

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 24.12.2022 under the Chairmanship of Dean (Academic) at Dean's Committee Room, Academic Section, AIIMS, New Delhi.


The meeting of Internal Cadre Review Committee was held on 24.12.2022 at 10:00 AM 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:-

- | | |
|---|--------------------|
| 1. Prof. Subrata Sinha
Dean (Academic) | : Chairman |
| 2. Dr. D.K. Sharma
Medical Superintendent | : Member |
| 3. Sh. Neeraj Kumar Sharma
Sr. Financial Advisor | : Member |
| 4. Dr. R. Gopinath
Deputy Secretary | : Member |
| 5. Dr. Praveen Vashist
Prof. In-Charge, Recruitment Cell | : Member |
| 6. Sh. Deo Nath Sah
Chief Administrative Officer | : Member |
| 7. Sh. Rajender Singh
Administrative Officer (Rectt.) | : Member Secretary |

All the above were present in the meeting except Dr. D.K. Sharma, M.S.

The proposals for Cadre Review in respect of the following cadres were discussed during the meeting:-

1. Cadre of Secretarial
2. Cadre of Radiotherapy
3. Cadre of Operation Theatre (OT)
4. Cadre of Stores
5. Cadre of R&AL
6. Cadre of ENT
7. Cadre of Projectionist
8. Cadre of Artist and Cadre of Photographer
9. Educational Media Generalist (Isolated Post)
10. Educationalist (Isolated Post)
11. Cadre of Architect
12. Cadre of Draftsman
13. Cadre of Sewerman
14. Cadre of Telephone Operating Assistant
15. Cadre of Technician (Telephone)
16. Cadre of Tailor
17. Cadre of Hindi



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

1. CADRE OF SECRETARIAL

At the outset, the Committee was apprised that earlier the cadre review proposal of the Secretarial Cadre was considered / discussed by the Committee in its meeting held on 01.11.2021, 07.02.2022 & 15.06.2022. The committee perused the observations made in the previous meetings of the Committee in respect of Secretarial Cadre and discussed the same in depth.

During the discussion, the Committee observed and agreed to the following:-

- Few incongruities were noticed in the extant recruitment rules of some posts in the cadre. For smooth operation of the cadre and for optimal utilization of promotional avenues, the requirement to amend the recruitment rules to some extent was felt by the Committee that will further help to minimize the prevailing stagnation in the cadre.
- In compliance of the judgment of the Hon'ble Supreme Court, pay parity at par with CSSS, Government of India has already been conferred to the personnel of the Secretarial Cadre at the AIIMS, New Delhi.
- Accordingly, the need for revision of recruitment rules of the posts in the Secretarial Cadre at the AIIMS, New Delhi arose in consonance with the CSSS, Government of India.
- The Committee felt the need for creation of two new posts at the top level in the cadre hierarchy with a view to provide expert secretarial assistance to the top level organizational heads of the Institute.

After a detailed deliberation and having regard to the observation made in the previous meetings and inputs/facts having relevance to this cadre alongwith guiding rules in this regard, the Internal Committee for Cadre Review unanimously agreed to recommend the Cadre of Secretarial, as under:-

Existing Cadre of Secretarial				Recommendation of the Internal Cadre Review Committee in respect of Secretarial Cadre		
Sl. No	Existing Name of Posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature & Pay Level	Mode of Recruitment	Proposed Strength
1	Stenographer Level - 4 [Plus NFSG Rs.4200 (in Level-6) after completion of 5 years in the grade]	66.6% Direct 33.33% LDCE	89 44	Stenographer Level - 4 [Plus NFSG Rs.4200 (in Level-6) after completion of 5 years in the grade]	100% by direct recruitment <u>Condition of Eligibility:-</u> i. 12th Class pass or equivalent qualification from a recognized Board or University. ii. Skill Test Norms Dictation : 10 mts@80 W.P.M. Transcription : 50 mts (English) & 65 Mts (Hindi) only on computers.	150
2	Personal Assistant Level - 7	50% Promotion 50% LDCE	38 37	Personal Assistant # Level - 7	50% by Promotion <u>Condition of Eligibility:-</u> Stenographer with ten years' (10 years) of approved regular service in that grade. 50% by LDCE <u>Condition of Eligibility:-</u> Stenographer with six years (6 years) approved regular service in the grade having computer literacy to transcribe shorthand notes on computers.	100

