

**Minutes of the meeting of the Internal Committee for Cadre Review to discuss the proposals submitted by Stakeholders/Associations/Union for Cadre Review of various cadres held on 29.04.2022 under the Chairpersonship of Dean (Academic) at Dean's Committee Room, Academic Section, AIIMS, New Delhi.**

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The meeting of Internal Cadre Review Committee was held on 29.4.2022 at 03:00 PM in the Dean's Committee Room to discuss the proposals submitted by Stakeholders/Associations/Union for Cadre Review of various cadres at AIIMS, New Delhi. The composition of the committee is as under:-

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|----|--|--------------------|
| 1. | Dr. Neena Khanna<br>Dean (Academic)                      | : Chairperson      |
| 2. | Dr. D.K. Sharma<br>Medical Superintendent                | : Member           |
| 3. | Sh. Neeraj Kumar Sharma<br>Sr. Financial Advisor         | : Member           |
| 4. | Dr. R. Gopinath<br>Deputy Secretary                      | : Member           |
| 5. | Dr. Praveen Vashist<br>Prof. In-Charge, Recruitment Cell | : Member           |
| 6. | Sh. Deo Nath Sah<br>Chief Administrative Officer         | : Member           |
| 7. | Sh. B.S. Gill<br>Sr. Administrative Officer              | : Member Secretary |

All the above were present in the meeting except Dr. D.K. Sharma, Medical Superintendent and Sh. Neeraj Kumar Sharma, Senior Financial Advisor.

The proposals for Cadre Review of the following cadres were discussed at length keeping in view the aforementioned facts during the meeting held on 29-04-2022:-

- Cadre of Warden
- Cadre of Data Entry Operators
- Physical Training Instructor
- Cadre of Statistician
- Cadre of Perfusion

After detailed discussion and deliberation along with the stakeholder(s), the following are the decisions on the issue:-

**1. CADRE OF WARDEN**

At the outset, the Committee noted that the proposal of Warden Cadre was considered earlier twice by the Committee in its meeting held on 01.11.2021 and 28.12.2021 and the same were perused by the Committee in detail. In compliance to Committee's directives, the specific comments/opinion of the cadre controlling authorities on the change in strength, pay scale and nomenclature of the cadre posts etc. were obtained. The comments/opinion so received from the Registrar, Superintendent Hostels and Chairman, Gymkhana were considered and deliberated in depth by the Committee. It was observed that the comments/opinion received from these controlling authorities were at variance.



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In view of the above, after having a considered view of the all aspects relevant to the Cadre of Warden, the Committee considered that Warden Cadre demanding revision on line of administrative cadre and accordingly it was unanimously agreed to recommend Cadre of Warden more and less in the line of Administrative Cadre, as hereunder:-

Existing Cadre of Warden				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Warden			
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Mode of Recruitment	Proposed Strength	Level of Pay	Remarks
1.	Junior Warden Level-2	100% by transfer mode	4	Assistant Warden  100% by Direct Recruitment	8	Level-6	The Committee recommended merger of the post of Junior Warden with the post of Assistant Warden.
2.	Assistant Warden Level-4	100% promotion	4				
3.	Deputy Warden Level-5	100% promotion	4	Deputy Warden  100% Promotion by	4	Level-7	
4.	Warden Level-6	100% promotion	2	Warden  100% Promotion by	4	Level-8	
5.	Senior Warden Level-7	100% by promotion	1	Senior Warden  100% Promotion by	2	Level-10	
		<b>Total</b>	<b>15</b>		<b>18</b>		

The Committee disagreed on the demand for creation of the post of the post of Chief Warden.

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. The recruitment rules for the proposed entry level post of Assistant Warden shall be (i) Degree from a recognized University and (ii) Certificate / Diploma in House Keeping / Material Management/ Public Relation/ Estate Management from a recognized Institution **OR** At least 2 years experience in Public relation / 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.

