

आत्मना सर्वोक्ति



**REPORT ON CADRE STRUCTURE, PAY-SCALES, SERVICE
CONDITIONS AND PROMOTIONAL AVENUES FOR NON-
FACULTY STAFF AT S.G.P.G.I.M.S.**

Approved by 52nd Governing Body Meeting Dated 27/11/2001.

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To resolve the anomalies related to pay, promotions and service conditions

A Sub-Committee of the Finance Committee was appointed under the Chairmanship of Dr. Nityanand by the 44th Finance Committee of SGPFI held on 2.4.2000 to suggest corrective measures to be taken to remove the anomalies arising as a result of implementation of the Vth Pay Commission Report & cadre revision carried out at SGPFI by the GB of January 3, 1997.

The report of Dr. Nityanand & Committee put up before the 50th Finance Committee dated 15.5.2001. The 50th Finance Committee Meeting dated 15.5.2001 decided that the Anomaly Committee Report should be examined by holding a separate meeting under the Chairmanship of Secretary Finance (Pay Commission) U.P. Government, Sri Manjeet Singh, Secretary Finance (Medical Education & Social Welfare) U.P. Government, Dr. Nityanand & Sri Vishwambhar Nath, Finance Officer, SGPGIMS.

The Anomaly Committee met on 3.8.2001, 17.8.2001 & 24.9.2001 under the Chairmanship of Secretary Finance, U.P. Government to review the report of Dr. Nityanand. After preliminary review of Anomaly Committee Report the Finance Committee Meeting discussed the report at length and after general discussion the Committee recommended Anomaly Committee Report as under:

General Principles/Guidelines:

I. Parity of pay scales and promotion opportunities with AIIMS: The Committee noted the decision of the Governing Body of

3.1.97 granting parity of "Pay scales and promotional opportunities to the employees of the Institute with the employees of AIIMS", and the decision in principle to implement the changes at SGPFI pari pasu with changes at AIIMS in future as well. This is a very useful referral point and helpful in decision making & must be followed in principle. However, there are special needs of SGPFI in view of its super-specialty profile and the large spread out campus, which are quite distinct from AIIMS. This point was also emphasized in the recommendation of the ACR and the Finance Committee of 1.1.97. While the general principle of parity between the cadre structures and pay scales between SGPFI and AIIMS, and its application pari pasu should be maintained; the Committee emphasized the need to consider carefully the application of this principle in each case and not to take it too literally to avoid creating further anomalies; implementing pari-pasu in principle should not mean exactitude. In SGPFI, posts of Joint Director (Admn.), Dy. Director (Horticulture) & Senior Security Officer were created which do not exist at AIIMS. Similarly the nomenclature in different stages in Computer, Finance,



Material Management, Engineering, Technical Cadre etc. do not tally 100% with AIIMS because of differences in the needs of the SGPGI and these need not be changed. The two institutes have different "specialties" character, have been established at different points in times and are in different stages of development. In some cases a conscious decision is taken to provide a different structure at SGPGI than at AIIMS to meet the special need e.g. in Computerization, Engineering Cadres etc. Also the requirements of AIIMS and SGPGI are different; The SGPGI has only 600 beds only super specialities and no MBBS, no general MD/MS interns, whereas AIIMS has more than 1600 beds and much larger medical & technical manpower than SGPGI. This Committee therefore, also emphasizes the need to keep the special requirements of SGPGI in view while considering the cadre structures and promotional avenues. However, this should not be done in an arbitrary manner and all aspects of the problem should be carefully considered. Different post in different scales in the same cadre were merged in a common scale, could exercise under Fundamental Rule 23 the option of retaining his officiating pay on old higher scale when all the posts of the different categories were on the same new scale from the date and no higher responsibility was involved.