					<div><div><div>Scheme of Examination The subjects of the Computer Based Examination (CBT) and the maximum marks for each subject will be as follows:-</div><div><table><thead><tr><th colspan="5">Part-A-Computer Based Examination</th></tr><tr><th>Subject</th><th>Max. Questions</th><th>Max. Marks</th><th>Duration and Timing General Candidates</th><th>Duration and Timings for VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates)</th></tr></thead><tbody><tr><td>Paper (Objective Type)</td><td></td><td></td><td></td><td></td></tr><tr><td>(a) General Awareness</td><td>100</td><td>100</td><td>2 hours (Single Session)</td><td>2 hours 40 minutes (Single Session)</td></tr><tr><td>(b) Comprehension and writing ability of English Language</td><td>100</td><td>100</td><td>(10:00 AM to 12:00 Noon)</td><td>(10:00 AM to 12:40 PM)</td></tr></tbody></table><div>Notes: I. Questions relating to General awareness will be set both in Hindi & English. There will be no Question Paper in Braille for Visually Handicapped candidates. II. There will be negative marking of 0.25 marks for each wrong answer in the examination. Provision for compensatory</div></div></div></div> <div><div>Part-B – Scheme of Stenography/Shorthand Test (Hindi / English)</div><div>The Stenography / Shorthand Test will comprise dictation test @100 words per minutes for 10 minutes with a transcription time of 40 minutes / 55 minutes for English / Hindi respectively, on computer.</div><div>[For VH/OH (afflicted by Cerebral Palsy or locomotor disability) : The VH/OH (afflicted by Cerebral Palsy or locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate/candidates with disability of forty (40%) percent will be given) required to transcribe the matter in 70 minutes for English Shorthand Test and in 95 minutes for Hindi Shorthand Test.]</div></div>	Part-A-Computer Based Examination					Subject	Max. Questions	Max. Marks	Duration and Timing General Candidates	Duration and Timings for VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates)	Paper (Objective Type)					(a) General Awareness	100	100	2 hours (Single Session)	2 hours 40 minutes (Single Session)	(b) Comprehension and writing ability of English Language	100	100	(10:00 AM to 12:00 Noon)	(10:00 AM to 12:40 PM)						
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3	<div><div>Private Secretary Level - 8 [Plus NFSG Rs.5400 (in Level-10) after completion of 4 years in the grade]</div></div>	<div><div>50% Promotion</div><div>50% LDCE</div></div>	<div><div>24</div><div>24</div></div>	<div><div>Private Secretary # Level - 8 [Plus NFSG Rs.5400 (in Level-10) after completion of 4 years in the grade]</div></div>	<div><div>66.67% by Promotion (Seniority Quota) Condition of Eligibility:- Personal Assistant with five years' (5 years) of approved regular service in the grade. 33.33% by LDCE Condition of Eligibility Personal Assistant with three years of approved regular continuous service in the grade having computer literacy to transcribe shorthand notes on computers and who possess a Bachelors Degree from a recognized University.</div><div><div>Scheme of Examination</div><div>a. Written examination carrying maximum of 500 marks in the subjects as shown hereunder:-<table><thead><tr><th>Paper No.</th><th>Subject</th><th>Type of Paper</th><th>Max. Marks</th><th>Duration</th></tr></thead><tbody><tr><td>1.</td><td>General studies & General Knowledge of constitution of India and Machinery of Government, practice and procedures in parliament and knowledge of RTI Act, 2005</td><td>Objective</td><td>150</td><td>2 hrs</td></tr><tr><td>2.</td><td>Procedure and practice in the Govt. of India Secretariat and attached offices and General Financial and service rules duly taking into account the requirement of relevant category of services.</td><td>Objective</td><td>150</td><td>2 hrs</td></tr><tr><td>3.</td><td>Noting and Drafting, précis writing</td><td>Subjective</td><td>200</td><td>3 hrs</td></tr><tr><td>4.</td><td>Evaluation of record of services</td><td></td><td>100</td><td></td></tr><tr><td colspan="3">Total Marks</td><td>600</td><td></td></tr></tbody></table></div><div>b. A qualifying shorthand test in Hindi or English at 100 w.p.m.</div></div></div>	Paper No.	Subject	Type of Paper	Max. Marks	Duration	1.	General studies & General Knowledge of constitution of India and Machinery of Government, practice and procedures in parliament and knowledge of RTI Act, 2005	Objective	150	2 hrs	2.	Procedure and practice in the Govt. of India Secretariat and attached offices and General Financial and service rules duly taking into account the requirement of relevant category of services.	Objective	150	2 hrs	3.	Noting and Drafting, précis writing	Subjective	200	3 hrs	4.	Evaluation of record of services		100		Total Marks			600		80
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4	Principal Private Secretary Level-11	100% by Promotion	08	Principal Private Secretary Level-11	100% by Promotion <u>From the Grade of:-</u> Private Secretary with six years (6 years) approved regular service in that grade.	30
5	Now post proposed to be created			Senior Principle Private Secretary Level -12	100% by Promotion <u>Condition of Eligibility</u> Principal Private Secretary who have rendered not less than five years (05 years) approved regular service in that grade.	06
6				Principle Staff Officer Level -13	100% by Promotion <u>From the Grade of:-</u> Senior Principal Private Secretary with five years (05 years) of approved regular service in that grade failing which by promotion of Senior Principal Private Secretary with 10 years combined regular service in the grade of Senior Principal Secretary and Principal Private Secretary out of which minimum three years shall be in the grade of Senior Principal Private Secretary.	02
	Total		264			368