**2. CADRE OF DATA ENTRY OPERATOR**

The Committee was apprised that this cadre was discussed earlier in its meetings held on 01.11.2021 and 28.12.2021. In compliance to the directives of the Committee, comments of Dean (Academic), Dean (Exam) and Professor-In-Charge, Computer Facility on the cadre review proposal of DEO Cadre were obtained and in the meanwhile a representation was received from some of the incumbents of DEO Cadre which were deliberated at length along with the stakeholder on 29.04.2022. The Committee agreed that the nomenclature will be adopted as per the proposal of change in nomenclature of Data Entry Operator Cadre which is already under consideration with the Ministry of Health & Family Welfare. Two initial level posts in the cadre i.e. presently Data Entry Operator Grade 'A' and Data Entry Operator Grade 'B' recommended for merger and cadre structure shall be four (4) tier.

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In view of the above, after having a considered view of the all aspects relevant to the Cadre of Data Entry Operator, the Committee unanimously agreed to recommend Cadre of Data Entry Operator as hereunder:-

Existing Cadre of Data Entry Operator				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Data Entry Operator			
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Mode of Recruitment	Proposed Strength	Level of Pay	Remarks
1.	Data Entry Operator Grade A Level- 4	100% by Direct	15	Data Processing Assistant	32	Level-6	The Committee recommended merger of the post of Data Entry Operator Grade A with Data Entry Operator Grade B with the nomenclature of Senior Data Processing Assistant as per proposal already under consideration of the Ministry for change of nomenclature. The Committee agreed with the proposed Recruitment Rules for this proposed post.
2.	Data Entry Operator Grade B Level- 5	100% promotion	12	100% by Direct Recruitment			
3.	Data Entry Operator Grade C Level- 6	100% promotion	9	Junior Data Processing Officer (Jr. DPO)  100% by Promotion	16	Level-7	
4.	Data Entry Operator Grade D Level- 7	100% promotion	6	Data Processing Officer (DPO)  100% by Promotion	8	Level-8	
5.	Data Entry Operator Grade E Level- 8	100% by promotion	3	Senior Data Processing Officer (Sr. DPO)  100% by Promotion	4	Level-10	
		Total	45		60		
Note: Proposed sanctioned strength scattered in the proportion/ratio as devised by Internal Committee for Cadre Review viz. 8:4:2:1 being 4 tier cadre.							

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. Nevertheless, the recruitment rules for the proposed entry level post of Data Entry Processing Assistant shall be (i) Bachelors Degree and (ii) Should possess a speed of less than 8000 key depressions per hour for data entry work on Computer.



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### **3. CADRE OF STATISTICIAN**

The committee had a detailed discussion on the proposal of cadre review of Statistician Cadre along with the stakeholders. The Committee had considered the comments/opinion received from the Head, Department of Biostatistics. By taking into considered all the aspects relevant to this Cadre, the Committee unanimously agreed to the Cadre of Statistician and recommended as hereunder:-

Existing Cadre of Statistician				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Statistician			
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature	Proposed Strength	Level of Pay	Remarks
1.	Statistical Assistant Level- 6	100% by Direct	05	Junior Statistician 100% by Direct Recruitment	05	Level-7	The committee agreed with the proposed recruitment rules for the post of Junior Statistician.
2.	Jr. Statistician Level- 8	100% promotion	03	Statistician 100% by Promotion	03	Level- 8	
3.	Statistician Level- 10	100% promotion	02	Senior Statistician 100% by Promotion	02	Level-10	
		Total	10		10		
Note: Proposed sanctioned strength scattered in the proportion/ratio as devised by Internal Committee for Cadre Review viz. 8:4:2:1 being 4 tier cadre.							

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. The recruitment rules for the proposed entry level post of Statistical Assistant shall be Post Graduate Degree in Biostatistics / Statistics from a recognized Institute/University.