Restoration of original structure of cadre/group:

There are existing 3 tiers (ladders) but some of the entry point scale had been merged in the next higher scale reducing number of ladders toto. The promotional avenues accordingly got reduced and also the general pattern of 3 or 4 tiers system was disturbed. The Lab Attendent, Bio Medical Technician etc. can be reconsidered to be restored back to the original structure (mutatis mutandis) for future entry.

The committee recommends as follows:

- The principle of equivalence of cadres and pay scales with that of AIIMS must be followed. However, the principle of parity and parity pasu equivalence with AIIMS need not be followed literally.
- The SGPGI can not be a replica of AIIMS. It must evolve its own cadre policy wherever necessary & justified. However, in cadres where there is a need for deviation from those at AIIMS, this should be justified and recorded.

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- Higher initial qualifications required at SGPGI compared to AIIMS including knowledge of computers should be maintained taking into consideration the special requirements of the SGPGI and the fact that SGPGI came into being in the 80's whereas AIIMS has been in existence since the early 50's. Higher qualifications are the basic requirement for working at SGPGI & does not provide a basis for giving higher scales of pay or advantage in promotional opportunities.
 - SGPGI should have a standing Sub-Committee of the Finance Committee which should meet in January every year and consider all the changes brought about at AIIMS and the State Government. Keeping in view the needs of SGPGI in Cadre-Structure/Pay-Scales and related issues the Committee would make suitable recommendation for what should be adopted and implemented at SGPG.
 - In specialized/highly technical areas such as Computer Services and Bio-Medical Engineering the head of department/section should be kept as an open selection post, in which the departmental candidates could also complete.
 - Senior most post in a cadre should always have an avenue of lateral entry specially when specialized expertise is required.
 - In general 1/3 by direct recruitment and 2/3 by promotion for Group 'A' & Group 'B' should be followed.
 - It is difficult to have exact identicalities of Nomenclatures/ stages/ pay scales between AIIMS & SGPGIMS cadres/ groups/tiers which is difficult to change now.
- Some deviations which need to be corrected are:**
- (i) In the Personnel and Administrative Dept., at AIIMS the progression is from Office Supdt. → Assist. Admin. Officer → Administrative Officer, while at SGPGI in the present structure the Office Supdt. moves directly onto Administrative Officer.
- (ii) In the Finance and Accounts Depts., at AIIMS the progression is from Junior Accounts Officer → Assist. Accounts Officer → Accounts Officer, while at SGPGI the Junior Accounts Officer moves directly onto Accounts Officer.
- No possible justification for this skipping a scale seems to have been recorded. This violates the spirit of step-wise promotion policy.
- 

This would need to be rectified & future promotions of the incumbents be adjusted accordingly.

II.

Clubbing / Merger of Pay Scales: This is a part and parcel of the process of rationalization of cadre/ salary structure and pay scales, and is carried out to reduce the number of pay scales/steps. This was carried out by both the IVth and the Vth Pay Commissions. Merger should : (a) not cause a loss to the employee who was initially in a higher cadre, whose salary should be fully protected; (b) not be considered as a promotion for the employee who was earlier in the lower pay scale; promotion would be determined by the normal assessment process and any financial benefit accruing out of adjustments resulting from mergers would not be construed as a promotion; (c) further there are set norms in Service Rules, which determine seniority for promotion eligibility to next higher grade when merger of pay scales takes place which should be followed i.e. the pre-merger seniority is retained. A number of representations were related to this problem. These should be examined by the Grievance Committee on the basis of the above recommendations and decided.

In case where this standard administrative process has not been followed, be should rectified on case to case or group of cases basis. For example some cases were brought to our notice when while conversion of scales from old to new ones based on Pay Commission directive was done, these were shown as of promotion while these were cases of only pay fixation.

III.

Assured Career Progression Scheme/Time Scale Applicable to U.P. State Govt. Employees: Many cases were noticed or pointed out, where the employees have not had a single promotion for many years. There are varied reasons for this stagnation; some posts are not part of cadre structure and are single posts; SGPFI being a relatively young institute, appointments in some cadres as per need were made in higher posts in a cadre by direct recruitment, which offer no avenue for further progression to the incumbent.



