular service in the grade.		<p>Grade: Junior Engineer (Civil) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief of a Centre to be nominated by the Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Superintending Engineer	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Deputy Director (Admn.)	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			<p>This role is responsible for the Civil maintenance of infrastructure at AIIMS. This role also performs contracting and project monitoring activities and is responsible for the performance of all Civil contractors; oversees execution of Civil works in the department. The role is responsible for forecasting infrastructure requirements of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in civil work; ensures that no accidents on account of civil negligence occur.</p>	

6.2.10 JUNIOR ENGINEER (CIVIL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JR. ENGINEER (Civil)		JUNIOR ENGINEER (CIVIL)	
2	Number of Posts	22(1991)		25 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs. 1400-40--1800-EB--25-2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable up to 40 years for employees of AIIMS)		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: Three year Diploma in Civil Engineering from a recognised Polytechnic/ Institute. Desirable: Experience in Civil Engineering work.		Essential: (i) Graduate in Civil Engineering from a recognised University / Institute (ii) 2 years' experience in design and engineering of Civil projects, preferably in a Hospital environment ⁹²	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		Not Applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Superintending Engineer	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Executive Engineer (C)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for the Civil maintenance of infrastructure at AIIMS. This role also performs contracting and project monitoring activities and is responsible for the performance of all Civil contractors; oversees execution of Civil works in the department. The role is responsible for forecasting infrastructure requirements of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in civil work; ensures that no accidents on account of civil negligence occur.	

⁹² It is recommended by the consultant that an individual with 2 years experience be hired at this level for better execution of the job. It is felt that fresh engineering pass outs may not be in a position to execute the job effectively. The committee however recommended the deletion of the 2 years' experience to ensure consistency across cadres.

6.2.11 EXECUTIVE ENGINEER (ELECTRICAL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	EXECUTIVE ENGINEER (ELEC.)		EXECUTIVE ENGINEER (ELECTRICAL)	
2	Number of Posts	1 (1992)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 3000-100-3500-125-4500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Promotion failing which by Deputation		100 % by Promotion failing which by deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Selection – Merit cum Seniority	
9b	Grades from which promotion is to be made and eligibility	<p>Assit Engineer/Elec) with 3 years of regular service in the grade.</p> <p>Officers of in CPWD</p> <p>(i) Holding the post of Executive Engineer (Elec) on regular units or Assit Engineer (Elec) with 8 Years of regular Service in the grade of Assit Engineer (Elec) and</p> <p>(ii) Possessing a Degree in Electrical/Mechanical Engineering.</p> <p>In the event of suitable officer not being available from CPWD similar officers furlong in other central Govt Departments of Central Evalutory/ Assistants Bodies mat be considered.</p> <p>(Period of Deputation which not Ordinarily exceed 3 years)</p>		<p>Grade: Assistant Engineer(Electrical)</p> <p>Eligibility: 7 years' regular service in the grade</p> <p><i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i></p> <p>Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Deputy Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Chief of a Centre to be nominated by the Director	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) Superintending Engineer	Member	(6)	
		(7) Deputy Director (Admn.)	Member	(7)	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Executive Engineers (Elec.) or Asstt. Engineers (Elec.) with 8 years of regular service in that grade, from CPWD.</p> <p>In the event of suitable candidates, not being available from CPWD similar officers from other Engineering Departments of the "Central Government or Central Statutory/ Autonomous Bodies shall be considered.</p> <p>An officer taken on deputation shall possess a Degree in Electrical Engineering.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>	<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a post in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 5400 and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>Essential:</p> <p>(i) Post Graduate in Electrical Engineering from a recognised University</p> <p>(ii) Experience in the design, layout, installation and commissioning of electrical wiring / equipment / fittings</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	2 years (for promotees only)	Promotion: 2 years
13	Brief nature of the Job		<p>This role is responsible for the overall Operations and Maintenance of Electrical infrastructure / facilities at AIIMS. This role develops policies and procedures and ensures adherence to the same. This role also performs contracting and project monitoring activities and is responsible for the performance of all Electrical contractors; oversees execution of Electrical works in the department. The role is responsible for providing electrical installations in the upcoming infrastructure of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in electrical work. This role is also responsible for ensuring that no accidents on account of electrical negligence occur.</p>

6.2.12 ASSISTANT ENGINEER (ELECTRICAL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSTT. ENGINEER (ELECT.)		ASSISTANT ENGINEER (ELECTRICAL)	
2	Number of Posts	4 (1992)		6 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100% by Promotion		100 % by Promotion	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority		Selection – MeritcumSeniority	
9b	Grades from which promotion is to be made and eligibility	Jr. Engineer (E)/Jr. Engineer (M) with 8 years of regular service in the grade.		<p>Grade: Junior Engineer (Electrical) Eligibility: 5 years of regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Note: Existing incumbents (non-graduates) should pass the eligibility test / qualifying exam Benchmark: The minimum assessment of ACRs – Very Good</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Chief of a Centre to be nominated by the Director	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Superintending Engineer	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Deputy Director (Admn.)	Member	(5) CAO / AO nominated by Dy.Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Nil	
13	Brief nature of the Job			The role carries out and supervises activities pertaining to Electrical requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the activities of all Electrical contractors; oversees execution of electrical works in the department. Undertakes preventive and breakdown maintenance of electrical equipment. This role also estimates quantities and cost of materials, equipment, or labor to determine project feasibility; performs the tendering of works.	

6.2.13 JUNIOR ENGINEER (ELECTRICAL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	JR. ENGINEER (ELECT.)		JUNIOR ENGINEER (ELECTRICAL)	
2	Number of Posts	12(1991)		20 (2011)	
3	Classification	Group – C		Group – B	
4	Pay Band and Grade Pay	Rs.1400-40-1800-EB-25-2300		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential: Three year Diploma in Electrical Engineering from a recognised Polytechnic / Institute. Desirable: Experience in Electrical Engineering work.		Essential: (i) Graduate in Electrical Engineering from a recognised University (ii) 2 years' experience in repair and maintenance of Electrical Systems ⁹³	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Superintending Engineer	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Executive Engineer (E)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 years	
13	Brief nature of the Job			The role carries out and supervises activities pertaining to Electrical requirements of the institute – operations, maintenance, servicing, replacement etc. This role monitors the activities of all Electrical contractors; oversees execution of electrical works in the department. Undertakes preventive and breakdown maintenance of electrical equipment. This role also estimates quantities and cost of materials, equipment, or labor to determine project feasibility; performs the tendering of works.	

⁹³ It is recommended by the consultant that an individual with 2 years experience be hired at this level for better execution of the job. It is felt that fresh engineering pass outs may not be in a position to execute the job effectively. The committee however recommended the deletion of the 2 years' experience to ensure consistency across cadres.

6.2.14 SENIOR MECHANIC (ELECTRICAL &MECHANICAL)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SR. MECHANIC (E&M)	SENIOR MECHANIC (ELECTRICAL &MECHANICAL)
2	Number of Posts	2 (1991)	2 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs. 1200-30-1440~EB--30-1800	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion -failing which by Direct Recruitment	100% by Promotion
6	Age limit for Direct Recruits	Upto 35 years (Relaxable upto 40 years for employees of AIIMS)	Not applicable
7	Educational and other qualification required for Direct Recruits	(a) Trade Certificate or ITI Diploma in Mechanical Engineering, from a recognised Institution. (b) 8 years 'practical experience in skilled capacity in workshops or on mechanical construction Equipment Trade Test: As in Annexure	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Non Selection – Seniority cum Fitness
9b	Grades from which promotion is to be made and eligibility		Grade: Mechanic (E&M) Eligibility: 8 years' regular service in the grade <i>The candidates to be eligible must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</i> Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition	(1)	(1) HoD nominated by Director (AIIMS) Chairman
		(2)	(2) Senior Officer nominated by HoD of concerned department Member
		(3)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(5)	(5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Nil
13	Brief nature of the Job		This role is responsible for assisting the JE in all activities pertaining to Electrical & Mechanical Engineering requirements of the institute – design and engineering, installation, commissioning, operation and maintenance etc; undertake periodic preventive and breakdown maintenance of the equipment.

6.2.15 MECHANIC (ELECTRICAL & MECHANICAL)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules		
1	Name of the Post	MECHANIC (E&M)	MECHANIC (ELECTRICAL & MECHANICAL)		
2	Number of Posts	05	5 (2011)		
3	Classification	Group – C	Group – C		
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900		
5	Method of Recruitment	25% By Direct Recruitment & 75% By Promotion on the basis of Seniority-cum-fitness	100 % by Direct Recruitment		
6	Age limit for Direct Recruits	21 to 30 Years	Between 18 – 25 years (For Departmental candidates age limit is 40 years)		
7	Educational and other qualification required for Direct Recruits	Academic Qualification: Should have passed ITI diploma certificate in the trade. Professional Knowledge: Trade certificate from a recognized vocation training Institute. Three years practical experience in a workshop/department dealing with operation and maintenance of mechanical plants.	(1) Matriculation or equivalent (2) ITI / Diploma certificate in Electrical Engineering / Mechanical Engineering from a recognized Polytechnic / ITI (3) 2 years' experience in a workshop / department dealing with operation and maintenance of mechanical plants ⁹⁴		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable		
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	Not Applicable		
9b	Grades from which promotion is to be made and eligibility	Khalasi with 10 years of qualifying services in the grade and qualifying the Departmental Test. DEPARTMENTAL TEST ORAL (a) Knowledge of principles and operation of engine/ machines. (b) Knowledge of permissible tolerance on engine plant & machinery. (c) Knowledge of workshop tools and instrument used for overhaul of engine plant. PRACTICE Ability to carry on a complete overhaul of any particular system of an engine fuel system brake system and lubrication system.	Not Applicable		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	Not Applicable		
10	If a DPC exists, what is its composition (for probation)	(1) Superintending Engineer	Chairman	(1) HoD nominated by Director (AIIMS)	Chairman
		(2) Executive Engineer (Elect)	Member	(2) Senior Officer nominated by HoD of concerned department	Member
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which	Not applicable	Not applicable		

⁹⁴ This clause was proposed to be deleted by the committee in its meeting on January 18, 2012 to ensure consistency across cadres.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation		
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for assisting the JE in all activities pertaining to Electrical & Mechanical Engineering requirements of the institute – design and engineering, installation, commissioning, operation and maintenance etc; undertake periodic preventive and breakdown maintenance of the equipment.

Note:

The purpose of the cadres of Mechanic (A/c & R) and Mechanic (E&M) are similar in the context of AIIMS – to provide repair and maintenance services. In the cadre of Mechanic (A/c & R) there exist three posts thereby providing employees with two promotion opportunities. However, in the cadre of Mechanic (E&M) there exists only one promotion post. This anomaly is to be considered by AIIMS.

It is recommended that the jobs such as the above, performed by the Mechanics in the A/c & R cadre and E&M cadre be evaluated and the feasibility of outsourcing be considered. Most similar jobs are performed by the respective Original Equipment Manufacturers (OEMs) and AIIMS may therefore consider signing Annual Maintenance Contracts (AMC) with them.

Further, the feasibility of merging the two cadres of Mechanic (A/c & R) and Mechanic (E&M) may be considered by AIIMS as it shall increase the promotion opportunities of the incumbents.

Engineering Department – Posts for Outsourcing / Abolishing

It is recommended that 13 cadres associated with the Engineering Department be abolished / Jobs are outsourced / incumbents are hired on contract. The list of cadres has been mentioned below for ease of reference:

Sl.	Cadre	Name of Post
1	Carpenter	Senior Carpenter
2	Carpenter	Carpenter
3	Draughtsman	Assistant Architect
4	Draughtsman	Draughtsman Grade II
5	Draughtsman	Draftsman Grade III
6	Draughtsman	Ferro Printer
7	Gasman	Gas Mechanic
8	Gasman	Gas Steward
9	Gasman	Gasman
16	Mali	Choudhary
17	Mali	Senior Mali
18	Mali	Mali
19	Mason	Senior Mason
20	Mason	Mason
21	Operator (E&M)	Senior Operator (E&M)
22	Operator (E&M)	Operator (E&M)/Lift Operator
23	Painter	Senior Painter
24	Painter	Painter
25	Plumber	Senior Plumber
26	Plumber	Plumber
27	Wireman	Electrician
28	Wireman	Lineman (Elect.)
29	Wireman	Wireman

Sl.	Cadre	Name of Post
30	Lineman (Telephone)	Lineman (Telephone) Grade I
31	Lineman (Telephone)	Lineman (Telephone) Grade II
32	Technician (Telephone)	Technician (Telephone) Grade I
33	Technician (Telephone)	Technician (Telephone) Grade II
34	Telephone Operator Assistant	Telecom Operating Assistant Grade III
35	Telephone Operator Assistant	Telecom Operating Assistant Grade I
36	Telephone Operator Assistant	Telecom Operating Assistant Grade II
37	Wireman (Telephone)	Wireman (Telephone) Grade I
38	Wireman (Telephone)	Wireman (Telephone) Grade II
39	Isolated	Assistant Engineer (Telephone)
40	Isolated	Horticulturist
41	Isolated	Beldar
42	Isolated	Cleaner
43	Isolated	Khalasi
44	Isolated	Sewer Man

6.2.16 SENIOR CARPENTER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SR. CARPENTER		SENIOR CARPENTER	
2	Number of Posts	2(1991)		2 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 1200-30--1440-EB-30-1800		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Carpenters with 5 years regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (C)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			The role possesses a fair knowledge of the various kinds of timber & other materials used as woods substitutes. Possesses an ability to select materials, and detect defects if any in the same;prepare estimates required for different jobs; make any kind of joint satisfactorily; prepare and repair furniture, prepare and assemble timber and joint timber pieces; be able to use & operate Mechanical/Electrical machines & tools required for performing duties.	

6.2.17 CARPENTER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CARPENTER	CARPENTER
2	Number of Posts		3 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs. 3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	(i) 25% By Direct Recruitment (ii) 75% By Promotion on the basis of Seniority-cum- fitness	
6	Age limit for Direct Recruits	21 to 30 Years	
7	Educational and other qualification required for Direct Recruits	<p>Academic Qualification: Should possess ITI Trade certificate course or equivalent in the trade with at least 5 years experience in the trade.</p> <p>Professional Qualification</p> <p>(i) Should have a fair knowledge of the various kinds of timber & other materials used as wood substitutes & should be able to select timber & all other materials used as wood substitutes to suit different jobs.</p> <p>(ii) Should also be able to detect defects in timber & all other materials used as wood substitutes. Should be capable of preparing approx. estimates of materials required for different jobs.</p> <p>(iii) Must be able to make in a workman like manner any kind of joint satisfactorily such as mortice and tenon, dove tailing, grooving, dowelling, mitred or screwed joints 002E</p> <p>(iv) Should be able to prepare articles of furniture to accurate dimension and as also to repair them and be able to turning of all type of materials.</p> <p>(v) Should be able to prepare and assemble timber and joint timber pieces in tension and compressing members thereof (i/e other materials used or wood substitutes)</p> <p>(vi) Should be able to work on body building (or repair thereof) the body of motor vehicles preferably.</p> <p>(vii) Prepare simple pattern for foundry.</p> <p>(viii) Should be able to work on particle boards (Commercial, laminated) ply boards for making/repairs of cup-board racks etc.</p> <p>(ix) Should be able to use & operate Mechanical/Electrical/battery operated machines & tools required for performing duties of carpenter.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Beldar with 10 Years of qualifying service in the grade and qualifying the Departmental test</p> <p>Departmental Test:</p> <p>(i) Should be shown pieces of defective timber and other materials used as wood substitutes and asked to name the defects and show them.</p> <p>(ii) To make small king/queen post truss of timber and other substitute material making of necessary joint. He must be asked to estimate requirement and demand his requirements.</p>	

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(iii) Make a dovetailed joint for a wooden box and boxes of material used as wood substitutes. (iv) Make a specified piece of small furniture from pieces of all type of materials planned and supplied. (v) Make a turned leg for a stool about 18" high. (vi) Make a paneled frame for the side of a table of make a drawer with its outer frame for a secretariat table. (vii) To cut a given size of veneered Particle Board with the help of Electrically operated hand saw and drill hole with electrically operated drill. Written Test: Oral & Departmental Tests suitable for the trade to be conducted by the Superintending Engineering.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (Civil)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ (6) Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			The role possesses a fair knowledge of the various kinds of timber & other materials used as woods substitutes. Possesses an ability to select materials, and detect defects if any in the same; prepare estimates required for different jobs; make any kind of joint satisfactorily; prepare and repair furniture, prepare and assemble timber and joint timber pieces; be able to use & operate Mechanical/Electrical machines & tools required for performing duties.	