### **4. PHYSICAL TRAINING INSTRUCTOR (PTI)**

At the start, the Committee was apprised that this post/cadre was discussed earlier in its meeting held on 23.12.2021 wherein it was desired by the Committee to obtain specific comments / suggestion /opinion of the controlling authority(s) and Registrar. The suggestion /comments /opinion of the Superintendent Hostels and Registrar so received in this respect were considered and deliberated by the Committee. It was also observed that presently the post of Physical Training Instructor is an isolated post. The Committee observed that a sport is the most pivotal activity for every faculty/employees/students. Sports activity augments the physical and moral strength and there is a need to strengthen the sports activities at the Institute by way of forming proper cadre for Physical Training for the purpose.

After having considered view of all aspects relevant to this post, the Committee unanimously agreed to formation of Cadre of Physical Training Instructor and recommended, as hereunder:-

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Existing Post(s)/Cadre of Physical Training Instructor				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Physical Training Instructor			
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Mode of Recruitment	Proposed Strength	Level of Pay	Remarks
1.	Physical Training Instructor Level-06	100% by Direct	03	Physical Training Instructor 100% by Direct Recruitment	03	Level-6	
				Senior Physical Training Instructor 100% by Promotion	01	Level- 7	
				Sports Officer 100% by Promotion	01	Level- 8	
				Senior Sports Officer 100% by Promotion	01	Level-10	
		<b>Total</b>	<b>03</b>		<b>6</b>		

Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. However, the recruitment rules for the proposed entry level post of Physical Training Instructor shall be Bachelor in Physical Education or equivalent from a recognized Institution / University.

#### **5. CADRE OF PERFUSION**

On the threshold, the Committee was apprised that the Cadre of Perfusion was discussed earlier in its meeting held on 14.02.2022 wherein it was desired by the Committee to obtain specific inputs on the issues like increase in number of posts, induction of new post of Superintending Perfusionist and utility/justification of enhancement of educational qualification to that of M.Sc. (Perfusion). To this effect, comments/suggestion/opinion received from Professor & Head of CTVS were considered and deliberated by the Committee. The Committee was in agreement that the Cadre of Perfusion to be considered in commensurate to other technical cadres at this Institute in term of the methodology devised in this regard by the Committee to maintain uniformity in the nomenclature, pay level and other aspects.

In view of the above and after having a considered view of the all aspects relevant to the Cadre of Perfusion, the Committee unanimously agreed and recommend the Cadre of Perfusion, as hereunder:-

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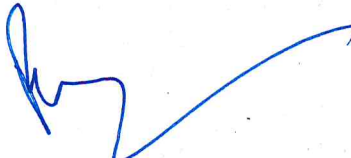
Existing Cadre of Perfusion				Recommendation of the Internal Cadre Review Committee in r/o Cadre of Perfusion		
Sl. No.	Existing Name of posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Mode of Recruitment	Proposed Strength	Level of Pay
1.	Perfusionist Level-6	100% by Direct	16	Junior Technical Officer (Perfusion) 100% by Direct	16	Level-7
2.	Senior Perfusionist Level-7	100% promotion	3	Technical Officer (Perfusion) 100% by Promotion	08	Level-8
3.	Senior Technical Officer (Perfusion) Level-8	100% promotion	1	Senior Technical Officer (Perfusion) 100% by Promotion	02	Level-10
4.	----			Chief Technical Officer (Perfusion) 100% by Promotion	01	Level-11
		Total	20		27	


Further, the Committee recommended that the residency period for promotion to the next higher grade/post in the cadre hierarchy shall be in accordance with the DoPT guidelines in this regard. However, the recruitment rules for the proposed entry level post of Junior Technical Officer (Perfusion) shall be M.Sc. in Perfusion **OR** B.Sc. in perfusion with two years of experience in the line.


The meeting ended with a vote of thanks to the Chair.

  
(D.N. Sah)  
Chief Administrative Officer  
(Member)

  
(Dr. R. Gopinath)  
Deputy Secretary  
(Member)

  
(Dr. Praveen Vashist)  
Professor-Incharge, Rectt. Cell  
(Member)

  
(B.S. Gill)  
Senior Administrative Officer  
(Member-Secretary)

  
(Dr. Neena Khanna)  
Dean (Academic)  
(Chairperson)

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