- IV. The issue of stagnation was also considered by the Vth pay commission, which has recommended the adoption of an Assured Career Progression Scheme (ACPS) which provides a "Safety net" to deal with the problems of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. This scheme, in essence, assures two financial upgradations, 12 years apart during the whole service for regular employees, without change of designation, who are otherwise considered eligible/fit for promotion. (Annexure-I). Vth pay commission restricted the financial benefit to group 'B', however committee decided to look into group 'A' cases on case to case basis.
- V. The schedule of Assured Career Progression Scheme was discussed and the Committee agreed in principle to adopt it. Defining of Duties and Responsibilities : Connected with the promotion policy is the need to make it clear to the staff that promotion does not necessarily imply change of duties, functions and responsibilities; and would in many cases be only for financial benefit. It would be useful for the Institute to define the duties and function of the staff in every cadre and at every salary point.
- VI. Caderisation of Posts: (1) In creation of posts and positions which do not exist at AIIMS, suitable cadre structure should be formed offering 2-3 promotional opportunities; if possible, isolated specialized single posts should be made part of the closest existing discipline, specifying the nature of duties in the job description.
- Cadres of comparable type should have parity of service conditions in terms of pay scales, promotional opportunities and other service conditions.
- (2) Cadre Structure: Depending upon the requirements there could be 2-3 groups/tiers in each cadre (A. Officer, B. Supervisor, C. Worker) with 2/3 promotional opportunities in each group. The distinction in tiers should be on the basis of job description & qualifications required for it. Recruitment to each tier should be independent. However, movement from lower to higher group should be possible, which should be based on selection. A fixed percentage of the posts of higher group can be earmarked for this purpose (if there are 3 groups, movement from C to B may be 15% & B to A 10%) but the incumbent must fulfill the basic qualifications required for the higher group & can complete for the same. If a suitable person is not available, the posts at the higher level can be filled by direct entry as a general policy. Promotion in the lower & middle groups shall be by seniority subject to rejection of unfit & in highest group by merit - cum-seniority alone as a general policy.

- (3) **Number of Years for Promotion:** While there should be a uniform structure in all cadres but at this stage it is difficult to radically restructure all the cadres. The present overall structure with suitable readjustment to bring overall parity as recommended should be implemented.
 - (4) **Uniformity in opportunity of promotion in different cadres:** While acknowledging the general principle of uniformity of ratios at different steps in different cadres, the Committee wishes to strongly emphasize that it has to be determined by the nature & size of the cadre & need not be the same in all cadres. As a general policy the Committee suggests that 3 levels (2 steps) in proportions of 1:3:7 may be provided in each group; but it is not essential to adhere to this ratio in all cadres. The SGPFI should evolve its own ratios.
 - (5) The highest post should be filled by direct selection/ deputation. Age should preferably be above 50 years but in the case of departmental candidate it may be relaxed up to 5 years.
 - (6) A promotional post at higher level, if an eligible person at lower level is not available, may be filled by deputation.
 - (7) For positions where only limited number of posts are needed at the Institute, cadre has been created indicating 00 as number Approved by 52nd Governing Body Meeting Dated 27/11/2001 in the higher cadre indicating that the incumbent will move up with their post, while the lower post will stand in abeyance until it falls vacant on retirement or leaving of the incumbent in the higher post. Future recruitment will be made at the basic post.
 - (8) Problem of an individual should be tackled individually, and not by adjusting cadre size or structure. Individual representations should be considered by the Administrative Committee.
 - (9) Vacant post of reserved quota should be filled either by special recruitment or by deputation depending upon the need.
- VII. **Class IV posts (a)** They should also be caderized offering the same principle of 2-3 promotions or Time Scale/ACP Scheme; (b) In recruitment to class III post, a certain percentage quota (15%) should be reserved for selection from Class IV, for those who possess the prescribed minimum educational and technical qualifications; selection is essential to maintain the quality of services (c) Employees of

this group should be encouraged to enhance their educational and professional qualifications and given leave of the kind due to acquire additional skills and qualifications; (d) all employees should be encouraged to acquire working knowledge of computers.