Important Note: #Provided that if sufficient number of candidates are not available for filling up the vacancies in any recruitment years, either by Limited Departmental Competitive Examination or by promotion on the basis of seniority, the unfilled vacancies shall be carried forward and added to the number of regular vacancies for the next recruitment year.

Illustration:-			
a.	Total no. of vaccines in a cadre unit for Select List Year 'A'	:	100
b.	Vacancies earmarked for [Seniority Quota (66.67%)-for PS & Seniority Quota (50%)-for PA]	:	67
c.	Vacancies earmarked for [LDCE Quota (33.33%)-for PS & Seniority Quota (50%)-for PA]	:	33
d.	No. of candidates available through LDCE	:	20
e.	No. of vacancies filled through SQ	:	67
f.	Carried forward vacancies of SL 'A'	:	13
g.	Total No. of vacancies in a cadre unit for a Select List Year 'B'	:	37
h.	Total vacancies for Select List Year 'B' (including carry forward vacancies of previous year)	:	37+13=50
i.	Vacancies earmarked for [Seniority Quota (66.67%)-for PS & Seniority Quota (50%)-for PA]	:	34
j.	Vacancies earmarked for [LDCE Quota (33.33%)-for PS & Seniority Quota (50%)-for PA]	:	16

The Committee recommended that residency & service condition for promotion to the next higher grade/post in the cadre hierarchy shall be in consonance with the CSSS, Government of India and rest of the necessary conditions where required shall be in accordance with the extant DoPT guidelines in this regard.

Further, the Committee considered and recommended that the additional need for secretarial assistance to Faculty Members/Officers, shall be met out on outsource basis through approved agency hired for the purpose.