6.2.18 ASSISTANT ARCHITECT

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	ASSTT. ARCHITECT	ASSISTANT ARCHITECT															
2	Number of Posts	1(1992)	1 (2011)															
3	Classification	Group – B	Group – B															
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600															
5	Method of Recruitment	By Promotion failing which by Deputation																
6	Age limit for Direct Recruits	Not. applicable																
7	Educational and other qualification required for Direct Recruits	Not. applicable																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not. applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority																
9b	Grades from which promotion is to be made and eligibility	Architectural Asstt. with 8 years of regular service in the grade.																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not. applicable																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Chief of a Centre to be nominated by the Director</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Superintending Engineer</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Deputy Director (Admn.)</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Chief of a Centre to be nominated by the Director	Chairman	(1)	(2) Superintending Engineer	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Deputy Director (Admn.)	Member – Secretary	(5)	
(1) Chief of a Centre to be nominated by the Director	Chairman	(1)																
(2) Superintending Engineer	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Deputy Director (Admn.)	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Asstt. Architects or officers in equivalent grade in CPWD Possessing a Degree in Architecture and having not less than 5 years' experience in the line.</p> <p>In the event of suitable officers not being available from CPWD. Similar officers from other Central Government departments or Central Autonomous/ Statutory Bodies or Public Sector Undertakings may be considered.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>																
12	Period of probation, if any	2 years (for a promotee only)																
13	Brief nature of the Job		This role is required to develop the design, structure specifications; identify materials, color schemes, equipment, estimated costs, construction time, manpower cost estimates; work in coordination with the EE / AE / JE and the user departments to determine functional and spatial requirements of structure; plan the overall layout of project, prepare contract documents, scale drawings; also performs budgeting for the section.															

6.2.19 ARCHITECTURAL ASSISTANT / DRAUGHTSMAN GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules		
1	Name of the Post	DRAUGHTSMAN GRADE-III/ ARCHITECTURAL ASSISTANT	ARCHITECTURAL ASSISTANT / DRAUGHTSMAN GRADE II		
2	Number of Posts	2(1991)	2 (2011)		
3	Classification	Group – C	Group – B		
4	Pay Band and Grade Pay	Rs-1400-40--1800-EB-50-2300	Pay Band: 2 (Rs 9300 – 34800) Grade Pay: Rs. 4200		
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum—fitness			
9b	Grades from which promotion is to be made and eligibility	Draftsman G-III with 5 years regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Promotees should possess a 2-year Diploma/ Certificate from ITI or equivalent qualification			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Asstt. Architect	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job		This role is required to develop the design, structure specifications; identify materials, color schemes, equipment, estimated costs, construction time, manpower cost estimates; work in coordination with the EE / AE / JE and the user departments to determine functional and spatial requirements of structure; plan the overall layout of project, prepare contract documents, scale drawings; also performs budgeting for the section.		

6.2.20 DRAFTSMAN GRADE III

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DRAFTSMAN GRADE-III	DRAFTSMAN GRADE III
2	Number of Posts	3 (1991)	3 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.1200-30-1560-EB-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	(i) 66 2/3% by Direct Recruitment (ii) 33 1/3% by Promotion	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employes of AIIMS)	
7	Educational and other qualification required for Direct Recruits	Essential: (i) Matriculation or equivalent from a recognised Board/University; and (ii) 2 years' Diploma/Certificate in Civil Draughtsmanship from ITI or equivalent from a recognised Institute. Desirable: One year experience in the line.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Ferroprinter with 8 years of regular service in the grade and passing a Departmental qualifying test to be prescribed for the purpose.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Asstt. Architect (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Sr. Administrative Officer/ Chief Administrative Officer	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years (for Direct Recruits only)	
13	Brief nature of the Job		This role is required to assist the Architect in translating the intended design to drawings, in preparing specification drawings as per guidance, scale drawings etc.

6.2.21 FERRO PRINTER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	FERRO PRINTER	FERRO PRINTER															
2	Number of Posts	1(1991)	1 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs-825-15-900-EB--20-1200	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800															
5	Method of Recruitment	100% by Direct. Recruitment																
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)																
7	Educational and other qualification required for Direct Recruits	Essential: (i) 8th Standard pass from a recognised School/Board (ii) Experience in Ferroprinting Desirable: Matriculation or equivalent																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable																
9b	Grades from which promotion is to be made and eligibility	Not applicable																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Asstt. Architect</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Sr. Administrative Officer/ Chief Administrative Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Asstt. Architect	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Asstt. Architect	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is required to operate the ammonia printing machine and prepare blueprints; maintain the machine, chemicals, papers and necessary records.															

6.2.22 GAS STEWARD

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	GAS STEWARD	GAS STEWARD
2	Number of Posts	02	2 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	RS.4500-125-7000	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2800
5	Method of Recruitment	100% by promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Upto 35 years (Relaxable upto 40 years for employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	For Direct Recruitment: (i) Trade Certificate or ITI Diploma in Mechanical Engg. (ii) Seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum-Seniority	
9b	Grades from which promotion is to be made and eligibility	Gas Mechanic with 5years of regular service in the grade.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Executive Engineer (E) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Chief Administrative Officer (DO) / Sr. Administrative Officer	Chairman Member Member Member Member – Secretary
			(1) (2) (3) (4) (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		This role is responsible for maintaining and operating the gas chambers at AIIMS; undertaking periodic preventive maintenance / breakdown maintenance internally or supervising work of outsourced agencies; ensuring that the piping systems and other ancillary systems transporting gas from the source to the destination are periodically inspected; monitoring critical parameters of the gas chambers and taking action in case of deviations from expected values.

6.2.23 GAS MECHANIC

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	GAS MECHANIC		GAS MECHANIC	
2	Number of Posts	06		6 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	RS.3200-85-4900		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	Seniority-cum-Fitness			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-Fitness			
9b	Grades from which promotion is to be made and eligibility	Gasman with 10 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (E)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Chief Administrative Officer (DO)/ Sr. Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for maintaining and operating the gas chambers at AIIMS; undertaking periodic preventive maintenance / breakdown maintenance internally or supervising work of outsourced agencies; ensuring that the piping systems and other ancillary systems transporting gas from the source to the destination are periodically inspected; monitoring critical parameters of the gas chambers and taking action in case of deviations from expected values.	

6.2.24 GASMAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	GASMAN	GASMAN															
2	Number of Posts	06(1991)	6 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900															
5	Method of Recruitment	100% by Direct Recruitment																
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)																
7	Educational and other qualification required for Direct Recruits	Matric with Science with 5 years experience in preparation of Gas OR Middle with 7 years experience in preparation of Gas in Gas Plant																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable																
9b	Grades from which promotion is to be made and eligibility	Not applicable																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Executive Engineer (Civil)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Sr. Administrative Officer/ Chief Administrative Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Executive Engineer (Civil)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Executive Engineer (Civil)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is responsible for maintaining and operating the gas chambers at AIIMS; undertaking periodic preventive maintenance / breakdown maintenance internally or supervising work of outsourced agencies; ensuring that the piping systems and other ancillary systems transporting gas from the source to the destination are periodically inspected; monitoring critical parameters of the gas chambers and taking action in case of deviations from expected values.															

6.2.25 CHOUDHARY

No.	Description	As Is Recruitment Rules	To be Recruitment Rules	
1	Name of the Post	CHOUDHARY	CHOUDHARY	
2	Number of Posts		6 (2011)	
3	Classification	Group – C	Group – C	
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	75% by promotion on the basis of Seniority-cum-fitness after a qualifying test. 25% by promotion on the basis of merit out of the qualifying test.(Does not exist in the institute)		
6	Age limit for Direct Recruits	Not applicable		
7	Educational and other qualification required for Direct Recruits	Not applicable		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			
9b	Grades from which promotion is to be made and eligibility	(i) Sr. Malis with 10 years service Sr. Mali or a total 20 years service out of which at least 5 years service should be as Sr. Mali (ii) Floral Decorator with 2 years of experience in the grade. (Does not exits in the Institute.)		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No		
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Executive Engineer (Civil) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Sr. Administrative Officer/ Chief Administrative Officer	Chairman Member Member Member Member – Secretary	(1) (2) (3) (4) (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job		This role is responsible for managing and maintaining the lawns / plants / gardens of the Institute; perform pest and insect management ensure fertility of soil; formulate and implement methods of improving the produce and reducing losses; proper care and maintenance of all garden implements; supervise Sr. Mali/ Mali; informing engineering department about any requirements such as soil, water, seeds, fertilisers, tools etc.	

6.2.26 SENIOR MALI

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SENIOR MALI	SENIOR MALI
2	Number of Posts		28 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	75 % by Promotion & 25% BY Direct	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable upto 40 years for employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	(i) He could be able to read and write. (ii) He should have put in atleast 5 years services as Mali. (iii) He should be conversant with the work of trimming and pruning of plants and should be able to handle moving machine hedge shears and other garden tools. (iv) He should know the cultivation of common plants and seed and also correct method of garden operations such as trenching, manuring and dressing. (v) The candidates should qualify in a Trade Test.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Mali and Bulkman should have completed 5 years of service, after qualifying the departmental test.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Horticulturist (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (D.O.)	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for sowing seeds; maintaining the plants, trees, lawns, gardens of the Institute; protecting plants from any pests, insects etc. by using pesticides or insecticides; mowing the lawns; maintaining the fertility of soil; maintaining all garden implements properly and reporting any damage or theft; preparing requisitions such as soil, water, seeds, fertilisers, pesticides etc .

6.2.27 MALI

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MALI	MALI
2	Number of Posts		28 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs. 2610-60-3150-65-4000	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% BY Direct	
6	Age limit for Direct Recruits	Between 18-30 years	
7	Educational and other qualification required for Direct Recruits	Should have elementary knowledge of gardening with agricultural background. Must be conversant with gardening operations. Note: A Candidate should qualify in a departmental test in digging, trenching and preparation of beds	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Horticulturist (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (D.O.)	Chairman (1) Member (2) Member (3) Member (4) Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for sowing seeds; maintaining the plants, trees, lawns, gardens of the Institute; protecting plants from any pests, insects etc. by using pesticides or insecticides; mowing the lawns; maintaining the fertility of soil; maintaining all garden implements properly and reporting any damage or theft; preparing requisitions such as soil, water, seeds, fertilisers, pesticides etc .

6.2.28 SENIOR MASON

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	SR. MASON	SENIOR MASON															
2	Number of Posts	4 (1991)	4 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs. 1200-30--1440-EB--30-1800	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400															
5	Method of Recruitment	100% by Promotion																
6	Age limit for Direct Recruits	Not applicable																
7	Educational and other qualification required for Direct Recruits	Not applicable																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness																
9b	Grades from which promotion is to be made and eligibility	Masons with 5 years, of regular service in the grade.																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Executive Engineer (C)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Sr.Administrative Officer/ Chief Administrative Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Executive Engineer (C)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Executive Engineer (C)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	Nil																
13	Brief nature of the Job		This role understands work based on blueprints of buildings; repair, maintain and alter buildings, mix mortar; lays bricks and stones, concrete sidewalks; repair all tile floors and walls; plaster ceilings and walls; draw up a list of required material and tools needed to carry out a job, prepare estimates. Use relevant tools; dress stones/bricks well; carry out masonry and RCC works; possess good working knowledge of various lime and cement mortars for joint plastering and pointing work															

6.2.29 MASON

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
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No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MASON	MASON
2	Number of Posts	14 (1992)	14 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	25% By Direct Recruitment & 75% By Promotion on the basis of Seniority-cum-fitness	
6	Age limit for Direct Recruits	21 to 30 Years	
7	Educational and other qualification required for Direct Recruits	<p>Academic Qualification: Should have passed ITI Trade certificate course or equivalent in the trade with at least 5 years practical experience in the trade.</p> <p>Professional Qualification:</p> <ul style="list-style-type: none"> (i) Should be able to use tools in common use in the trade and in skilled manner. (ii) To mark foundations and set out work with tape and rule as also to prepare foundations for pumps and other machinery. (iii) Must be able to work at height over scaffolding. (iv) Must be able to read more advanced drawings. (v) Should be able to dress stones/bricks well and set them in first class work. (vi) Must be able to carry out all kinds of masonry i.e. masonry with various types of bonds and arch work in case of brick work and cutting face stones properly, breaking bond in case of stone masonry including proper setting of bond stones whenever called for. (vii) Should be able to carry out all kinds of RCC works. (viii) Should be able to make cement floors (including mosa floor in panels) and be able to lay precast cement tiles and all types of glazed /ceramic tiles in floor and dado in a workman like manner with close joints. (ix) Should have good working knowledge of various lime and cement mortars for joint plastering and pointing work and be able to prepare mortar for the various jobs and carry out plastering and pointing work. (x) Should be able to use Mechanically/ Electrically/ Operated machines/ tools connected with above type of works. 	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Beldar with 10 Years of qualifying service in the grade and qualifying the Departmental test</p> <p>Departmental Test</p> <ul style="list-style-type: none"> (i) Make out foundations for an additional bath room to an existing house Size of room 4' x 5' and plinth 1 ft. high and structure in single storey. (ii) Build a flat arch over a window or an arch 13-1/2x18 deep over a culvert span 4 ft. after putting up necessary centering. The face of the arch should show key stone projecting 2-3/4" to a side and the entire face to be cement pointed with colour to match the structure. The mortar proportions to be supplied to by the candidate. (iii) Cut and dress a piece of flag stone to a neat surface finish and set in the floor in replacement of broken one. 	

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(iv) Lay cement tiles cream coloured for a comer in a room 4'x4'-6" and set wall dado 1-6" in height with similar tiles. The work should be neatly finished including finishing of joints and to true level and plumb. (v) An oral test regarding proportions and constituents of various mortars for various purposes. (vi) Fix a bracket for wash hand basin in replacement of an existing one. (vii) Set Bidge tiles over a mangalore tiles roof or on a hip for a length of 10ft OR Make there steps 2-1/6" long 8" size and 9" tread and finish it up with diagonal crisscross for the tread. The Steps should be true to level and plumb. (viii) Operation of Mechanically/ electrically/ battery operated machines/ tools i/e drills and floor grinding machines. Written Test Oral & Departmental Tests suitable for the trade to be conducted by the Superintending Engineering.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (Civil)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief	Member – Secretary	(5)	
		(6) Administrative Officer			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role understands work based on blueprints of buildings; repair, maintain and alter buildings, mix mortar; lays bricks and stones, concrete sidewalks; repair all tile floors and walls; plaster ceilings and walls; draw up a list of required material and tools needed to carry out a job, prepare estimates. Use relevant tools; dress stones/bricks well; carry out masonry and RCC works; possess good working knowledge of various lime and cement mortars for joint plastering and pointing work	

6.2.30 SENIOR OPERATOR (E&M)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR OPERATOR (E&M)		SENIOR OPERATOR (E&M)	
2	Number of Posts	7 (1991)		7 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1200-30-1440-EB-30-1800		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Operator (E&M) with 5 years of regular service in that grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	Superintending Engineer	Chairman	(1)	
		Executive Engineer (E)	Member	(2)	
		One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for operating the electrical equipments at AIIMS such as Sub Stations, Electric Generators, Motors, Pumps etc; monitoring critical parameters of the electrical equipments and taking actions in case of deviations from expected values; reporting any malfunctioning of the equipment to JE – Electrical.	

6.2.31 OPERATOR (E&M) / LIFT OPERATOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	OPERATOR (E&M)	OPERATOR (E&M) / LIFT OPERATOR
2	Number of Posts	97	97 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	25% By Direct Recruitment & 75% By Promotion on the bas of Seniority-cum-fitness	
6	Age limit for Direct Recruits	21 to 35 Years	
7	Educational and other qualification required for Direct Recruits	Academic Qualification: Should have posses ITI Diploma or equivalent qualificati in the trade. Professional Qualification: Electrical workman permit/workman's competency certifica electrical workman's licence (certificate of competen Class-II) or any other equivalent certificate with practice experience of 5 years in handling E & M plants i/e runnin maintenance, knowledge of I.C. engines, electric wiring motors, pumps, generating sets.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	
9b	Grades from which promotion is to be made and eligibility	Khalasi with 10 Years of qualifying service in the gra and qualifying the Departmental test (A) DEPARTMENTAL TEST ORAL TEST: (a) Knowledge of the working of a Diesel Engine of Petr Engine. (b) Knowledge of the working of pump or other machiner (c) Knowledge of operation and maintenance practice on su plants including preventive maintenance. (d) Knowledge of safety requirements in the operation maintenance of such equipments. PRACTICAL TEST: (a) Ability to start, stop and operate and Engine Drive pump or other machinery with requisite skill and spee (b) Ability to trace and rectify simple electrical and mechanical faults on such equipments. (c) Ability to carry out a typical preventive maintenan work. OR (B) Operating Electric Motor Driven pump, Generator or other machinery. ORAL TEST: (a) Knowledge of the working of electric motor, starter and controls. (b) Knowledge of the working of a pump to other machinery. (c) Knowledge of operation and maintenance practice on such plant including preventive maintenance. (d) Knowledge of safety requirement in the operation maintenance of such	

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		equipments. PRACTICAL TEST: (a) Test to establish ability to start, stop and operate an electric motor driven pump or other machinery with requisite skill and speed. (b) Ability to trace and rectify simple electrical and mechanical faults in such equipment. (c) Ability to carry out a typical preventive maintenance work.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (Elect)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			<p>This role is responsible for operating the electrical equipments at AIIMS, such as Sub Stations, Electric Generators, Motors, Pumps etc; monitoring critical parameters of the electrical equipments and taking actions in case of deviations from expected values; reporting any malfunctioning of the equipment to JE – Electrical.</p> <p>Lift Operator operates lifts and is responsible for the daily cleaning and maintenance of the lift.</p>	

6.2.32 SENIOR PAINTER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR PAINTER		SENIOR PAINTER	
2	Number of Posts	1 (1991)		1 (2011)	
3	Classification	Group –		Group – C	
4	Pay Band and Grade Pay	Rs. 1200-30-1440-EB-30-1800		Pay Band: 2 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Saniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Painters with 5 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (C)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is required to determine the types, nature and quantity of paint, primer, plaster, putti etc. required; prepare the paint mixture; paint automobiles, signboards, signals, posters, furniture, civil fittings etc.; maintain records of materials. The role shall clean old painted surfaces by use of blow lamps / paint removers etc; evaluate the cause and cure of cracking / blistering and bleeding of paint; apply enamels and laquer paints; perform brush painting /spray painting; cut stencils and carry out block lettering or painting of badges inmulti-colour.	

6.2.33 PAINTER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PAINTER	PAINTER
2	Number of Posts	08	8 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	25% By Direct Recruitment & 75% By Promotion on the basis of Seniority-cum-fitness	
6	Age limit for Direct Recruits	20 to 30 Years	
7	Educational and other qualification required for Direct Recruits	<p>Academic Qualification: Should have passed ITI Diploma course or equivalent in the trade.</p> <p>Professional Qualification:</p> <ul style="list-style-type: none"> (i) Must have knowledge of cleaning old painted surface by use of blow lamps paint removers etc. (ii) Must know the cause and cure of cracking, blistering and bleeding of paint. (iii) Must have the knowledge of covering capacities of various grades and mixtures of paint. (iv) Must be able to mix paint and varnishes to required shades or match paints to any given shade. (v) Must be to apply enamels and laquer paints with a high degree of workmanship. (vi) Must be able to do both brush painting and spray painting to a high degree of finish. (vii) Must be able to cut simple stencils and to carry out block lettering or painting of badges in multi-colour. 	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Beldar with 10 Years of qualifying service in the grade and qualifying the Departmental test & Written Test.</p> <p>WRITTEN TEST: Oral departmental test, suitable for the trade to be conducted by Superintending Engineering.</p> <p>DEPARTMENTAL TEST</p> <ul style="list-style-type: none"> (a) Paint a wall face 8' x 8' with a given shade of paint. He should ask for the requirement of all materials for the job including these for cleaning etc. (b) Given a tint on a piece to mix paint to match. (c) Varnish a piece of wood or top of furniture piece and apply enamel/or French polish for another. (d) Spray paint (enamel superior) on a sheet of M. S. Sheet. (e) Cut a stencil for painting number on walls or rooms. 	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(2) Executive Engineer (Civil)	Member		
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is required to determine the types, nature and quantity of paint, primer, plaster, putti etc. required; prepare the paint mixture; paint automobiles, signboards, signals, posters, furniture, civil fittings etc.; maintain records of materials received, used etc. The role shall clean old painted surfaces by use of blow lamps / paint removers etc; evaluate the cause and cure of cracking / blistering and bleeding of paint; apply enamels and laquer paints; perform brush painting and spray painting; cut stencils and carry out block lettering or painting of badges in multi-colour.	

6.2.34 SENIOR PLUMBER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR PLUMBER		SENIOR PLUMBER	
2	Number of Posts	4 (1991)		4 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.1200-30-1440-EB-30-1800		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum—fitness			
9b	Grades from which promotion is to be made and eligibility	Plumbers with 5 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (C)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for determining the layout for piping and plumbing; the types of pipes and fixtures required; assembling and installing fittings; carrying out plumbing activity throughout AIIMS for water treatment / storm water / sanitary and water piping systems / sinks and toilets / heaters; perform maintenance on plumbing systems and fixtures; maintain daily record of work completed. The role should understand the use of various types of tools, make joints with appropriate materials; follow drawing and sketches and execute work according to lay out; carry out overhaul of bib-cocks, ball valves, sluice valves, including grinding and seating. This role also possesses plumbing licences in localities where such licences are issued by local authorities.	

6.2.35 PLUMBER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PLUMBER	PLUMBER
2	Number of Posts		13 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	25% By Direct Recruitment & 75% By Promotion on the basis of Seniority-cum-fitness	
6	Age limit for Direct Recruits	21 to 30 Years	
7	Educational and other qualification required for Direct Recruits	<p>Academic Qualification: Should have passed ITI Trade certificate course or equivalent in the trade with atleast 5 years practical experience in the trade.</p> <p>Professional Qualification: Should have atleast 5 years experience as under:</p> <p>(i) Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.</p> <p>(ii) Should have a thorough knowledge of working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.</p> <p>(iii) Should be able to make leak-proof joints for all types of pipes (of different materials).</p> <p>(iv) Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof.</p> <p>(v) Should be able to follow drawing and sketches and execute work according to lay out.</p> <p>(vi) Should possess plumbing licences in localities where such licences are issued by local authorities.</p> <p>(vii) Must be able to carry out overhaul of bibcocks, ball valves, sluice valves, including grinding and seating.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness	
9b	Grades from which promotion is to be made and eligibility	<p>Beldar with 10 Years of qualifying service in the grade and Qualifying the Departmental test.</p> <p>DEPARTMENTAL TEST</p> <p>ORAL: Sample trade test questions are stated below. The question and selection of job may be framed accordingly.</p> <p>(a) What is the function of gully trap? Why are waste pipe dischargesw to gully and not connected direct to manholes?</p> <p>(b) What an interception trap and where is it used and why?</p> <p>(c) What is the advantage of providing A/S pipe for W.C. and where is it usually taken?</p> <p>(d) Name the traps commonly used in connection with sanitary fittings. Where are</p>	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>they used?</p> <p>(e) Why is it necessary to use lead/plastic connection pipe under basin and near W.C.?</p> <p>(f) What is C.L. pipe and where it is used? How would you compare C.I. Pipe with S.C.I, pipe?</p> <p>(g) Why do we use soil door fittings and where?</p> <p>(h) On what principle does the flushing cistern work?</p> <p>(i) Why do we use soil door fitting and where?</p> <p>(j) Why is it necessary to use trap under W.C.?</p> <p>(k) What are the advantage of an automatic flushing cistern. Where it is used and why?</p> <p>PRACTICAL:</p> <p>(a) Make out soil connections for range of there European Pattern W.Cs 'S' tap. The center to center of W.C. should be 3"-0. Connect the outlet of W.C. to 4" soil vertical pipe with Door branch. Take out the antisysphonage of all the W.Cs. in one pipe and fix the 4" soil and 2" A/S about 6"-0 high.</p> <p>(b) Prepare 1-1/2" load or wast pipe 2'-6" long for sink wast with solder joint and coupling union.</p> <p>(b-1) Prepare one lead connection 1/2" size 12" long with 1/2" coupling unions.</p> <p>(b-2) Prepare one lead connection 1/2" size 12" long with 1/2" coupling unions.</p> <p>(b-3) Prepare one 3/4" lead 1/2" lead connection for bath tub with coupling unions.</p> <p>(c) Fixing of Washbasin alogwith angle iron supports. Water supply connections, fixing of sanitary fittings i/c waste trap etc.</p> <p>WRITTEN TEST Oral & Departmental Tests suitable for the trade to be conducted by the Superintending Engineer.</p>	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No	
10	If a DPC exists, what is its composition	<p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p>	<p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p>
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		
12	Period of probation, if any		
13	Brief nature of the Job		<p>This role is responsible for determining the layout for piping and plumbing; the types of pipes and fixtures required; assembling and installing fittings; carrying outplumbing activity throughout AIIMS for water treatment / storm water / sanitary and water piping systems / sinks and toilets / heaters; perform maintenance on plumbing systems and fixtures; maintain daily record of work completed. The role should understand the use of various types of tools, make joints with appropriate materials; follow drawing and sketches and execute work according to lay out; carry out overhaul of bib-cocks, ball valves, sluice valves, including grinding and seating. This role also possesses plumbing licences in localities where such licences are issued by local authorities.</p>

6.2.36 ELECTRICIAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	ELECTRICIAN	ELECTRICIAN															
2	Number of Posts	10(1991)	11 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs.1200-30-1440-EB-30-1800	Pay Band: 2 (Rs. 5200 – 20200) Grade Pay: Rs. 2400															
5	Method of Recruitment	100% by Promotion failing which by Direct Recruitment																
6	Age limit for Direct Recruits	Upto 35 years (Relaxable up to 40 years for employees of AIIMS)																
7	Educational and other qualification required for Direct Recruits	(i) 10th Class/Standard or equivalant (ii) I-T-I. Diploma Certificate in Electrician's Trade; (iii) Electrical supervisory certificate of competency ; and (iv) Practical experience of 5 years in erection & running/ maintenance of different types of both H. T. & L.T. electrical installations including U.G, Cable systems. Trade Test: (i) Practical Test on equipments like switchgear, transformer etc. connection of different motors and starters, location and rectification of faults in a complicated installations testing of electrical installations and equipments. (ii) Oral test on different H.T. & L.T. electrical appliances; cable jointings safety regulations as per. I.E. Rules and shock treatment etc. (iii) He should be able to read wiring diagrams associated with different electrical appliances.																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum—fitness																
9b	Grades from which promotion is to be made and eligibility	Wireman and Lineman possessing Electrical Supervisory Certificate of Competency.																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Executive Engineer (E)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Chief Admn. Officer / Sr. Administrative Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Executive Engineer (E)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Executive Engineer (E)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	Nil																
13	Brief nature of the Job		This role is responsible for planning layout and installation of electrical wiring, equipment and fixtures, maintaining the HT and LT cables; performing steps for strengthening the feeders, transformers, cables etc. in AIIMS; executing minor electrical works; diagnosing malfunctioning systems, apparatus, and components; using test equipment and hand tools.															

6.2.37 LINEMAN (ELECTRICAL)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LINEMAN (ELECT.)		LINEMAN (ELECTRICAL)	
2	Number of Posts	02		2 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 3050-4590		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by promotion, failing which by direct recruitment.			
6	Age limit for Direct Recruits	18-30 years, (relaxable up to 40 years for employees of AIIMS)			
7	Educational and other qualification required for Direct Recruits	(i) 8th (ii) Class-II Licence of Lineman (Elect.) from [Delhi Admn. Or any other competent authority. (iii) Five Years experience as Lineman (Elect.)			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Khalasis with 5 years of regular services in the grade and having a Class-II Licence of Lineman (Elect.) from Delhi Administration or any other competent authority on the basis of Seniority-cum-fitness.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Executive Engineer (E)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Admn. Officer/ Chief Admn. Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for assisting the Electrician / Lineman in the overall functioning of the department; installing electrical wiring, equipment and fixtures, based on job specifications and local codes; executing minor electrical works such as replacement of electrical fittings, repair of electrical equipment etc.; performing physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.	

6.2.38 WIREMAN

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	WIREMAN	WIREMAN															
2	Number of Posts	62	62 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900															
5	Method of Recruitment	(i) 25% By Direct Recruitment (ii) 75% By Promotion on the basis of Seniority-cum-fitness																
6	Age limit for Direct Recruits	18 to 30 Years																
7	Educational and other qualification required for Direct Recruits	Academic Qual: Should have passed ITI Diploma / equiv. qualification in trade. Professional Knowledge: Electrical workman permit/workman's competency certificate electrical workman's/lineman licence (Certificate of competency Class - II) or any other equivalent certificate with atleast 5 years experience in the line. Trade Test.																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum- Fitness																
9b	Grades from which promotion is to be made and eligibility	Khalasi with 10 Years of qualifying service in the grade and qualifying the Dept. test DEPARTMENTAL TEST ORAL: Simple questions on the various safety regulations laid down in case of internal & external electrical installations i/c overhead lines should be asked. The general knowledge of some of the more important clauses of the CPWD specifications for internal electrical installations work should be tested a test as to the ability of the person to read wiring diagram should be conducted any other questions which the DPC may like to put in this connections should be asked questions on safety precautions to be taken should be asked. PRACTICAL: Wiring of motors with starters. Sample wiring of different types of wiring to be made. Faults should be deliberately put in installation and candidate asked to locate and rectify.																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No, except for workman's permit/ Licence Class-II																
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Executive Engineer (Elect)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Sr. Administrative Officer/ Chief Administrative Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Executive Engineer (Elect)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Executive Engineer (Elect)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Sr. Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is responsible for assisting the Electrician / Lineman in the overall functioning of the department; installing electrical wiring, equipment and fixtures, based on job specifications and local codes; executing minor electrical works such as replacement of electrical fittings, repair of electrical equipment etc.; performing physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.															

6.2.39 TELECOM OPERATING ASSISTANT GRADE III / SENIOR SECTION SUPERVISOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TELECOM OPERATING ASSISTANT GD. III / SENIOR SECTION SUPERVISOR		TELECOM OPERATING ASSISTANT GRADE III⁹⁵ / SENIOR SECTION SUPERVISOR	
2	Number of Posts			4 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.5500-175-9000		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Scale after Biennial Cadre Review on completion of 26 years of service in basic grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Horticulturist	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer (D.O.)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for formulating maintenance standards; identifying need for up-gradation of equipment; prepare specifications related to bids for telecom equipment; inspecting the quality of the equipment and ensure they comply with tender specifications; overseeing the installation of equipment at the exchange and at the institute; overseeing the regular preventive maintenance and breakdown maintenance of telecom equipment; handling correspondence; preparing cost estimates and the section's budget.	

⁹⁵In this cadre, it may be seen that the post of Telecom Operating Assistant Grade III is the highest post and the Telecom Operating Assistant Grade I is the entry level post.

6.2.40 TELECOM OPERATING ASSISTANT GRADE II / SECTION SUPERVISOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TELECOM OPERATING ASSISTANT GD.-LL/ SECTION SUPERVISOR		TELECOM OPERATING ASSISTANT GRADE II / SECTION SUPERVISOR	
2	Number of Posts			13 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.5000-150-8000		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 2800	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Scale after Biennial Cadre Review on completion of 16 years of in basic grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Horticulturist	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Administrative Officer (D.O.)	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for formulating maintenance standards; identifying need for up-gradation of equipment; prepare specifications related to bids for telecom equipment; inspecting the quality of the equipment and ensure they comply with tender specifications; overseeing the installation of equipment at the exchange and at the institute; overseeing the regular preventive maintenance and breakdown maintenance of telecom equipment; handling correspondence; preparing cost estimates and the section's budget.	

6.2.41 TELECOM OPERATING ASSISTANT GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	TELECOM OPERATING ASSISTANT GD - I	TELECOM OPERATING ASSISTANT GRADE I															
2	Number of Posts		11 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs. 3200-85-4900	Pay Band: 2 (Rs. 9300 – 34800) / Grade Pay: Rs. 2200															
5	Method of Recruitment	<p>(i) 80% by direct recruitment on the basis of mark in Matriculation or equivalent exam. And tests specified in item (iii) below.</p> <p>(ii) 20% by promotion of departmental candidates through competitive examination.</p> <p>(iii) Final selection will be on the basis of a test for both direct and departmental candidates to ensure that they fulfill the following essential requirements :</p> <p>(a) Minimum height of 1.45 metres; (b) Freedom from colour blindness; (c) Good physique; (d) Good hearing; (e) Clear and good voice; (f) Ability to convers fluently in the language normally used by the subscribers in the Telephone Exchange.</p> <p>(a) to (d) will be tested by the Officer-in-charge EHS) & (e) to (f) will be tested by the Selection Board.</p>																
6	Age limit for Direct Recruits	Between 18-23 years (relaxation for Govt. servants upto 35 years in accordance with orders or instructions Central issued by the Govt.																
7	Educational and other qualification required for Direct Recruits	Matriculation or equivalent examination conducted by a university or Board of any state.																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Permanent or quasi-permanent employees having continuous service with a satisfactory record of work and conduct & having A scale of pay lower than that of Telecom Operating Assistant & belonging to the Telephone Exchange.																
9b	Grades from which promotion is to be made and eligibility	No																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees																	
10	If a DPC exists, what is its composition	<table border="1"> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Assistant Engineer (Tel.)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Sr. Admn. Officer/Chief Admn. Officer</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Assistant Engineer (Tel.)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Sr. Admn. Officer/Chief Admn. Officer	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Assistant Engineer (Tel.)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Sr. Admn. Officer/Chief Admn. Officer	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is responsible for formulating maintenance standards; identifying need for up-gradation of equipment; prepare specifications related to bids for telecom equipment; inspecting the quality of the equipment and ensure they comply with tender specifications; overseeing the installation of equipment at the exchange and at the institute; overseeing the regular preventive and breakdown maintenance of telecom equipment; handling correspondence; preparing cost estimates and the section's budget.															

6.2.42 TECHNICIAN (TELEPHONE) GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICIAN (TELEPHONE) GR.I		TECHNICIAN (TELEPHONE) GRADE I	
2	Number of Posts	1(1991)		1 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs. 1200-30-1440-EB-50-1800		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority—cum—fitness			
9b	Grades from which promotion is to be made and eligibility	Technician (Telephone) Gr.II with 5 years of regular service in the grade			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Asstt. Engineer (Tele)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	Nil			
13	Brief nature of the Job			This role is responsible for installing and maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systems using test equipment and hand tools; performing tasks such as digging trenches to lay conduit and moving and lifting heavy objects.	

6.2.43 TECHNICIAN (TELEPHONE) GRADE II

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	TECHNICIAN (TELEPHONE) GR. II		TECHNICIAN (TELEPHONE) GRADE II	
2	Number of Posts	2(1991)		2 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.975-25-1150-EB-30-1660		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Direct Recruitment			
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years for employees of AIIMS)			
7	Educational and other qualification required for Direct Recruits	(a) Matriculation or equivalent from a recognised Board/School (b) Certificate in the trade from Indian Telephone Industry OR (c) Two years practical experience in repair and maintenance of PABX / PBX Exchange, including telephone lines and instruments.			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Asstt. Engineer (Tele)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr. Administrative Officer/ Chief Administrative. Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for installing and maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systems using test equipment and hand tools; performing tasks such as digging trenches to lay conduit and moving and lifting heavy objects.	

6.2.44 LINEMAN (TELEPHONE) GRADE I

No.	Description	As Is Recruitment Rules	To be Recruitment Rules															
1	Name of the Post	LINEMAN (TELE.) GR. I	LINEMAN (TELEPHONE) GRADE I															
2	Number of Posts	1(1991)	2 (2011)															
3	Classification	Group – C	Group – C															
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400															
5	Method of Recruitment	100% by Promotion																
6	Age limit for Direct Recruits	Not applicable																
7	Educational and other qualification required for Direct Recruits	Not applicable																
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable																
9	In case of Recruitment by Promotion:																	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness																
9b	Grades from which promotion is to be made and eligibility	Lineman (Tele.) Gr.II with 5 years of regular service in the grade and qualifying a trade test to be prescribed.																
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No																
10	If a DPC exists, what is its composition	<table border="1"> <tbody> <tr> <td>(1) Superintending Engineer</td> <td>Chairman</td> <td>(1)</td> </tr> <tr> <td>(2) Asstt. Engineer (Tele)</td> <td>Member</td> <td>(2)</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(3)</td> </tr> <tr> <td>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> <td>(4)</td> </tr> <tr> <td>(5) Administrative Officer (DO)</td> <td>Member – Secretary</td> <td>(5)</td> </tr> </tbody> </table>	(1) Superintending Engineer	Chairman	(1)	(2) Asstt. Engineer (Tele)	Member	(2)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	(5) Administrative Officer (DO)	Member – Secretary	(5)	
(1) Superintending Engineer	Chairman	(1)																
(2) Asstt. Engineer (Tele)	Member	(2)																
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)																
(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)																
(5) Administrative Officer (DO)	Member – Secretary	(5)																
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable																
12	Period of probation, if any	2 years																
13	Brief nature of the Job		This role is responsible for installing and maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systems using test equipment and hand tools; performing tasks such as digging trenches to lay conduit and moving and lifting heavy objects.															

6.2.45 LINEMAN (TELEPHONE) GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules	
1	Name of the Post	LINEMAN (TELEPHONE) GR.II	LINEMAN (TELEPHONE) GRADE II	
2	Number of Posts	1(1991)	1 (2011)	
3	Classification	Group – D	Group – C	
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100% by Promotion failing which by Direct Recruitment.		
6	Age limit for Direct Recruits	Between 18 and 30 years(Relaxable upto 40 years for employees of AIIMS)		
7	Educational and other qualification required for Direct Recruits	Essential: (a) 8th Standard pass from a recognis School/Board. (b) Certificate from Indian Telephone Industry in the Trade. OR (c) Two years practical experience in the field.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum—fitness		
9b	Grades from which promotion is to be made and eligibility	Khallasis/ Beldars with 5 years of regular service and passing a trade test to be prescribed. (Khallasis/ Beldars possessing certificate in the grade from the ITI need not have 5 years of regular service in the grade.)		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; except to the extent provided in column 9 (b)		
10	If a DPC exists, what is its composition	(1) Executive Engineer (E) (2) Asstts Engineer (Tele) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (DO)	Chairman Member Member Member Member – Secretary	(1) (2) (3) (4) (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job		This role is responsible for installing and maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systems using test equipment and hand tools; performing tasks such as digging trenches to lay conduit and moving and lifting heavy objects.	

6.2.46 WIREMAN (TELEPHONE) GRADE I

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	WIREMAN (TELE.)GR.I		WIREMAN (TELEPHONE) GRADE I	
2	Number of Posts	1(1991)		1 (2011)	
3	Classification	Group – C		Group – C	
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	100% by Promotion			
6	Age limit for Direct Recruits	Not applicable			
7	Educational and other qualification required for Direct Recruits	Not applicable			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness			
9b	Grades from which promotion is to be made and eligibility	Wireman (Tele) Gr.II with 5 years of regular service in the grade.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No			
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(1)	
		(2) Asstt. Engineer (Tele)	Member	(2)	
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)	
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) Sr.Administrative Officer/ Chief Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job			This role is responsible for installing and maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systems using test equipment and hand tools; performing tasks such as digging trenches to lay conduit and moving and lifting heavy objects.	

6.2.47 WIREMAN (TELEPHONE) GRADE II

No.	Description	As Is Recruitment Rules	To be Recruitment Rules	
1	Name of the Post	WIREMAN (TELE.) GR.II	WIREMAN (TELEPHONE) GRADE II	
2	Number of Posts	1(1991)	1 (2011)	
3	Classification	Group – C	Group – C	
4	Pay Band and Grade Pay	Rs.800-15-1010-EB-20-1150	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800	
5	Method of Recruitment	100 % by Promotion failing which by Direct Recruitment		
6	Age limit for Direct Recruits	18-30 years		
7	Educational and other qualification required for Direct Recruits	Essential: 8th Standard pass from a recognis School/Board 2. Certificate from Indian Telephone Industry in the trade or two years practical experience in the line.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum—fitness		
9b	Grades from which promotion is to be made and eligibility	(Khallasis/ Beldars with 5 years of regular service in the grade andqualifying a trade test to be prescribed.) Khallasis/ Beldars possessing thecertificate from the Indian TelephoneIndustry in the line need not put in5 years of service).		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No; except to the extent provided in column 9 (b)		
10	If a DPC exists, what is its composition	(1) Superintending Engineer (2) Asstt, Engineer (Tele) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Sr.Administrative Officer/ Chief Administrative Officer	Chairman Member Member Member Member – Secretary	(1) (2) (3) (4) (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job		This role is responsible for installingand maintaining telephone equipment and fixtures; performing steps necessary for strengthening the system of exchange, telephone system, telex in AIIMS based on inputs from Technician; executing repairs of telephone systems; diagnosing malfunctioning systemsusing test equipment and hand tools; performing taskssuch as digging trenches to lay conduit and moving and lifting heavy objects.	

7 ISOLATED POSTS

7.1 Academics

7.1.1 ASSISTANT CONTROLLER OF EXAMINATIONS

Vide circular 'No.1 – 32/2006-U.II/U.I (ii)' dated 31 December 2008 the Government of India, Ministry of Human Resource Development – Department of higher Education has issued guidelines on filling the post of Assistant Controller of Examinations through Direct Recruitment at a Grade Pay of Rs. 5400. The guidelines also state that the incumbent recruited shall be eligible for promotion to receive a higher Grade pay of Rs. 6600 subject to completing 8 years of regular service, participation in two training programmes of 4 weeks duration each on Education Administration and consistently satisfactory ACRs.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSISTANT CONTROLLER OF EXAMINATIONS	ASSISTANT CONTROLLER OF EXAMINATIONS
2	Number of Posts	1 (1992)	1 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Rs.3000-100-3500-125-4500	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600
5	Method of Recruitment	100% by Deputation	100% by Deputation
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	Not applicable	Not applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of AIIMS, holding analogous posts or having 5/8 years of regular service in the posts carrying pay scale or Rs.2200-4000/ 2000-3500 respectively and possessing the following, Essential (i) Degree of a recognised University or equivalent; (ii) Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters. Desirable: Experience in organising examinations / competitive tests.	Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations (a) (i) Holding analogous posts on regular basis or (ii) With 8 ⁹⁶ years of regular service in the post in PB 3 with Grade Pay of Rs. 5400 and (b) Possessing the following qualifications and experience: (v) Essential: Master's Degree with at least 55% ⁹⁷ of the marks, or its equivalent grade of

⁹⁶ Modified from 5 to 8 as per the guidelines of circular No.1 – 32/2006-U.II/U.I (ii)' dated 31 December 2008 issued by the Government of India, Ministry of Human Resource Development – Department of higher Education. The committee constituted to review the Recruitment Rules however proposed to retain the number of years as 5.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
		<p>In the event of a suitable officer not being available from among the Institute's employees, selection shall be made from the officers of Central Government including Delhi Administration or Central Statutory / Autonomous bodies holding posts and having qualifications and experience and ability as specified above.</p> <p>(Period of deputation in all cases shall not ordinarily exceed 3 years)</p>	<p>B in the UGC 7 point scale along with a good academic record, from a recognised University / Institute and</p> <p>(vi) Track record of absolute integrity and proven ability to maintain strict confidentiality of official matters</p> <p>Desirable: Experience in organising examinations / competitive tests or in an educational institution.</p> <p>Period of deputation: shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	Nil	Nil
13	Brief nature of the Job		<p>This role is responsible for the conduct of internal and recruitment examinations for students and employees of AIIMS. The role is responsible for coordinating planning and executing the end to end processes pertaining to the conduct of exams. The role maintains absolute integrity and transparency in the conduct of the operations.</p>

⁹⁷ Proposed to be deleted by the committee in its meeting on February 17, 2012

7.1.2 REGISTRAR

The Recruitment Rule for the post of Registrar has been prepared as per the guidelines of the Government of India, Ministry of Human Resource Development – Department of higher Education circular 'No.1 – 32/2006-U.II/U.I (ii)' dated 31 December 2008.

However it is to be noted that the UGC issued a circular inviting suggestions pertaining to the directives of the circular 'No.1 – 32/2006-U.II/U.I (ii)' dated 31 December 2008 from the stakeholders concerned for consideration by a Committee constituted to look into the Recruitment Rules of the above post. The circular states that the suggestions may be addressed to the Secretary, UGC, and sent latest by 5th July 2011.

No further updates are available on the above matter.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	REGISTRAR		REGISTRAR	
2	Number of Posts	1 FOR Academic Section		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 12000-375-18000		Pay Band: 4 (Rs. 37400 – 67000) Grade Pay: Rs 10000	
5	Method of Recruitment	Direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	35 years. Relaxable upto 45 years		Not exceeding 50 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	<p>Essential:-</p> <p>(i) A graduate of a recognized University.</p> <p>(ii) Seven years experience of administration in a supervisory capacity or as a teacher in a University/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc.</p> <p>Desirable:-</p> <p>(i) A postgraduate degree in Science.</p>		<p>Essential:</p> <p>(i) Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 point scale [And]</p> <p>(ii) Atleast 15 years' of experience as Assistant Professor in the Grade Pay of Rs. 7000 and above or with 8 years' of service experience in the Grade Pay of Rs. 8000 and above including Associate Professor along with experience in educational administration [Or]</p> <p>(iii) Comparable experience in Research establishment and / or other institutions of higher education [Or]</p> <p>(iv) 15 years' of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Chief of Centre to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by	Member

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
				the Director from persons of an appropriate status working at AIIMS or some other organisation.	
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert(specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy. Director (Admn.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 Years	
13	Brief nature of the Job			The Office of the Registrar is responsible for handling student records, processes registration requests, schedules classes and maintain class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of grades and marks. The role facilitates student related services such as admissions, examinations, evaluation of answer scripts, evaluates courses chosen by students and accords approval for grant of degree as per schedule The role is responsible for coordinating international agreements; according approvals for faculty programmes abroad; perform necessary administrative responsibilities.	

7.2 ADMINISTRATION

7.2.1 MANAGER (HRD)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	MANAGER (HRD)	MANAGER (HRD)
2	Number of Posts		1 (2011)
3	Classification		Group – A
4	Pay Band and Grade Pay	RS.8000-13500	Pay Band: 3 (Rs.15600-39100) Grade Pay: 5400
5	Method of Recruitment		100% by Direct Recruitment
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits	Essential Qualification: MBA in HRD Discipline from Recognized University / Institute Experience: At least 3 years experience in respective field at some recognized Institute/office of repute after obtaining the degree in MBA (HRD).	Essential: i) MBA in HR/ PGDBM from a Recognized University / Institute ii) At least 3 years' post MBA experience in relevant field at a recognized organization
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		The position is responsible for taking care of Human Resource development functions such as identification of training needs, conducting of training programmes and looking into matters of training to be provided for career advancement purposes.

Note: The Recruitment Rule for the above post has been prepared based on the existing recruitment rules of AIIMS. Details such as the method of recruitment may undergo change based on the overall re-structuring changes that the Administration department may undertake.

7.2.2 ASSISTANT MANAGER (HRD)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSISTANT MANAGER (HRD)	ASSISTANT MANAGER (HRD)
2	Number of Posts		2 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	Rs.6500-10500	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600
5	Method of Recruitment		100% by Direct Recruitment
6	Age limit for Direct Recruits		Not applicable
7	Educational and other qualification required for Direct Recruits	Essential Qualification: 2 years Diploma in HRD Discipline from some recognized Institute/University / Board. Experience: At least 1 year practical experience in respective field at some recognized Institute/office of repute after obtaining the Diploma in HRD.	MBA in HR / PGDBM from a Recognized University / Institute
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
EPUTY	If a DPC exists, what is its composition (for probation)	(1)	(1) Deputy Director (Administration) Chairman
		(2)	(2) HoD nominated by Director (AIIMS) Member
		(3)	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(4)	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
		(5)	(5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		The position is responsible for taking care of Human Resource development functions such as identification of training needs, conduction of training programmes and looking into matters of training to be provided for career advancement purposes.

7.2.3 DESPATCH RIDER

It is proposed to abolish this post as the job may be performed by an incumbent in an equivalent post with a valid driving license.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DESPATCH RIDER	DESPATCH RIDER
2	Number of Posts	1(1992)	2 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs.950-20-1150-EB-25-1400	Pay Band: 2 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	
7	Educational and other qualification required for Direct Recruits	Essential (i) Possession of a valid driving licence for motorcycle/ three-wheeler, (ii) Knowledge of mechanism of the above vehicles (The candidates should be able to remove minor defects in the said vehicles.) (iii) Experience of driving motorcycle/ Scooters/three-wheelers for atleast 2 years. Desirable (i) A pass in the 8th Standard (ii) 3 years service as Home Guard or Civil Volunteer.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Chief Technical Officer (CWS) (2) Technical Officer (Veh.) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer(G) (6) Administrative Officer (DO)	Chairman (1) Member (2) Member (3) Member (4) Member (5) Member – Secretary (6)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for transporting (delivering/ receiving) documents, posts, cheques etc. between AIIMS and external agencies.

7.2.4 LABOUR OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	LABOUR OFFICER		LABOUR OFFICER	
2	Number of Posts	01		1 (2011)	
3	Classification	Group –		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by deputation from Central Pool/ State Govt Pool of Labour Officer		100% by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Deputation from Central Pool of Government		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Deputation from Central Pool/ State Govt Pool of labour Officer			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) Dy. Director (Admn.)	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) Sr Administrative Officer	Member	(5) CAO / AO nominated by Director (AIIMS)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Deputation from Central Pool/ State Government Pool of Labour Officers	
12	Period of probation, if any	Not Applicable		Not Applicable	
13	Brief nature of the Job			The role acts as a Liaison Officer for maintenance of harmonious relationship between the Management and the employees. The role helps in settlement of disputes between employees and the Management and between Employees and Contractors by conciliation and arbitration. The role also ensures that AIIMS and its contractors observe the provisions of the various Labour Laws and whenever any contravention is noticed, brings to the attention of the Management.	

7.2.5 WELFARE OFFICER

Note: During discussions with the Welfare Officer and subsequently with the Medical Social Service officers it was seen that there is a significant overlap in the roles. It is recommended that job descriptions of the two functions are clearly articulated based on internal discussions at AIIMS. A distinction between the two has therefore been made in the Recruitment Rules recommended by Deloitte.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	WELFARE OFFICER		WELFARE OFFICER	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) Graduate from a recognized University (ii) Well conversant with the Welfare activities of the employees of large Establishment		(i) MBA (HR) / PGDBM (HR) / Master in Social Work from a recognised University / Institute (ii) 3 years' experience in handling welfare activities in a Medical Institution / Educational Institution / Industry of at least 5000 employees	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable		Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member		
		(8) Dy. Director (Admin.)	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 Years
13	Brief nature of the Job		The Welfare Officer is responsible for ensuring that the welfare of employees of AIIMS is taken care of. This role interfaces with unions and ensures that employee interests are protected by the institute. The role organizes welfare activities for employees and takes steps to keep employee associations active. In AIIMS, the role also provides support to patients visiting AIIMS – provide information to patients about Government schemes, arrange donors for patient treatment for BPL patients.

7.3 BLOOD TRANSFUSION

7.3.1 BLOOD TRANSFUSION OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	BLOOD TRANSFUSION OFFICER		BLOOD TRANSFUSION OFFICER	
2	Number of Posts	03		3 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.10000-325-15200		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100 % by Direct		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 30 years(Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) A recognized medical qualification included in I or II Schedule or Pan II of the 3 rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956 Holders of educational qualifications included in Part-II of the 34d Schedule should fulfil the conditions stipulated in subsection (3)of the Section 13 of the Indian Medical Council Act. 1956 (ii) Five years experience in Blood Bank work after registration as a Medical graduate (iii) The candidate must be registered with a Slate Medical Council.		Essential: (i) MBBS degree from a recognised Institute / University (ii) 5 years' experience in Blood Bank work after registration as a Medical Graduate (iii) Registered with a State Medical Council	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member		

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(8) Dy. Director (Admn)	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 Years	
13	Brief nature of the Job			The position is responsible for overall supervision of staff posted in the Blood Bank and those located at Blood donation camps. The role is responsible for processing of blood and blood products, transfusion-transmissible infection testing and serology and clinical use of blood; ensuring that all processes adhere to international quality standards; ensuring all safety precautions during the process of phlebotomy are followed; supervising / performing special procedures on a case to case basis, as requested by medical practitioners.	

7.3.2 ASSISTANT BLOOD TRANSFUSION OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSISTANT BLOOD TRANSFUSION OFFICER		ASSISTANT BLOOD TRANSFUSION OFFICER	
2	Number of Posts	5		5 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) A recognized medical qualification included in I or II Schedule or Part II of the 3rd Schedule (other than the escentiale qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in Part-II of the 34th Schedule should fulfil the conditions stipulated in sub-section (3) of the Section 13 of the Indian Medical Council Act, 1956. (ii) Two years experience in Blood Bank work after registration as a Medical graduate (iii) The candidate must be registered with a State Medical Council		Essential: (i) A MBBS degree from a recognised Institute / University. (ii) 3 years' experience in Blood Bank work after registration as a Medical Graduate ⁹⁸ (iii) The candidate must be registered with a State Medical Council	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One Chief of Centre / Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One Expert (specialized in the discipline) to be nominated by the Director	Member	(7)	

⁹⁸ The committee proposed to delete this requirement of 3 years experience as it would bring the individual at par with the GDMOs.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(8) Deputy Director (Admin.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any			Direct Recruitment: 2 years	
13	Brief nature of the Job			The position must ensure that the process of blood collection, testing, storage and dispensing adhere to the prescribed international quality standards; all medical procedures during apheresis are followed and quality of blood components extracted is maintained; all safety precautions during the process of phlebotomy are followed; Train Junior Residents in the process of Phlebotomy and care required to avoid adverse reactions. The role must seek record of details of deferred donors and those having adverse reactions and report the same to BTO; perform special procedures on a case to case basis; assess and ensure availability of adequate stock of blood at all times and take necessary steps if stock level is below the required limit.	
14	Whether Selection Post or Non-Selection post	Selection			
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment				

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets

7.3.3 DONOR ORGANIZER

Note: During discussions with the concerned department it was learned that this post of Donor Organizer was created in the past and has remained vacant since. The department felt that the post may be abolished and an incumbent from the MSSO cadre may be provided.

It is thus proposed that this post is abolished.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	DONOR ORGANIZER		DONOR ORGANIZER	
2	Number of Posts	1 (Un-reserved)		1 (2011)	
3	Classification			Group – B	
4	Pay Band and Grade Pay	PAY SCALE Rs. 6500-10500		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	
5	Method of Recruitment				
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits	M.A. in Social Work with 5 years in Blood Bank			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)		(1)	
		(2)		(2)	
		(3)		(3)	
		(4)		(4)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			Not available as the post has remained vacant since its creation.	

7.4 Centre for Medical Education and Training

During discussions with the concerned function, it was learned that the CMET department at AIIMS is unique in that it plays a critical role in establishing the linkage between clinical services of AIIMS and class room education. This is done through the production of videos, case studies, photographs of clinical cases for demonstration in the classroom. The department may also play a vital role in developing a database of such media for use / sharing of knowledge across the country.

Given the nature of responsibilities of this function and the intended mandate, the department may be suitably strengthened to facilitate sharing of knowledge on a pan India basis. A detailed note to this effect is included in volume 3 of this report.

The Recruitment Rules presented below have been developed considering the existing structure and functioning of CMET.

7.4.1 EDUCATIONALIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	EDUCATIONALIST(CENTRE FOR MEDICAL EDUCATIONAL TECHNOLOGY)		EDUCATIONALIST⁹⁹	
2	Number of Posts	1		1 (2011)	
3	Classification	Group –		Group – A	
4	Pay Band and Grade Pay	RS.5100-150-6300		Pay Band: 4 (Rs. 37400-67000) Grade Pay: Rs. 8900	
5	Method of Recruitment			100 % by Direct Recruitment failing which by Deputation	
6	Age limit for Direct Recruits	30 years relaxable for Government Servants, Scheduled Caste and Scheduled Tribe Candidates or otherwise exceptionally qualified candidates. Upper age limit upto 5 years is relaxable in the case of Scheduled Castes and Scheduled Tribe Candidates.		Not exceeding 50 years	
7	Educational and other qualification required for Direct Recruits	Essential: Post Graduate degree in Medical Sciences/ Life Sciences/ Psychology/ Behavioural Sciences/ Education, of recognised University. Desirable: Doctorate Degree (Ph.D.) of a recognised University. Experience: 10 years experience in higher education preferably in Medical allied health sciences education. Experience in any branch of communication/health & extension education/ behavioural sciences. The essential qualifications are relaxable at the discretion of the Selecting Authority.		Essential: Post Graduate degree in Medical Sciences/ Life Sciences/ Psychology/ Behavioural Sciences/ Education from a recognised University / Institution. Experience: 10 years' experience in higher education preferably in Medical allied health sciences education. Experience in any branch of communication/health & extension education/ behavioural sciences. Desirable: Doctorate Degree (Ph.D.) from a recognised University.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1)	Chairman	(1) Director (AIIMS)	Chairman
		(2)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member

⁹⁹ The committee proposed to abolish the posts of Educationalist and Educational Media Generalist.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(4)		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)		(5) Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations:</p> <p>a)</p> <p>(i) Holding analogous posts on regular basis or</p> <p>(ii) With 5 years of regular service in the post in PB 3 with Grade Pay of Rs. 6600 or above</p> <p>[And]</p> <p>b) Possessing the following qualifications and experience:</p> <p>1) Essential: Post Graduate degree in Medical Sciences / Life Sciences/ Psychology / Behavioural Sciences/ Education, of recognised University.</p> <p>2) 10 years' experience in higher education preferably in Medical allied health sciences education/ any branch of communication/health & extension education/ behavioural sciences.</p> <p>3) Desirable: Doctorate Degree (Ph.D.) of a recognised University</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>		
12	Period of probation, if any		Direct Recruitment: 2 Years		
13	Brief nature of the Job		The position is responsible for overall development of activities for skill development to facilitate faculty and other healthcare personnel; generating institutional policies for improved educational planning; becoming the interface between faculty & educational technology, for the purpose of effective rendering of classes/lectures, by empowering faculty with the use/application of educational technology; undertaking research for bringing about innovations in education technology to tackle shortage of faculty; producing learning resource materials for the training of medical and other health care personnel; developing database to disseminate/share learning resources for medical colleges across the country; providing pertinent input for Quality assurance and accreditations from the proposed centres of medical education.		

7.4.2 EDUCATIONAL MEDIA GENERALIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	EDUCATIONAL MEDIA GENERALIST		EDUCATIONAL MEDIA GENERALIST¹⁰⁰	
2	Number of Posts			1 (2011)	
3	Classification	Group –		Group – A	
4	Pay Band and Grade Pay	Rs.3500-125-4500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment			100 % by Direct Recruitment failing which by Deputation	
6	Age limit for Direct Recruits	30 years relaxable for Government Secants, Scheduled Caste and Scheduled Tribe candidates or otherwise exceptionally qualified candidates. Uper age limit upto 5 years is <i>relaxable</i> in the case of Scheduled Castes and Scheduled Tribes candidate.		Not exceeding 40 years	
7	Educational and other qualification required for Direct Recruits	<p>Essential: Masters degree in any of the disciplines i.e. Psychology/ Behavioural Sciences/Social Sciences/ Educator/ Health Education/ Communication,</p> <p>Desirable: Doctorate Degree (Ph.D.) of a recognised University preferably in Communication. 6 years experience in media production after obtaining the postgraduate degree.</p>		<p>Essential: i. Post Graduate degree in Medical Sciences/ Life Sciences/ Psychology/ Behavioural Sciences/ Education from a recognised University / Institution. ii. 6 years' experience in media production after obtaining the postgraduate degree.</p> <p>Desirable: Doctorate Degree (Ph.D.) of a recognised University preferably in Communication.</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1)	Chairman	(1) Director (AIIMS)	Chairman
		(2)	Member	(2) Chief of Centre / HoD nominated by Director (AIIMS)	Member
		(3)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4)	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)	Member	(5) Deputy Director (Administration)	Member
		(6)	Member	(6)	
		(7)	Member	(7)	
		(8)	Member – Secretary	(8)	

¹⁰⁰ The committee proposed to abolish the posts of Educationalist and Educational Media Generalist.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a)</p> <p>(iii) Holding analogous posts on regular basis or</p> <p>(iv) With 5 years of regular service in the post in PB 3 with Grade Pay of Rs.5400 or higher</p> <p>(b) Possessing the following qualifications and experience:</p> <ol style="list-style-type: none"> 1) Essential: Master's degree in any of the disciplines i.e. Psychology/ Behavioural Sciences/Social Sciences/ Education/ Health Education/ Communication. 2) Minimum 6 years' experience in Media production after obtaining the postgraduate degree 3) Desirable: Doctorate Degree (Ph.D.) of a recognised University preferably in Communication <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>
12	Period of probation, if any		Direct Recruitment: 2 Years
13	Brief nature of the Job		The position is responsible for overall development of visuals and demonstrational material for facilitating skill development of faculty; generating institutional policies for improved educational planning; using IT and web-technologies for preparing learning resource materials; producing effective audio-visual material during all trainings held for faculty and other medical personnel; providing in-house service of designing visually appealing presentations / posters / reports for AIIMS; developing and designing database to share learning resources with medical colleges across the country.

7.4.3 REPROGRAPHIC TECHNICIAN

It is proposed to abolish this post as the job may be performed by an equivalent post such as Office Attendants with minimal training.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	REPROGRAPHIC TECHNICIAN	REPROGRAPHIC TECHNICIAN
2	Number of Posts	1(1991)	4 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Re.1200-30-15A0-ER-40-2040	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	By Transfer	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Not applicable</p> <p>Transfer: Employees of the AIIMS holding a post in the scale of Rs.950-1400/1500 on regular basis for not less than 5 years and possessing the following:</p> <p>Essential</p> <p>(i) Matriculation</p> <p>(ii) Not less than 2 years experience in the operation of various reprographic machines, particularly of relevance to a library.</p> <p>Desirable: Training in the operation of various types of Reprographic Machines, automatic and manually operated</p> <p>Note: Candidates will be required to pass a Trade Test to assess their skill in operation of different reprographic machines.</p>	
10	If a DPC exists, what is its composition		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for performing photocopying, binding, pasting services at AIIMS.

7.4.4 PRINTING MACHINE OPERATOR

It is proposed to abolish this post as a specialist position is no longer required given the advancements in technology. Further, in case there is a specific need, it is recommended that the job be performed by an equivalent post such as Office Attendants with minimal training.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PRINTING MACHINE OPERATOR	PRINTING MACHINE OPERATOR
2	Number of Posts	1 (1992)	1 (2011)
3	Classification	Group – C	Group – C
4	Pay Band and Grade Pay	Rs-1200-30-1440-EB-30-1300	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	100% by Promotion failing which by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18-30 years (Relaxable for Employees of AIIMS upto 40 years)	
7	Educational and other qualification required for Direct Recruits	Essential: (i) ITI Certificate in the Operation of Printing and Office Machines from a recognised Institution. (ii) 3 years' experience in operation of Printing and Office Machines.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority-cum-fitness	
9b	Grades from which promotion is to be made and eligibility	Book Binders with 5 years of regular service in the grade and after passing a Trade Test to be conducted by AIIMS.	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(1) Officer Incharge, C.M.E.T (2) Sr. Technical Officer (Photo) (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (5) Administrative Officer (DO)	Chairman Member Member Member Member – Secretary (1) (2) (3) (4) (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for the operation and maintenance of the Printing Machine.

7.5 COLLEGE OF NURSING

7.5.1 PRINCIPAL (COLLEGE OF NURSING)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PRINCIPAL (COLLEGE OF NURSING)	PRINCIPAL (COLLEGE OF NURSING)
2	Number of Posts		1 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Pay Band: 4 (Rs. 37400 – 67000) Grade Pay: Rs. 8700	Pay Band: 4 (Rs. 37400 – 67000) Grade Pay: Rs. 8700
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	Not exceeding 50 years (Relaxable for Government Servants / Departmental candidates by 5 years)	Not exceeding 50 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential: (i) Masters degree in Nursing with advanced specialization in Nursing (ii) Registered Nurse / Midwife (iii) 10 years' experience in Nursing after registration as a Nurse, of which 7 years should have been spent in Nursing education or administration after obtaining postgraduate qualification.	Essential: (i) PhD (ii) 15 years' teaching experience in Nursing education, post MSc, of which at least 5 years shall be as a Senior Lecturer. (iii) Registered Nurse / Midwife in State Nursing Council Desirable: Independent published work in International / National Journals of repute
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not Applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for the overall and efficient functioning of the College of Nursing; promotes the college at the National and International level at symposia, conferences etc; acts as an interface between the College and with other institutions at state, national, and international levels. The role leads development of academic curriculum and pedagogy and revises it periodically; delivers / supervises the delivery of lectures to students; guide the faculty and students in their research; monitor the quality of programs being delivered; identify professional development needs of faculty members and facilitate staff-development programs. The role also performs necessary administrative responsibilities as the Head of the Department such as budgeting etc.

7.5.2 LECTURER IN NURSING

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LECTURER IN NURSING	SENIOR LECTURER¹⁰¹
2	Number of Posts		9 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600 ¹⁰²
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment ¹⁰³
6	Age limit for Direct Recruits	Upper age limit – 50 years	Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits		Essential: (i) Master's degree in Nursing from a recognised University / Institution (ii) Registered Nurse / Midwife in State Nursing Council (iii) 5 years' experience, of which at least 2 years should be in a Teaching institution after obtaining a Masters' degree Desirable: PhD / M.Phil / Independent published work in International / National Journals of repute
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) Deputy Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		This role is required to deliver lectures to students perusing BSc (Hons), BSc (Post Certificate), MSC (Nursing) and other short term courses; handle education programmes for the community; undertake research projects and publish scientific papers; introduce learnings from projects in classroom lectures; assist in development and revision of curriculum and pedagogy; planning and executing continuing education programs; supervise the clinical / field work of students; guide students in their research projects and seminars; set external examination papers and evaluate the same; provide inputs for planning the departmental budget.

¹⁰¹ Recommended by the committee in its meeting on January 18, 2012¹⁰² As per data obtained from Administration¹⁰³ In the committee meeting on January 18, 2012 the committee mentioned that the post of Senior Lecturer may be filled through promotion from the post of Lecturer with requisite number of years of service.

7.5.3 TUTOR IN NURSING

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TUTOR IN NURSING	LECTURER¹⁰⁴
2	Number of Posts	1 (Reserved for S/Caste)	17 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Pay Scale Rs. 2000 - 3200	Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400
5	Method of Recruitment		100% by Direct Recruitment
6	Age limit for Direct Recruits		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	(i) BSc (Nursing) degree from a recognised University / Institution [Or] (ii) Registered Nurse and Midwife with Sister Tutor's Diploma (iii) 3 years' experience in a Teaching institution	Essential: (i) Master's degree in Nursing from a recognised University / Institution (ii) Registered Nurse / Midwife in State Nursing Council (iii) 3 years' experience in a Teaching institution after obtaining a Masters' degree Desirable: PhD / M.Phil / Independent published work in International / National Journals of repute
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for delivering lectures to students perusing BSc (Hons), BSc (Post Certificate) and other short term courses; handle education programmes for the community; provide inputs to the development and revision of curriculum and pedagogy; planning and executing continuing education programs; supervise students in the clinical areas; set internal examination papers and evaluate the same; assist in the conduct of examinations for summative evaluation; perform necessary administrative responsibilities.

¹⁰⁴ Recommended by the committee in its meeting on January 18, 2012

7.6 DEPARTMENT OF BIO CHEMISTRY

7.6.1 SENIOR CHEMIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR CHEMIST		SENIOR CHEMIST	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs. 10000-325-15200		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100 % by direct recruitment		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) A good Master's degree <i>in</i> chemistry with Organic chemistry as a special subject/ Biochemistry or Pharmacology from a recognized University/ Institution. (ii) Seven years teaching &/or research experience (iii) Technical competence to handle sophisticated instruments used in chemical laboratories		Essential: (i) A Master's degree in Chemistry (with Organic Chemistry as a special subject) / Biochemistry / Pharmacology from a recognized University/ Institution. (ii) 7 years of teaching and/or research experience (iii) Technical competence to handle sophisticated instruments used in chemical laboratories	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy. Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 years
13	Brief nature of the Job		The position is responsible for conducting and collaborating for research in the field of Biochemistry; supervising routine and special bio-chemical analysis. The role is responsible for supporting faculty, post graduate and undergraduate students in laboratory analysis; activities of the Hospital Services at AIIMS; developing and test new drugs and medications used for commercial distribution; designing and building laboratory equipment needed for special research projects.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.6.2 CHEMIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CHEMIST		CHEMIST	
2	Number of Posts	2		3 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100 % by direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years(Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) M.Sc degree in Organic Chemistry/ Biochemistry or Pharmacology from a recognized University/ Institution (ii) Three years teaching and/or research experience		(i) A Master's degree in Chemistry (with Organic Chemistry as a special subject) / Biochemistry / Pharmacology from a recognized University/ Institution. (ii) 3 years of teaching and / or research experience	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy. Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for conducting and collaborating for research in the field of Biochemistry; supervising routine and special bio-chemical analysis. The role is responsible for supporting faculty, post graduate and undergraduate students in laboratory analysis; activities of the Hospital Services at AIIMS; developing and test new drugs and	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			medications used for commercial distribution; designing and building laboratory equipment needed for special research projects.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.6.3 SENIOR BIOCHEMIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR BIOCHEMIST		SENIOR BIOCHEMIST	
2	Number of Posts	2		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.10000-325-15200		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100 % by direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) A good master's degree in Biochemistry of a recognized University/ Institution (ii) Seven years research or practical experience in Biochemical or clinical Pathology Laboratory or a medical college or teaching hospital (iii) Technical competence to handle sophisticated instruments like autoanalysors spectrophotometers flame photometer etc.		Essential: (iv) A Master's degree in Biochemistry of a recognized University/ Institution (v) 7 years research or practical experience in a Biochemical / clinical Pathology Laboratory or a medical college or hospital (vi) Technical competence to handle sophisticated instruments like auto analysers, spectrophotometers flame photometers etc.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member		
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member		
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(8) Dy. Director (Admn)	Member – Secretary	(5) Deputy Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 years	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
13	Brief nature of the Job		The position is responsible for conducting and collaborating for research in the field of Biochemistry; supervising routine and special bio-chemical analysis. The role is responsible for supporting faculty, post graduate and undergraduate students in laboratory analysis; activities of the Hospital Services at AIIMS; developing and test new drugs and medications used for commercial distribution; designing and building laboratory equipment needed for special research projects.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.6.4 BIOCHEMIST

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	BIOCHEMIST		BIOCHEMIST	
2	Number of Posts	05		5 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs 8000-275-13500		Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	(i) A good master's degree in Biochemistry on in Chemistry with Biochemistry as a special subject of a recognized University. (ii) Three years research or practical experience in Biochemistry of Pathological Laboratory preferably of a Medical College or Hospital		Essential: (iii) A Master's degree in Biochemistry/ Chemistry with Biochemistry as a special subject from a recognized University. (iv) 3 years research or practical experience in Biochemistry of Pathological Laboratory preferably of a Medical College or Hospital	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy. Director (Admn.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct recruitment: 2 years	
13	Brief nature of the Job			The position is responsible for conducting and collaborating for research in the field of	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			Biochemistry; supervising routine and special bio-chemical analysis. The role is responsible for supporting faculty, post graduate and undergraduate students in laboratory analysis; activities of the Hospital Services at AIIMS; developing and test new drugs and medications used for commercial distribution; designing and building laboratory equipment needed for special research projects.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.7 DEPARTMENT OF BIO PHYSICS

7.7.1 SENIOR SCIENTIFIC OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR SCIENTIFIC OFFICER		SENIOR SCIENTIFIC OFFICER¹⁰⁵	
2	Number of Posts	2		2 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.10000-325-15200		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment			100 % by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualifications required for Direct Recruits	A Medical qualification included in the 1st of 2nd Schedule or Part II of the 3rd Schedule (other than licentiate qualifications) the Indian Medical Council Act 1956. Holders of Educational qualifications included in Part - II of the 3rd Schedule should also fulfil the conditions stipulated in Section 13 (3) of the Act Or A recognised (i) G. degree in Science (ii) A Doctorate or equivalent Postgraduate Qualifications essential (iii) Experience in research and / or in teaching for a period of 7 years after obtaining the basic qualifications of MBBS or M Sc.		(A) (i) A Medical qualification included in the 1 st or 2 nd Schedule or Part II of the 3 rd Schedule (other than licentiate qualifications) of the Indian Medical Council Act 1956. Holders of Educational qualifications included in Part - II of the 3 rd Schedule should also fulfil the conditions stipulated in Section 13 (3) of the Act [Or] (ii) Post Graduate degree in Science ¹⁰⁶ (B) Experience in research and / or in teaching for a period of 7 years after obtaining the basic qualifications of MBBS or M Sc.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable		Not applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	

¹⁰⁵It is recommended that this post is considered while designing the RRs for the Scientist cadre

¹⁰⁶Needs to be further qualified depending on the specific requirements of the department.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for assisting the faculty in their laboratory analysis; support faculty by delivering lectures to MSc / MS / PhD students; assist and supervise students during the practical study as well as projects. The role is also responsible for conducting experiments, process and analyse data and interpret results; carry out field work, if required to validate / confirm research findings; collaborate with industry / academia to apply the results of research, develop new techniques, products or practices; assist faculty and students to draw up new research proposals and apply for funding and grants; submit applications and progress reports to funding bodies that support medical research	
14	Whether Selection Post or Non-Selection post	Selection			
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment				

7.7.2 SENIOR TECHNICAL OFFICER (ELECTRON MICROSCOPE)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (E&M)		SENIOR TECHNICAL OFFICER (ELECTRON MICROSCOPE)	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs 8000-275-13500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% by Direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits			Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualifications required for Direct Recruits	(i) B.E. Electronics OR (ii) B.Sc with atleast 3 years experience in Electronics in general with expenence of maintenance of equipment such as Electron Microscope; X-ray diffractometer, Cenrifuges etc OR Inter Science with diploma in Electronics with atleast three years experience in Electronics equipment in general		(i) B.E. ¹⁰⁷ in Electronics from a recognised Institution / University [And] (ii) 3 years' experience in Electronics of modern doubles condenser electron Microscope / X-ray Diffraction Generators	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Nol applicable		Not applicable	
9	In case of Recruitment by Promotion:	Nol applicable		Not applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Nol applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy. Director (Admn)	Member – Secretary	(8)	

¹⁰⁷The details mentioned are as per discussion with the department of Bio Physics. However, it is to be noted that in most other cadres at AIIMS, incumbents with a Bachelor's degree are hired at a grade pay of Rs. 4200 (PB 2). An incumbent with a Master's Degree and 7 years' experience is recommended to be hired at this level.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for ensuring the quality and performance of the equipment; interfaces with the agency from which the equipment was procured for service requests; inspects equipment, structures, or materials to identify the cause of errors or other problems or defects in the microscope; prepares biological samples in line with stated procedures for use on the microscope; assists in experiments requiring X-Ray Diffraction techniques
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.7.3 SENIOR TECHNICAL OFFICER (HISTO)

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL OFFICER (HISTO.)		SENIOR TECHNICAL OFFICER (HISTO)	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs 8000-275-13500		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100 % by Direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualifications required for Direct Recruits	(i) B. Sc (subject must include Zoology) with atleast three years work in all aspects of biological sample preparation for Electron Microscopy namely fixation embedding, sectioning knife making, electron microscope Operation photographic processing printing freeze etching and carton evaporation (ii) Experience in ancillary light microscope techniques for live years OR I.Sc. (Biology Group) with five years experience in actual sample preparation of biologic specimens and electron microscopy thereof Actual evidence of work in the shape of electron micrographs and/or publication will be essential		(i) B.Sc. with Zoology / Botany / Biophysics / Biotechnology / Bioinformatics / Biochemistry / Life Sciences as subjects from a recognized Institution / University [And] (ii) 3 years' work experience ¹⁰⁸ in all aspects of biological sample preparation for Electron Microscope - fixation, embedding, etc. & experience in X-ray diffraction techniques	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable		Not applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) Chief of Centre / HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	

¹⁰⁸The details mentioned are as per discussion with the department of Bio Physics. However, it is to be noted that in most other cadres at AIIMS, incumbents with a Bachelor's degree are hired at a grade pay of Rs. 4200 (PB 2). An incumbent with a master's degree and 3 year's experience is recommended to be hired at this level.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(8) Dy Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not applicable		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for performing histology preparation, entry and recording functions in accordance with departmental procedures and policies. Examines tissue under microscope to detect characteristics of cell structure indicative of disease and writes diagnostic reports. Assists faculty in Research activities.	
14	Whether Selection Post or Non-Selection post	Selection			
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment				

7.8 DEPARTMENT OF MEDICINE

During discussions with the concerned department, it was suggested that the post of AIDS Educator cum Counsellor be abolished **provided** the post is filled by an incumbent from the Nursing cadre. This was suggested as no promotion opportunities exist for the incumbents in this post.

However, it was learned that often, the incumbents (from the Nursing cadre) working in various departments are transferred (without consent of the concerned HoD) to different departments. The concerned department felt that the post of Aids Educator cum Counsellor be abolished only if it is assured such transfers of Nurses would not take place.

Should it be felt that the above mentioned transfer of nurses is mandatory to ensure rotation across departments, it is recommended that the under mentioned post be retained as the nature of job performed by the incumbents is of a sensitive nature. Constant changes in the counsellor may result in unsatisfactory results and also, the department may need to constantly provide training in counselling to new incumbents.

The Recruitment Rule presented below assumes that the post is not abolished. Based on the internal decision taken by AIIMS, the Recruitment Rule may need to be modified.

7.8.1 AIDS EDUCATOR CUM COUNSELLOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	AIDS EDUCATOR CUM COUNSEITOR	AIDS EDUCATOR CUM COUNSELLOR
2	Number of Posts	1 (Unreserved)	1 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	PAY SCALE Rs. 6500-10500	Pay Band: 2 (Rs.9300 - 34800) Grade Pay: Rs. 4600
5	Method of Recruitment		100 % by Direct Recruitment
6	Age limit for Direct Recruits		Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential: 1. B.Sc. Nursing Degree from a recognised Institution/University. 2. Experience and training i.n counselling related to communicable diseases. Desirable: Preference will be given to the candidates who possess Practical experience in handling patients health workers and relations.	Essential: (i) BSc (Nursing) from a recognised Institution / University (ii) 3 years' experience in counselling patients Desirable: (iii) Degree / Diploma in Psychology
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Deputy Director (Administration) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for counselling patients, informing the patients of the test results, provide emotional support, provide psychosocial support to help patients cope with HIV/AIDS, ensure that the extended family of the patient is sensitized. The role is responsible for explaining available treatment and care options including CPT and ARV therapy; facilitate referrals to ART centres, track patient treatment and follow up with MSSOs to ensure that patients receive treatment as per schedule. The role also undertakes external counselling and community programs.

7.9 DEPARTMENT OF NEPHROLOGY

Note: During discussions with the HoD it was learned that the Government of India is in the process of detailing a Transplant Act. The responsibilities and the educational qualifications of the post of Transplant Coordinator are likely to be defined as per the act / subsequent rules and regulations to be framed.

Presented below is the Recruitment Rule for the post of Transplant Coordinator in its existing form. The same may need to be modified by AIIMS subsequently.

Further, as per discussions with the concerned department head, the Consultant was informed that AIIMS shall be required to request for the updated details pertaining to this post from the DGHS.

7.9.1 TRANSPLANT COORDINATOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	TRANSPLANT COORDINATOR	TRANSPLANT COORDINATOR
2	Number of Posts	01 - Nephrology	1 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.6500-10.500/-	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100 % by Direct Recruitment	100% byDirect Recruitment
6	Age limit for Direct Recruits	40 years	No exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) B.Sc. with 15 years of experiencein Dialysis and Transplantation management OR 10+2 with Science Subjects + Diploma in Medical Laboratory Technology & 20 years of experience in Dialysis and Transplantation management.</p> <p>(ii) Experience Certificate in Cadaver Organ Transplantation Coordination from a advanced centre in India or abroad.</p> <p>(iii) Practical experience with all types of dialysis and blood purification systems and should be able to perform emergency dialysis. He should have knowledge of blood samplingfor emergency HLA and Cross match tests and other necessary biochemical, hematological and microbiological tests in transplantation.</p> <p>Desirable: Candidate must have ICU experience. He/she should be a dynamic person with experience in a hospital who can understand psychology and mental state of relations of renal failure patients. He should also be acquainted with mental condition of relations of a road accident dying patients, who need prompt treatment in emergency on top priority. The candidate has to be a highly sympathetic person to the patients and their relations should have patience and courage and be able to co-ordinate the treatment management.</p>	<p>Essential:</p> <p>(iv) B.Sc. with 15 years of experiencein Dialysis and Transplantation management [Or]</p> <p>(v) 10+2 with Science Subjects + Diploma in Medical Laboratory Technology & 20 years of experience in Dialysis and Transplantation management.</p> <p>(vi) Experience Certificate in Cadaver Organ Transplantation Coordination from an advanced centre in India or abroad</p> <p>(vii) Practical experience with all types of dialysis and blood purification systems and should be able to perform emergency dialysis. He should have knowledge of blood sampling for emergency HLA and Cross match tests and other necessary biochemical, haematological and microbiological tests in transplantation.</p> <p>Desirable:</p> <p>(i) Candidate must have ICU experience.</p> <p>(ii) Experience in a hospital and can understand psychology and mental state of relations of renal failure patients. He should also be acquainted with mental condition of relations of a road accident dying patients, who need prompt treatment in emergency on top priority. The candidate has to be a highly sympathetic person to the patients and their relations should have patience and courage and be able to co-ordinate the treatment management.</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Dean/ Chief of a Centre/ Chairman Research Advisory Committee	Chairman	(1) Deputy Director (Administration)	Chairman
		(2) Medical Superintendent	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Professor & Head Department of Nephrology	Member	(3)	
		(4) One Head of the Department to be nominated by the Director	Member	(4)	
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(7) Deputy Director (Admn.) / Chief Admn. Officer Secretary	Member – Secretary	(7) CAO / AO nominated by Dy. Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any	2 years		Direct Recruitment: 2 Years	
13	Brief nature of the Job			This role is responsible for co-ordinating between donor and recipient for the removal / transplantation of organs; coordinate the transplantation of organs from living and diseased individuals; coordinate between multiple teams in case of multiple organ harvesting / transplantation; educate patients, families and other providers about the intricacies of organ transplantation; communicate sensitively with a diverse audience, synthesize and apply advanced clinical knowledge; interface with the family of patients who are declared brain dead and convince them to donate organ(s) of the brain dead patient	

7.10 DEPARTMENT OF NUCLEAR MEDICINE

7.10.1 NUCLEAR MEDICINE TECHNOLOGIST

During discussions with the department it was learned that the science associated with the Department of Nuclear Medicine has advanced significantly. The equipment used by the department are almost always worth over Rs. 10 Crore and hence there is a need for qualified manpower.

It was learned that the position of Nuclear Medical Technologist was presently vacant (data received from the Administration department shows that 2 positions are filled). It was learned that because of the advancement in science, a minimum MSc. Qualification was required for the nature of work performed by this role. Further, the incumbents in this post shall need to possess a mandatory Radiation Safety Officer certificate.

To ensure parity in educational qualifications across cadres in AIIMS this post may need to be upgraded to a higher Grade Pay if the right talent is to be attracted. The same shall need to be considered by AIIMS internally.

As a consequence of this change, the details mentioned in rows 3, 4, 6 and 10 shall need to be correspondingly changed.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules												
1	Name of the Post	NUCLEAR MEDICINE TECHNOLOGIST	NUCLEAR MEDICINE TECHNOLOGIST												
2	Number of Posts	02 (Two)	2 (2011)												
3	Classification	Group – C	Group – C												
4	Pay Band and Grade Pay	Rs. 4500-7000	Pay Band: 1 (Rs. 5200 - 20200) Grade Pay: Rs. 2800												
5	Method of Recruitment	100 % by Direct Recruitment	100 % by Direct Recruitment												
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	Between 18 and 25 years (Relaxable for Government Servants / Departmental candidates by 5 years)												
7	Educational and other qualification required for Direct Recruits	<p>Essential: B.Sc. in Life Science and other Science plus one year Diploma in Medical Radiation and isotope Techniques (DMRIT) or equivalent approved by AERB.</p> <p>Desirable: One year post Diploma (DMRIT) in recognized Nuclear Medicine Laboratory.</p>	<p>Essential: (i) BSc in any discipline [And] (ii) MSc (Nuclear Medicine) [And] (iii) Radiation Safety Officer Certificate</p> <p>[Or]</p> <p>(iv) BSc in any discipline [And] (v) DMRIT Course [And] (vi) 1 Year relevant experience [And] (vii) Radiation Safety Officer Certificate</p>												
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	Not applicable												
9	In case of Recruitment by Promotion:														
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable												
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable												
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable												
10	If a DPC exists, what is its composition (for probation)	<table border="1"> <tr> <td>(1) Chairman, Research Advisory Committee</td> <td>Chairman</td> </tr> <tr> <td>(2) Representation of one of the Centre/ Hospital</td> <td>Member</td> </tr> <tr> <td>(3) HOD Nuclear Medicine or his nominee</td> <td>Member</td> </tr> </table>	(1) Chairman, Research Advisory Committee	Chairman	(2) Representation of one of the Centre/ Hospital	Member	(3) HOD Nuclear Medicine or his nominee	Member	<table border="1"> <tr> <td>(1) Deputy Director (Administration)</td> <td>Chairman</td> </tr> <tr> <td>(2) HoD nominated by Director (AIIMS)</td> <td>Member</td> </tr> <tr> <td>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</td> <td>Member</td> </tr> </table>	(1) Deputy Director (Administration)	Chairman	(2) HoD nominated by Director (AIIMS)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
(1) Chairman, Research Advisory Committee	Chairman														
(2) Representation of one of the Centre/ Hospital	Member														
(3) HOD Nuclear Medicine or his nominee	Member														
(1) Deputy Director (Administration)	Chairman														
(2) HoD nominated by Director (AIIMS)	Member														
(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member														

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) Chief Admn. Officer/ Sr. Admn. Officer Secretary	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		Not applicable	
12	Period of probation, if any			Direct Recruitment: 2 years	
13	Brief nature of the Job			This role is responsible for preparing the dosage of the radiopharmaceutical by adherence to set safety procedures; position radiation fields / beams, and patient for effective treatment; administer radio isotopes to patients and monitor the concentration levels of the drugs in the patient's body; operate a gamma scintillation camera, or scanner; study the concentration of radioactivity; calculate, measure and record radiation dosage or radiopharmaceuticals received, used and disposed, using computer and following physician's prescription; maintain and calibrate radioisotope and laboratory equipment; perform administrative responsibilities; train / supervise students / subordinate staff	

7.11 DEPARTMENT OF PM&R

7.11.1 SOCIAL PSYCHOLOGIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SOCIAL PSYCHOLOGIST	SOCIAL PSYCHOLOGIST
2	Number of Posts		3 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.550-25-750-EB-30-900	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	Direct Recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	30 years	Not exceeding 30 years(Relaxable for Government Servants / Department candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Masters degree in Psychology at least IInd class.</p> <p>(ii) Five years working experience with Physically handicapped in a Rehhabilitation Centre.</p> <p>Desirable:</p> <p>(i) Speciliazation in Social Psychology.</p> <p>(ii) Ability to write articles.</p> <p>(iii) Must have published articles in Hindi or regional languages on Rohabilitation of Physically handicapped.</p>	<p>Essential:</p> <p>(iii) M.A. / M.Sc. degree in Psychology from a recognised Institute / University</p> <p>(iv) Five years working experience with the Physically handicapped in a Rehabilitation Centre¹⁰⁹</p> <p>Desirable:</p> <p>(iv) Specialisation in Social Psychology</p> <p>(v) Ability to write articles</p> <p>(vi) Must have published articles in Hindi or regional languages on Rehabilitation of Physically handicapped</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	<p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>	<p>(1) Deputy Director (Administration) Chairman</p> <p>(2) HoD nominated by Director (AIIMS) Member</p> <p>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member</p> <p>(5) CAO / AO nominated by Dy. Director (Administration) Member</p>
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years

¹⁰⁹The highlighted clause in the Recruitment Rule has been obtained from the existing Recruitment Rules. While the 5 years' experience may be an essential requirement for this post, it is to be noted that at the Grade Pay of 4200, in most other cadres of AIIMS, incumbents are hired without experience and with a Bachelor's Degree.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
13	Brief nature of the Job		The position is responsible for assessing the intelligence, social and emotional condition of the patient before providing appropriate counselling; helps the patient / patient's family to cope with the disability / illness of the patient and makes the patient adjust to his condition emotionally; sorts out inter-personal problems. The role provides guidance to the patient so as to help him / her obtain financial support. The role is responsible for helping the patient in transitioning from the hospital atmosphere to the community.
14	Whether Selection Post or Non-Selection post		
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.11.2 VOCATIONAL COUNSELLOR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	VOCATIONAL COUNSELLOR		VOCATIONAL COUNSELLOR	
2	Number of Posts			1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	Rs.840-40-1000-EB-40-1200		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	Direct Recruitment		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		No exceeding 35 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Master's degree in psychology or Education from a recognised University or its equivalent qualifications.</p> <p>(ii) Postgraduate degree/diploma in Vocational guidance and training from a recognised Institution.</p> <p>(iii) Five years teaching experience in the field of rehabilitation of the Orthopaedically hand- capped in a recognised Institution.</p> <p>Desirable:</p> <p>Experience of research in the field of Vocational guidance for at least one year.</p>		<p>(i) Post Graduate degree in Psychology from a recognised institution / university</p> <p>(ii) Post Graduate Diploma in Rehabilitation Psychology / Vocational Counselling / Vocational Guidance and Training / Vocational Rehabilitation from a recognised institution / university</p> <p>(iii) 3 years' experience in the rehabilitation of the orthopedically handicapped in a recognised institution / hospital</p>	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972			Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1)	Chairman	(1) Deputy Director (Administration)	Chairman
		(2)	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3)	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4)	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)	Member	(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(6)	Member	(6)	
		(7)	Member	(7)	
		(8)	Member – Secretary	(8)	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for assessing the condition of the patient, background, experience etc. and set vocational goals for the patient based on discussions with the physician; counsel patients, assist people in obtaining suitable employment / qualifications etc; participate in vocational rehabilitation research; Participate in vocational training educational programmes and community based rehabilitation programmes
14	Whether Selection Post or Non-Selection post		
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.12 DEPARTMENT OF PSYCHIATRY

7.12.1 CHILD PSYCHOLOGIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CHILD PSYCHOLOGY	CHILD PSYCHOLOGIST
2	Number of Posts		1 (2011)
3	Classification	Group –	Group – A
4	Pay Band and Grade Pay	Rs. 8000-275-13500 (Pre-revised)/ Revised to Rs.15600-39100 + Grade Pay of Rs.5400/-	Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400
5	Method of Recruitment	100% by direct recruitment	100% by Direct recruitment
6	Age limit for Direct Recruits	35 years. The relaxable upto 5 years for Government Servants, Scheduled Caste & Scheduled Tribe Candidates, 3 years for OBC candidates and 10 years for the Physically Handicapped candidates.	Not exceeding 35 years (Relaxable for Government Servants / Department candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Essential: M.A. with specialized training/Ph.D. in psychology/ or any other equivalent qualification.	Essential: i) M.A. / M.Sc. in Psychology with MPhil. in Clinical Psychology [or] ii) M.A / M.Sc. in Psychology with a Clinical Psychologist Certification [And] iii) At least 2 years' experience in Child & Adolescence mental health Desirable: iv) Ph.D ¹¹⁰ . in Clinical Psychology from recognised University / Institution
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Director (AIIMS) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 Years
13	Brief nature of the Job		The position is responsible for providing Psychological assessment and Psychological social intervention services based on standardized psychological measures, projective techniques, and other professional judgments for adolescents / children. The role is responsible for reporting assessment findings to the stakeholders; participating in and

¹¹⁰ The committee proposed that the requirement of PhD may be deleted. It is to be noted however that during discussions with the concerned HoD it was learned that a PhD would be desirable.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
			conducting in-service education programs as requested.

7.12.2 CLINICAL PSYCHOLOGIST

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CLINICAL PSYCHOLOGIST/ PSYCHOLOGIST	CLINICAL PSYCHOLOGIST
2	Number of Posts	4	4 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Rs.8000-275-13500	Pay Band: 3 (Rs. 15600-39100) Grade Pay: Rs. 5400
5	Method of Recruitment	100% by Direct	100% by Direct recruitment
6	Age limit for Direct Recruits	30 years	Not exceeding 35 years (Relaxable for Government Servants / Department candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	<p>Essential: Master's Degree in Psychology with Experimental Psychology as one of the subjects with a Diploma in Medical (Clinical) Psychology of recognized Instituted University OR A Ph.D. degree in Clinical Psychology of any recognized University.</p> <p>Desirable: Experience ofteachingPsychotogy Inrecognizedteachinginstituton forat least oneyears</p>	<p>Essential: i) M.A. / M.Sc. in Psychology with MPhil. in Clinical Psychology [or] ii) M.A / M.Sc. in Psychology with a Clinical Psychologist Certification Desirable: iii) Ph.D. in Clinical Psychology from recognised Institution / University</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not applicable
9	In case of Recruitment by Promotion:	Not Applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not applicable
10	If a DPC exists, what is its composition (for probation)	<p>(1) Director</p> <p>(2) Dean</p> <p>(3) Medical Superintendent</p> <p>(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director</p> <p>(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p>
			<p>(1) Director (AIIMS)</p> <p>(2) HoD nominated by Director (AIIMS)</p> <p>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.</p> <p>(5) CAO / AO nominated by Dy. Director (Administration)</p> <p>(6)</p>

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	
12	Period of probation, if any	Not Applicable		Direct Recruitment: 2 Years	
13	Brief nature of the Job			The position is responsible for providing Psychological assessment and Psychological social intervention services based on standardized psychological measures, projective techniques, and other professional judgments. The role is responsible for reporting assessment findings to the stakeholders; participating in and conducting in-service education programs as requested.	
14	Whether Selection Post or Non-Selection post	Selection			
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment				

7.13 DEPARTMENT OF PATHOLOGY

7.13.1 CYTOSCREENER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	CYTOSCREENER		CYTOSCREENER	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.8000-275-13500		Pay Band: 3 (Rs.15600-39100) Grade Pay: Rs. 5400	
5	Method of Recruitment	100% by Direct		100% by Direct Recruitment	
6	Age limit for Direct Recruits	30 years		Not exceeding 35 years (Relaxable for Government Servants / Department candidates by 5 years)	
7	Educational and other qualification required for Direct Recruits	M.Sc. in Cytology or M.Sc. with the paper in Cytology OR B.Sc. with M.L.T. and 7 years experience of working in Cytology OR Intermediate with M.L.T. and 12 years experience of working in Cytology		Essential: (a) (i) MSc. with Cytology / Cell Biology as subjects [Or] (b) (i) MSc in Biological Sciences [And] (ii) Should have passed the Cytotechnologists exam of the Indian Academy of Cytologists	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable		Not Applicable	
9	In case of Recruitment by Promotion:	Not Applicable			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not Applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable		Not Applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department Concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) CAO / AO nominated by Dy. Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy Director (Admn)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any	Not Applicable	Not applicable
13	Brief nature of the Job		The position is responsible for conducting review screening of cytology slides and gynaecological smears; checking and reporting abnormal gynaecological slides; ensuring Internal Quality Control measures are adhered to.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.14 DEPARTMENT OF PHYSIOTHERAPY

7.14.1 YOGA INSTRUCTOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	YOGA INSTRUCTOR	YOGA INSTRUCTOR
2	Number of Posts		1 (2011)
3	Classification	Group –	Group – B
4	Pay Band and Grade Pay	Rs. 7450-225-11500 (Pre-revised)/ Revised to Rs.9300-34800 + Grade Pay of Rs.4600/-	Pay Band: 2 (Rs. 9300-34800) Grade Pay: 4600
5	Method of Recruitment	100% by direct recruitment	100% by Direct Recruitment
6	Age limit for Direct Recruits	40 years, Relaxable at the discretion of the Selection Committee in case of exceptionally qualified candidate.	Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	<p>Essential:</p> <p>(i) Graduate from a recognized University.</p> <p>(ii) Diploma in yoga from a recognized Institution by the Government.</p> <p>(iii) Ten years experience of teaching and training of yoga in a recognized Institution.</p> <p>Desirable: Experience of Yoga in Orthopedics would be Desirable.</p>	<p>i) Graduate in any discipline from a recognized University / institution</p> <p>ii) Diploma in Yoga from a Government recognized institution</p> <p>iii) 5 years' experience in teaching and training of Yoga in orthopaedics in a recognized institution¹¹¹</p>
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	<p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>	<p>(1) Deputy Director (Administration) Chairman</p> <p>(2) HoD nominated by Director (AIIMS) Member</p> <p>(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member</p> <p>(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member</p> <p>(5) CAO / AO nominated by Dy. Director (Administration) Member</p>
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable
12	Period of probation, if any		Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for teaching Yoga / Breathing techniques / Stress management techniques / Group therapy to patients suffering from Cervical & Lumbar Spondylitis, Ankylosing Spondylitis, Rheumatoid Arthritis, Chronic Back Ache; provide Yoga Therapy to Senior citizens and chronically ill Orthopedic patients; teach simplified Pranayam to bed ridden patients; play an active part in the various research activities of the department; maintain records of patients seen, treatment recommended and follow up steps taken.

¹¹¹ AIIMS could also consider the feasibility of hiring incumbents with a degree in Physiotherapy and a Diploma course in Yoga for the above post as the job requires an understanding of both subjects.

7.15 ENGINEERING

7.15.1 ASSISTANT ENGINEER (TELEPHONE)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	ASSTT. ENGINEER (TELE.)	ASSISTANT ENGINEER (TELEPHONE)
2	Number of Posts	1(1992)	1 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs..2000-60-2300-EB-75-3200-100-3500	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100% by Deputation	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	Not applicable	(1) (2) (3)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation: Officers of the Maha Nagar Telephone Nigam Limited or any other Public Sector Undertaking or Officers of the Department of Telecommunication holding analogous posts on regular basis or 8 years of regular service in the grade of Rs.1400-2300 or equivalent and possessing at least 5 years of experience in installation/ maintenance of a telephone system. (Period of Deputation shall not exceed 4 years)	
12	Period of probation, if any	Not applicable	
13	Brief nature of the Job		This role is responsible for identifying the need for upgrading equipment / modification in technology & forwarding to SE; preparing specifications for bids for telecom equipment; inspecting the quality of the equipment & ensuring compliance with standards; overseeing the installation of equipment at the exchange and at the institute; overseeing the regular, preventive and breakdown maintenance of telecom equipment, telephone lines, broadband connections etc.; handling correspondence related to the telecom systems, preparing cost estimates and section budget.

7.15.2 SUPERINTENDENT (HORTICULTURE)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	SUPERINTENDENT(HORT.)	SUPERINTENDENT (HORTICULTURE)¹¹²
2	Number of Posts	1(1992)	1 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200-100-3500	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100 % by Deputation	
6	Age limit for Direct Recruits	Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	Not applicable	(1) (2) (3) (4)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Asstt. Director (Hort.) or a Section Officer (Hort.) with not less than 8 years of regular service, belonging to the Horticulture Department of CPMD. In the event of suitable candidates not being available from CPWD, officers in the pay scale of Rs.2000-3500 or in the scale of Rs. 1400-2300 with not less than 8 years of regular service in that grade and working in Horticultural Departments/Posts of the Delhi Administration, NDMC, DMC & other Central Autonomous/ Statutory bodies or Public. Sector Undertakings may be considered. (Period of Deputation shall not ordinarily exceed 4 years)	
12	Period of probation, if any	Nil	
13	Brief nature of the Job		This role is responsible for supervising the management and maintenance of lawns / plants / gardens of the Institute; supervise pest and insect management; ensure fertility of soil; formulate and implement methods of improving the produce and reducing losses; proper care and maintenance of all garden implements; informing engineering department about any requirements such as soil, water, seeds, fertilisers, tools etc.

¹¹²As per the list of posts provided by the Administration department, this post has been designated as a Horticulturist

7.15.3 SEWERMAN

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SEWERMAN		SEWERMAN	
2	Number of Posts			21 (2011)	
3	Classification	Group –		Group – C	
4	Pay Band and Grade Pay	Rs.3050-75-3950-80-4590		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	
5	Method of Recruitment	By Promotion failing which by Direct Recruitment			
6	Age limit for Direct Recruits	18-25 years (Relaxable upto 5 yrs in case of SC/ST)			
7	Educational and other qualification required for Direct Recruits	Nil			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Seniority - cum- fitness			
9b	Grades from which promotion is to be made and eligibility	Sweepers (on the basis of Seniority-cum-fitness) No.			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1) Superintending Engineer	Chairman	(2)	
		(3) Executive Engineer (C)	Member	(4)	
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(8)	
		(9) Chief Admn. Officer/ Sr. Administrative Officer	Member – Secretary	(5)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable			
12	Period of probation, if any	6 months			
13	Brief nature of the Job			This role is responsible for assisting the other sections in the Engineering department as per requirement; adhering to instructions of SE / EE / AE / JE and undertaking procedures as directed; performing cleaning activities of the premises, pipes, trenches etc.	

7.15.4 BELDAR

No.	Description	As Is Recruitment Rules		To be Recruitment Rules
1	Name of the Post	BELDAR		BELDAR
2	Number of Posts	75 (1991)		105 (2011)
3	Classification	Group – D		Group – C
4	Pay Band and Grade Pay	Rs.750-12-870-EB-14-940		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	Direct Recruitment		
6	Age limit for Direct Recruits	Between 18-30 years		
7	Educational and other qualification required for Direct Recruits	Essential: (a) Ability to read and write English and/or Hindi. (b) Physical fitness for unskilled work Desirable: 8th Standard Pass.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		
9b	Grades from which promotion is to be made and eligibility	Not applicable		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		
10	If a DPC exists, what is its composition	(4) Executive Engineer (C)	Chairman	(1)
		(5) One Asstt.Engineer (C)	Member	(2)
		(6) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)
		(7) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)
		(8) Administrative Officer (DO)	Member – Secretary	(5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job			This role is responsible for assisting the other sections in the Engineering department as per requirement; adhering to instructions of SE / EE / AE / JE and undertaking procedures as directed; performing cleaning activities of the premises, pipes, trenches etc.

7.15.5 CLEANER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules
1	Name of the Post	CLEANER		CLEANER
2	Number of Posts	6 (1992)		6 (2011)
3	Classification	Group – D		Group – C
4	Pay Band and Grade Pay	Rs-750-12-870-EB-14-940		Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% By Direct Recruitment		
6	Age limit for Direct Recruits	Between 18 and 30 years		
7	Educational and other qualification required for Direct Recruits	Essential: 8th Standard Pass Desirable: (i) Experience of cleaning motor vehicles, (ii) Possessing a driving licence for light/heavy vehicles or knowledge of motor mechanism.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No		
9	In case of Recruitment by Promotion:			
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable		
9b	Grades from which promotion is to be made and eligibility	Not applicable		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		
10	If a DPC exists, what is its composition	(1) Chief Technical Officer (CWS)	Chairman	(1)
		(2) Technical Officer (Veh.)	Member	(2)
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(3)
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)
		(5) Administrative Officer (DU)	Member – Secretary	(5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable		
12	Period of probation, if any	2 years		
13	Brief nature of the Job			This role is responsible for functioning as a Helper to Mason and other Craftsmen; mixing mortar; laying bricks, stones and concrete sidewalks; making and repairing steps, tile floors, walls and plaster ceilings; providing assistance to skilled workers; carrying tools and materials to the work spot and back.

7.15.6 KHALASI

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	KHALLASI	KHALASI
2	Number of Posts	61 (1991)	63 (2011)
3	Classification	Group – D	Group – C
4	Pay Band and Grade Pay	Rs. 750-12--870-EB--14-940	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1800
5	Method of Recruitment	100% by Direct Recruitment	
6	Age limit for Direct Recruits	Between 18 - 30 years	
7	Educational and other qualification required for Direct Recruits	Essential: Physical fitness for unskilled work. Desirable: 8th Standard pass.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No	
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	
9b	Grades from which promotion is to be made and eligibility	Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	
10	If a DPC exists, what is its composition	(5) Executive Engineer (E) (6) One Asstt. Engineer (E) (7) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. (8) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Chairman (1) Member (2) Member (3) Member (4)
		(9) Administrative Officer (DO)	Member – Secretary (5)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	
12	Period of probation, if any	2 years	
13	Brief nature of the Job		This role is responsible for functioning as a Helper to Mason and other Craftsmen; mixing mortar; laying bricks, stones and concrete sidewalks; making and repairing steps, tile floors, walls and plaster ceilings; providing assistance to skilled workers; carrying tools and materials to the work spot and back.

7.16GYMKHANA

As per recruitment rules for the post of 'Physical Training Instructor', obtained from the concerned faculty in-charge of the Gymkhana, the old Pay Scale of Rs. 8000 – 275 – 13500 has been upgrade to PB 3 (Rs. 15600 – 39100) with a Grade Pay of Rs. 5400. However, as per details obtain from administration, the same has been fixed in PB 2 (Rs. 9300 – 34800) with Grade Pay of Rs. 4200. This anomaly may be resolved by AIIMS internally. The consultant's recommendations have been developed based on the existing recruitment rules of AIIMS for this post and are presented below.

7.16.1 LIFE GUARD

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	LIFE GUARD	LIFE GUARD
2	Number of Posts	Two	2 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs. 5500-9000	Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment	100 % by Direct Recruitment
6	Age limit for Direct Recruits	45 years	Not exceeding 30 years (For departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	Essential: Matriculation or equivalent from recognised University/Board. Experience: Swimming training certificate from recognised Institute with two years experience in the line of this profession	Essential: (i) Graduate degree in any discipline from a recognised University / Institution [and] (ii) Should have undergone a 'Pool Lifeguard' training programme from a recognised Institute [and] (iii) 2 years' experience in a relevant capacity as a Life Guard
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition (for probation)		(1) Deputy Director (Administration) Chairman
			(2) HoD nominated by Director (AIIMS) Member
			(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
			(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member
			(5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not applicable	Not applicable
12	Period of probation, if any	2 years	Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for the safety of patrons in the Gymkhana facility; acts immediately and appropriately to secure safety of patrons in the event of emergency; provides emergency care and treatment as required until the arrival of emergency medical services. This role also ensures the cleanliness and sanitation of the complex and maintains the swimming pool in optimum condition (pH, chlorine etc.). The role also prepares necessary administrative reports.

7.16.2 PHYSICAL TRAINING INSTRUCTOR

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PHYSICAL TRAINING INSTRUCTOR	PHYSICAL TRAINING INSTRUCTOR
2	Number of Posts	1 (Unreserved)	1 (2011)
3	Classification		Group – B
4	Pay Band and Grade Pay	PAY SCALE: Rs. 8000-13500	Pay Band: 2 (Rs. 9300 - 34800) Grade Pay: Rs. 4200
5	Method of Recruitment		100 % by Direct Recruitment
6	Age limit for Direct Recruits		Not exceeding 30 years (For departmental candidates age limit is 40 years)
7	Educational and other qualification required for Direct Recruits	Master of Physical- Education or M.A., with Diploma in Physical Education	Essential: (i) Master's Degree in Physical Education (OR) (ii) MA with Diploma in Physical Education Desirable: One year experience of having worked as a PTI in a reputed institute / organization
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		Not applicable
9b	Grades from which promotion is to be made and eligibility		Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Not applicable
10	If a DPC exists, what is its composition (for probation)	(1) (2) (3) (4) (5)	(1) Deputy Director (Administration) Chairman (2) HoD nominated by Director (AIIMS) Member (3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation. Member (5) CAO / AO nominated by Dy. Director (Administration) Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not applicable
12	Period of probation, if any		Direct Recruitment: 2 years
13	Brief nature of the Job		This role is responsible for the safety of patrons in the Gymkhana facility; acts immediately and appropriately to secure safety of patrons in the event of emergency; provides emergency care and treatment as required until the arrival of emergency medical services. This role also ensures the cleanliness and sanitation of the complex and maintains the swimming pool in optimum condition (pH, chlorine etc.). The role also prepares necessary administrative reports.

7.17 HINDI SECTION

Based on discussions with the departments at AIIMS, it was learned that the post of Publication Assistant was created but has since remained vacant. It was also mentioned that the post may be abolished and equivalent manpower provided to the concerned departments. The role of the publication assistant may be performed by equivalent posts with minimal training.

7.17.1 PUBLICATION ASSISTANT (HINDI & ENGLISH)

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	PUBLICATION ASSISTANT (Hindi & English)	PUBLICATION ASSISTANT (HINDI & ENGLISH)
2	Number of Posts	2 (UR)	2 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.5500-175-9000	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment through written test and interview	
6	Age limit for Direct Recruits	No exceeding 35 years (relaxable for employees of AIIMS upto 5 years)	
7	Educational and other qualification required for Direct Recruits	Essential (i) A Bachelor's Degree from a recognized university. (ii) Postgraduate Diploma in Journalism/ Public Relations from a recognized institution. (iii) Proficiency in the concerned Language. Desirable (i) At least 2 years experience In editorial work and print Production in English (ii) Working knowledge of computer.	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972		
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'		
9b	Grades from which promotion is to be made and eligibility		
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		
10	If a DPC exists, what is its composition		Chairman (1) Member (2) Member (3)
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		
12	Period of probation, if any		
13	Brief nature of the Job		This role is responsible for assisting the department in the publication of reports / manuals etc. The role interfaces with the Publication to plan, design and publish the report. The role understands type setting, layout, editing etc. of the articles.

7.18 MEDICAL JOURNAL OF INDIA

7.18.1 SENIOR TECHNICAL EDITOR

In the post of Senior Technical Officer, the details obtained from Administration state that the post is at a Grade Pay of Rs. 6600 while the incumbent stated that the post is at a Grade Pay of Rs. 7600. The consultant was unable to obtain clarity on the above issue and shall thus need to be resolved by AIIMS internally.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR TECHNICAL EDITOR		SENIOR TECHNICAL EDITOR	
2	Number of Posts	1		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	Rs.10000-325-15200		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100 % by Direct		100 % by Direct Recruitment	
6	Age limit for Direct Recruits			Not exceeding 40 years (Relaxable for Government Servants / Departmental candidates by 5 years)	
7	Educational and other qualifications required for Direct Recruits			(i) Post Graduate degree in Journalism (ii) At least 10 years' experience in Journalism / as an editor of a Journal of repute	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:	Not applicable		Not applicable	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable		Not applicable	
10	If a DPC exists, what is its composition (for probation)	(1) Director	Chairman	(1) Director (AIIMS)	Chairman
		(2) Dean	Member	(2) HoD nominated by Director (AIIMS)	Member
		(3) Medical Superintendent	Member	(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4) One chief of Centre/ Head of the Department concerned to be nominated by the Director	Member	(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5) Deputy Director (Administration)	Member
		(6) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(6)	
		(7) One expert (specialized in the discipline) to be nominated by the Director	Member	(7)	
		(8) Dy Director (Admn.)	Member – Secretary	(8)	
11	In case of Deputation, Grades and Sources from which			Not applicable	

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
	deputation is to be made and period of deputation		
12	Period of probation, if any	Not applicable	Direct Recruitment: 2 Years
13	Brief nature of the Job		This role is responsible for the publication of the Medical Journal of India. The role is responsible for ensuring quality of content, editing, interfacing with content writers / printers etc., logistics of printing and distribution and advertising pertaining to the journal.
14	Whether Selection Post or Non-Selection post	Selection	
15	Circumstances in which U.P.S.C. is to be consulted in making recruitment		

7.19 SECURITY CUM FIRE

7.19.1 CHIEF SECURITY OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	CHIEF SECURITY OFFICER	CHIEF SECURITY OFFICER¹¹³
2	Number of Posts	1(1992)	1 (2011)
3	Classification	Group – A	Group – A
4	Pay Band and Grade Pay	Rs.3000-100-3500-125 -4500*	Pay Band: 4 (Rs. 37400 – 67000) Grade Pay: Rs. 8700
5	Method of Recruitment	100% by Deputation	100% by Deputation
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable
10	If a DPC exists, what is its composition	Not Applicable	Not Applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Deputation: Officers of the Police Departments of the Central/State / Union Territory Governments or officers of the Para Military Forces, holding analogous posts or with 8 years regular service in a post in the pay scale of Rs.2000-3500 or equivalent and preferably having experience connected with, security, handling agitations strikes of employees.</p> <p>(Period of deputation shall not ordinarily exceed 4 years)</p>	<p>Officers of the Police Departments of the Central/State / Union Territory Governments or Officers of the Para Military Forces:</p> <p>(i) Holding analogous posts or (ii) With 10 years regular service in a post in PB 3 (Rs. 15600 - 39100), Grade Pay Rs. 6600 or above preferably having experience connected with, security, handling agitations & strikes of employees.</p> <p>Period of deputation: shall not normally exceed 3 years</p>
12	Period of probation, if any	Not applicable	Not applicable
13	Brief nature of the Job		<p>This role is responsible for the overall functioning of the department. The role is responsible for the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; ensures that security systems are maintained; attends to breaches; tracks past incidents, analyzes them and takes steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; responsible for the design of emergency plans. This role also ensures that requisite training is provided to employees and staff on security and fire handling procedures; initiates awareness programmes for the institute.</p>

¹¹³On November 9, 2011 the consultant has been informed that this post has been abolished by AIIMS. The RR (and JD) has been included as the post was present at the time of compilation of this report.

7.19.2 DEPUTY FIRE OFFICER

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
1	Name of the Post	DEPUTY FIRE OFFICER	DEPUTY FIRE OFFICER
2	Number of Posts	1 (1992)	1 (2011)
3	Classification	Group – B	Group – B
4	Pay Band and Grade Pay	Rs.2000-60-2300-EB-75-3200	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100% by Deputation	100% by Deputation
6	Age limit for Direct Recruits	Not applicable	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable	Not applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable	Not applicable
9	In case of Recruitment by Promotion:		
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable	Not applicable
9b	Grades from which promotion is to be made and eligibility	Not applicable	Not applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable
10	If a DPC exists, what is its composition	Not Applicable	Not Applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Deputation Officers from Delhi Fire Service holding analogous posts (i.e., Station Officer) or with 5 years of regular service in the pay scale of Rs.1600-2660 (i.e., Sub Officer). (Period of Deputation shall not ordinarily exceed 3 years)	Officers from Delhi Fire Service holding analogous posts (i.e. Station Officer) or with 5 years of regular service in PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4200 (i.e. Sub Officer). Period of Deputation: shall not ordinarily exceed 3 years.
12	Period of probation, if any	Not applicable	Not applicable
13	Brief nature of the Job		This role is responsible for ensuring that preventive steps are taken at AIIMS to ensure that no fires occur. This role is also responsible for directing the staff in handling a fire if it breaks out. The role is aware of procedures of handling fire and use of equipments; undertakes inspection of buildings / equipment on a regular basis and takes steps to avoid fires. The role designs the emergency action plans for AIIMS and standardizes evacuation procedures; maintains updated list of contacts of fire stations; undertakes training and awareness programmes for AIIMS staff; ensures that fire insurance is availed of by AIIMS.

7.20 TRAUMA CENTRE

7.20.1 QUALITY CONTROL MANAGER

Deloitte was informed that this post was last advertised from the Trauma Centre and has since been vacant. The consultant was also informed that the responsibility of maintaining quality rests with the faculty and the labs are under the purview of the statutory bodies that attest quality.

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post			QUALITY CONTROL MANAGER	
2	Number of Posts			1 (2011)	
3	Classification			Group – B	
4	Pay Band and Grade Pay			Pay Band: 2 (Rs.9300 - 34800) Grade Pay: Rs. 4200	
5	Method of Recruitment				
6	Age limit for Direct Recruits				
7	Educational and other qualification required for Direct Recruits				
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972				
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees				
10	If a DPC exists, what is its composition	(1)		(1)	
		(2)		(2)	
		(3)		(3)	
		(4)		(4)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any				
13	Brief nature of the Job			This role is responsible for monitoring the quality of blood and blood products, procedures adopted in the blood banks and in patient related processes. The role takes steps to maintain / improve quality control procedures at AIIMS in cases where deviations are note.	

7.21 VETERINARY

7.21.1 SENIOR VETERINARY SURGEON

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	SENIOR VETERINARY OFFICER (SURGEONS)		SENIOR VETERINARY SURGEON	
2	Number of Posts	1(One)		1 (2011)	
3	Classification	Group – A		Group – A	
4	Pay Band and Grade Pay	RS. 10000-325-15200 (Revised)		Pay Band: 3 (Rs.15600 - 39100) Grade Pay: Rs. 6600	
5	Method of Recruitment	100% By Direct Recruitment			
6	Age limit for Direct Recruits	Upto 35 Years			
7	Educational and other qualification required for Direct Recruits	Essential: Post Graduate Degree in Surgery from a Recognised University Or Equivalent.			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	No			
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not applicable			
9b	Grades from which promotion is to be made and eligibility	Not applicable			
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable			
10	If a DPC exists, what is its composition	(1) Director	Chairman	(1)	
		(2) Dean	Member	(2)	
		(3) Prof. In Charge, EAF & PRF	Member	(3)	
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(4)	
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member	(5)	
		(6) Dy. Director (Admn.)	Member	(6)	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			
12	Period of probation, if any	2 years			
13	Brief nature of the Job				

Note: During discussions with AIIMS, it was learned that this post may be abolished as the incumbents in the post of Senior Veterinary Officer also undertake surgeries. The job description of this post was therefore not discussed by the HoD in significant detail.

7.22 VIGILANCE

7.22.1 VIGILANCE OFFICER

No.	Description	As Is Recruitment Rules		To be Recruitment Rules	
1	Name of the Post	ASSTT. ENGINEER (CIVIL)		VIGILANCE OFFICER ¹¹⁴	
2	Number of Posts	8 (1992)		1 (2011)	
3	Classification	Group – B		Group – B	
4	Pay Band and Grade Pay	RS.2000-60-2300-EB-75-5200-100-3500		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	
5	Method of Recruitment	100 % by Promotion		100% by Deputation	
6	Age limit for Direct Recruits	Not applicable		Not applicable	
7	Educational and other qualification required for Direct Recruits	Not applicable		Not applicable	
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not applicable		Not applicable	
9	In case of Recruitment by Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'			Not applicable	
9b	Grades from which promotion is to be made and eligibility			Not applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Not applicable	
10	If a DPC exists, what is its composition	(1)		(1) Additional Director (Administration)	Chairman
		(2)		(2) HoD nominated by Director (AIIMS)	Member
		(3)		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(4)		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member
		(5)		(5) DDA / CAO / AO nominated by Additional Director (Administration)	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation			<p>Source: Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis or</p> <p>(ii) With 5 years of regular service in the post in the PB 2 with Grade Pay of Rs.4200 in Vigilance cell</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Essential: Graduate in any discipline</p> <p>(ii) Desirable: Engineering (Civil) from a recognised institute / university [Or] Experience in departments such as CPWD</p> <p>Period of deputation: Shall not ordinarily exceed 3 years.</p>	

¹¹⁴This post has been renamed from AE (Civil) for Vigilance Cell to Vigilance Officer.

No.	Description	As Is Recruitment Rules	To be Recruitment Rules
12	Period of probation, if any		Not Applicable
13	Brief nature of the Job		The position is responsible for monitoring activities / analyzing information pertaining to detection of theft, billing, court cases, malpractices etc. and developing measures to take actions against the same; instructing the flying squads to conduct raids; reviewing the progress reports and forwarding it to the DDA (Administration); finalizing the action taken draft and forwarding it to the field officers for action; following up on pending Vigilance cases and maintaining an updated status of the same; investigating complaints received from the field; reviewing and deciding the action to be taken against the complaints after investigation.

It is recommended that this post is upgraded to a higher post and staffed by a Senior Officer with experience in handling Vigilance activities. Officers on deputation from other central government agencies may also be considered.