VIII. Effective Date of Implementation :

- (i) Implementation of Vth Pay commission should be applicable from 1.1.96.
- (ii) Implementation of the recommendations of this report should follow the laid down administrative procedures practiced at the Institute.

Explanations: Financial benefits

1. In general, financial benefit implies placement to next grade/scale (promotion/time scale/redesignation and replacement of pay, monetary benefits in whatever form).
2. Redesignation, without change of scale and for advance increments, can not be termed as financial benefit.
3. Replacement of pay, if it is either identical or lower, can not be termed as financial benefit.

Based on the above principles all existing posts at the Institute have been caderised, defining the avenues of promotions. It is suggested that all future posts should be fitted into these cadres and if they don't fit into these cadres, a new cadre structure based on above guidelines may be created. These recommendations incorporate the recommendations of the Sub-Committee on those representations and reports which point to some elements of interpretation of principles but those which require only administrative action, the Sub-Committee recommends that these, should be referred back to the Administrative Committee which shall decide them on the basis of general principles and guidelines laid down by this report.



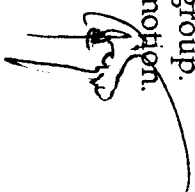
Fixation of Pay:- The following should be adopted for the guidance for fixation of pay as per Annexure-II

DEFINITIONS:-

1. Cadre
Is according to nature of job description. The examples are Personnel & Administration, Finance, Material Management, Engineering etc.

2. Group (A, B, C, D)
Followed Government Categorisation.

3. Tiers/ Steps
These are different levels of salary within one group. Movement from one step to higher step is promotion.




1. CADRE STRUCTURE FOR SGPGI


A. Administration:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs for promotion	No. of Posts	No. of yrs for promotion	
Addl. Director	01		01		<u>IAS Officer on deputation as per SGPGI rule)</u>
Joint Director (Admin) (Rs. 14300 - 18300)	01	7	01		<u>Direct Recruitment.</u>
Chief Administrative Officer (Rs. 12000 - 16500)	01	5	01		100% by promotion
Sr. Administrative Officer (Rs. 10000 - 15200)	01	5	03	5	100% by promotion 1. G.O. No. 1107-sec-14/V-1030/85 dt. 5.2.87
Administrative Officer (Rs. 8000 - 13500)	08	7	07	5	2. 23 rd FC dt.12.2.90, 25 th GB dt. 22.3.90
Asst. Administrative Officer (Rs. 6500 - 10500)	Nil		10	5	2/3 rd by promotion from A.A.O. & 1/3 rd by direct recruitment.
Office Supdt. (Rs. 5500 - 9000)	10	5	18	5	100% by promotion from Office Supdt.
U.D.A. (Rs. 5000 - 8000)	71	5	52	5	1/3 rd by limited departmental competition/ direct recruitment 2/3 rd by promotion.
L.D.A. (Rs. 4000 - 6000)	77	5	77	5	100% by promotion Direct entry.
Total	170		170		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Additional Director (Admn.)	Deputation post. The Institute should have full time Addl. Director.	IAS Officer on deputation as per SGP/CI rule.
Joint Director (Admn.)	Direct recruitment; Qualifications: Graduate (55% or above) with M.B.A. or P.G. Diploma in personnel management of 2 years duration or equivalent and knowledge of computer with 10 years of relevant experience.	1. The post does not exit at AIIMS. 2. The Pay scale Rs. 14300-18300 is neither at AIIMS nor in State Government.
Chief Administrative Officer	100% by Promotion from Sr. Administrative Officer having 5 yrs. experience as Sr. