



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi – 110 029**

No. F. \_\_\_\_\_

Dated: \_\_\_\_\_

**APPLICATION FORM FOR VISITING FACULTY**

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

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

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

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

5. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

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

**(For Foreign Nationals only)**

9. Academic Qualification (Graduate/Post Graduate): \_\_\_\_\_  
 \_\_\_\_\_

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

11. Sponsoring Authority Name: \_\_\_\_\_

12. Sponsoring Authority Status : \_\_\_\_\_

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

14. If Employed/Working : \_\_\_\_\_  
 (Name of Current Post / Designation Held & Date of Joining the Post)

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

16. Specific Period & Dates of Training :  
 From: \_\_\_\_\_ To \_\_\_\_\_  
 (Period/Duration of Training (in months), Start & End Dates of Training)

17. Discipline/Department : \_\_\_\_\_  
 (Name of the Department in which training is required – only one department name is to be specified)  
 Specify name of course if applicable-----

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

Affix one recent Passport Size Photograph Duly attested by Gazetted Officer

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

**SIGNATURE OF THE APPLICANT**

**Sponsoring Authority (With Seal)**

- N.B.** Please affix the following with the application form:  
 i) Sponsoring Authority letter in Original.  
 ii) Attested copies of all Certificates/Testimonials.

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

**INCOMPLETE APPLICATIONS WILL BE REJECTED STRAIGHTAWAY**

**REVISED GUIDELINES FOR VISITING FACULTY AT AIIMS FOR FACULTY FROM ACADEMIC INSTITUTION FROM ABROAD OR GOVERNMENT ACADEMIC INSTITUTIONS WITHIN INDIA**

1. Visiting Faculty who are holding academic positions in Government institution within India or academic institutions outside India will be considered for Visiting Faculty at AIIMS.
2. Faculty invited should be having professional recognition of eminence by work.
3. No financial obligation would devolve on part of the Institute.
4. The duration of Visiting Faculty can be maximum upto 3 months.
5. The nominations will be submitted along with detailed CV and justification for inviting by the concerned Head of the Department, Dean or Director.
6. A Committee under the Chairmanship of Dean (Academic) and one senior Professor as member and Sub-Dean (Academics) as Member-Secretary will examine such requests.
7. The visiting faculty can be involved only in the academic activities of the Department and no patient care activity will be allowed. In case Visiting Faculty is likely to be involved in patient care activity, it will be clearly stated in the nomination and HOD will specifically recommend the role of the visiting faculty and approval of Director for the same will be required. In case of foreign graduates due permission of MCI/DCI may be taken in such cases.
8. The number of visiting faculty should be restricted to one per department at any given time.
9. The name of visiting faculty should be discussed by the faculty members of the department by consensus or by at least 50 per cent of the faculty of the department.
10. The HOD should ensure the presence of visiting faculty in the department.
11. Indian graduates who are invited as visiting faculty should have valid MCI registration.
12. No accommodation will be provided to visiting faculty at AIIMS.
13. Foreign Nationals should have a Valid Travel Visa and a Valid Travel Medical Insurance. The visit of foreign nationals is subject to clearance from Ministry of External Affairs and only once they receive a confirmed letter of dates from Academic Section should they report to AIIMS.

The visiting faculty has to sign an undertaking at the time of commencement of his/her training regarding his/ her conduct and role and responsibilities during the observership. The visiting faculty also has to sign an undertaking before joining that he will not use this training/ observership for advertisement on letter head, visiting card, name plate etc.

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