2. CADRE OF RADIOTHERAPY

In the beginning, the Committee was apprised that the cadre review proposal of the Cadre of Radiotherapy was earlier considered by the Committee in its meeting held on 23.11.2021 wherein the committee directed to provide certain inputs from the controlling authorities and stakeholders/associations. Later, in Committee's meeting held on 15.06.2022, the inputs so received from these entities were placed before the Committee for its review, as per its mandate. It had also noticed that a proposal regarding amendment and elimination of anomalies in pay structure of this cadre is under active consideration of the Ministry of Health & Family Welfare, Government of India to which response from there is awaited. The Committee also discussed on the demand of stakeholder for pay parity at par with PGI, Chandigarh with reference to CAT judgment dated 10.07.2013. The Committee perused the minutes of the meeting held on 23.11.2021 and 15.06.2022 in depth. The Committee also taken into account the policy devised by it with regard to structure of cadre, level of pay etc. for the purpose to bring parity in all technical cadre at the Institute.

Having regard to the above facts and after a detailed deliberation, considering all the inputs/facts having relevance to this cadre alongwith guiding rules in this regard, the Internal Committee for Cadre Review unanimously agreed to recommend the Cadre of Radiotherapy, as under:-

Existing Cadre of Radiotherapy				Recommendation of the Internal Review Committee in r/o Cadre of Radiotherapy			
S. No	Existing Name of Posts and Pay Level	Mode of Recruitment	Existing Strength	Proposed Nomenclature	Proposed Strength	Mode of Recruitment	Level of Pay
1	Technician (Radiotherapy) Gr2 Level 6	100% by Direct	21	Junior Radiation Therapist (JRT)	51	100% by Direct	Level - 7
2	Technician (Radiotherapy) Gr 1 Level 6	100% by Promotion	11	Radiation Therapist (RT)	25	100% by Promotion	Level - 8
3	Technical Officer (Radiotherapy) Level - 7	100% By Promotion	13	Technical Officer (TO)	25	100% By Promotion	Level -10
4	Senior Technical Officer (Radiotherapy) Level - 7	100% By Promotion	6	Senior Technical Officer	12	100% By Promotion	Level -11
5	Chief Technical Officer (Radiotherapy) Level -10	100% By Promotion	7	Chief Technical Officer	9	100% By Promotion	Level -12
		Total	58		122		

In addition, 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 extant DoPT guidelines in this regard.

The recruitment rules for the proposed entry level post of Radiation Therapist shall be as hereunder:-

B.Sc. in Radiotherapy Technology (3 years course) or equivalent from a recognized Institution / University approved by AERB.

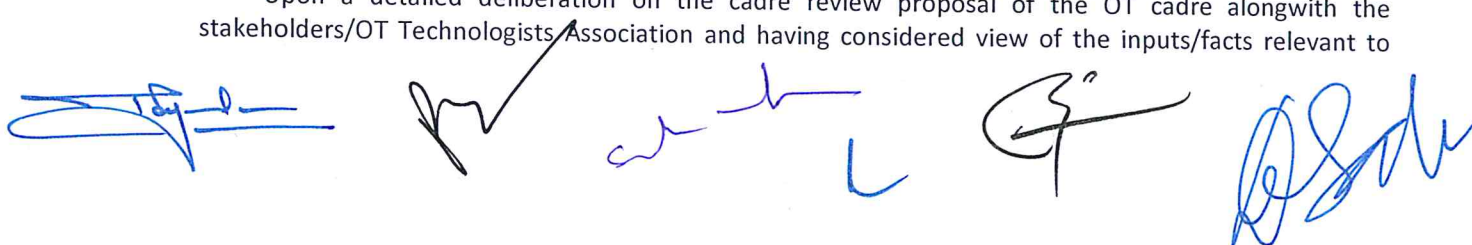
Desirable: Two years experience in Radiotherapy

3. CADRE OF OPERATION THEATRE (OT)

To begin with, the Committee had gone through the existing cadre structure of the Operation Theatre (OT) as well as cadre review proposal submitted by the stakeholders/Associations. The Committee discussed the utility of this cadre in the functioning of the Institute.

Further, the Committee was apprised that a proposal regarding change in recruitment rules, upgradation of pay levels and change in nomenclature is under consideration of the Ministry of Health & Family Welfare, Government of India vide letter No.F.9-105/2020-Estt.(RCT) dated 14.02.2022. In addition, a representation dated 19.12.2022 has been received from the AIIMS OT Technologist Association for change of recruitment rules and change in nomenclature of posts in the cadre is under consideration of the administration.

Upon a detailed deliberation on the cadre review proposal of the OT cadre alongwith the stakeholders/OT Technologists Association and having considered view of the inputs/facts relevant to



this cadre and guiding rules. The Internal Committee for Cadre Review unanimously agreed to recommend the Cadre of Operation Theater (OT), as under:-

Existing Cadre of Operation Theater (OT)				Recommendation of the Internal Review Committee in r/o Cadre of Operation Theater (OT)			
S. No.	Existing Name of Posts and Pay Level	Mode of Recruitment	Existing strength	Proposed Nomenclature	Proposed Strength	Mode of Recruitment	Pay Level
1	O.T Assistant Level - 5	75% by direct recruitment 25% by transfer from the existing Hospital Attendants	459 (Direct-344 Trans-115)	Technologist (O.T)	600	100% by direct	Level - 6
2	O. T Technician Level - 6	100% promotion	165	Technical Officer (OT)	300	100% promotion	Level - 7
3	Technical Assistant(OT) Level - 7	100% promotion	62	Senior Technical Officer (OT)	150	100% promotion	Level -10
4	Technical Officer(OT) Level - 8	100% promotion	16	Chief Technical Officer (OT)	75	100% promotion	Level - 11
	Total		702		1125		

In addition, 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 extant DoPT guidelines in this regard. **The recruitment rules for the proposed entry level post of Technologist (OT) shall be "B.Sc. (OT Technologist / Anesthesiology) or equivalent from a recognized Institute/University".**

4. CADRE OF STORES

To begin with, the Committee had gone through the Cadre Review Proposal in respect of the Cadre of Stores and had a detailed discussion on the various aspects having relevance to this cadre.

Also, the Committee was apprised that the Committee in its meeting held on 15.06.2022 while discussing the Administrative Cadre, the Committee viewed that the Accounts Cadre and Stores Cadres are sharing the common feeder manpower and opined that parallely these cadres may also be considered in the line of Administrative Cadre.

The Committee taken into consideration the comments/suggestions received from the Cadre Controlling Authority while discussing the need and utility of the stores services in the present scenario by taking into account the fact that there is horizontal expansion of the Institutional activities / Institute.

Having regard to the facts/inputs relevant to this cadre and after detailed deliberation, the Committee unanimously agreed and recommended the Cadre of Stores as under:-

Existing Cadre of Store				Recommendation of the Internal Review Committee in r/o Cadre of Store			
S. No.	Existing Name of Posts and Pay Level	Mode of Recruitment	Existing strength	Proposed Nomenclature	Proposed Strength	Mode of Recruitment	Pay Level
1	Store Keeper (Drugs/General) Level - 6	100% by direct	46	Store Keeper (Drugs/General)	46	100% by Direct	Level-6
2	Junior Stores Officer Level - 6	100% by Promotion	05	Assistant Stores Officer (Junior Stores Officer post will be merged with Assistant stores officer)	17	33% by direct 66% by promotion	Level - 7
3	Assistant Stores Officer Level - 7	34% by direct recruitment 66% by promotion	12 (D-01 P - 11)				
4	Store Officer Level - 10	100% by Promotion	08	Stores Officer	08	100% by Promotion	Level - 10
5	Senior Store Officer Level - 11	100% by Promotion	03	Senior Stores Officer	03	100% by Promotion	Level - 11
6	To be create			Chief Stores & Procurement Officer	02	100% by Promotion	Level - 12
	Total		74		76		

In addition, 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 extant DoPT guidelines in this regard. However, the recruitment rules for the proposed entry level post of Stores Keeper (Drugs/General) would continue to be the same.

5. CADRE OF R & AL

In the beginning, the Committee had gone through the existing cadre structure of the R&AL and discussed about utility of this cadre in the functioning of the Institute. It was apprised to the Committee that opinion/comments/suggestions were requested from the Controlling Authority but no response was received.

In furtherance, the Committee had a detailed deliberation having considered view of the inputs/facts having relevance to this cadre and guiding rules in this regard, the Internal Committee for Cadre Review unanimously agreed to recommend the Cadre of R&AL as under:-

Existing Cadre of R & AL				Recommendation of the Internal Review Committee in r/o Cadre of R & AL			
S. No.	Name of Posts	Mode of Recruitment	Existing strength	Proposed Nomenclature	Proposed Strength	Mode of Recruitment	Pay Level
1	Workshop Technician Gd II Level – 4	100% by Direct	06	Technologist (Prosthetics Orthotics)	12	100% by Direct	Level – 7
2	Workshop Technician Gd I Level – 5	100% promotion	05	Senior Technologist (Prosthetics Orthotics)	06	100% promotion	Level – 8
3	Technical Officer (R&AL) Level – 6	50% promotion 50% by Direct	05	Technical officer (Prosthetics Orthotics)	04	100% promotion	Level – 10
	Senior Technical Officer (R&AL) Level – 10	100% promotion	02	Senior Technical Officer (Prosthetics Orthotics)	02	100% promotion	Level – 11
	To be create			Chief Technical Officer (Prosthetics Orthotics)	01	100% promotion	Level – 12
	Total		18		25		

In addition, 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 extant DoPT guidelines in this regard. However, the recruitment rules for the entry level post of Technologist (Prosthetics & Orthotics) shall be as hereunder:-

- Bachelors in Prosthetics & Orthotics (4 ½ years course) from a recognized Institute/University
- Two years (2 years) post qualification experience in the line.
- Should have a Rehabilitation Council of India (RCI) Registration.

Furthermore, the Committee also had a short discussion on the proposal of Cadre Review in respect of the Cadres/Posts mentioned hereunder and opined as mentioned against each:-

1.	Cadre of ENT	The Committee desired to discuss this cadre commensurate to other technical cadres.
2.	Cadre of Projectionist	It was viewed by the Committee to discuss these cadres/posts in presence of Professor-in-Charge, CMET & Sh. Yogesh Kumar, Educational Media Generalist.
3.	Cadre of Artist / Cadre of Photographer	
4.	Educational Media Generalist (Isolated Post)	
5.	Educationalist (Isolated Post)	
6.	Cadre of Architect	
7.	Cadre of Draftsman	The committee opined that the utility and sustainability of these cadres can be discussed in presence of the Superintending Engineer of his representative.
8.	Cadre of Sewerman	
9.	Cadre of Telephone Operating Assistant	
10.	Cadre of Technician (Telephone)	
11.	Cadre of Tailor	This cadre will be discussed in presence of the Dr. D.K. Sharma, Medical Superintendent, who is one of the members of the Committee.
12.	Cadre of Hindi	As no proposal has been received from the stakeholders, Senior Financial Advisor who is one of the members of the Committee <i>asked to present in next meeting.</i>

Cadre Review Meeting date 24.12.22

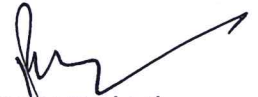
The meeting ended with a vote of thanks to the Chair.



(Rajender Singh)
Member-Secretary



(D.N. Sah)
Member



(Dr. Praveen Vashist)
Member



(Dr. R. Gopinath)
Member



(Neeraj Kumar Sharma)
Member



(Dr. Subrata Sinha)
Chairman
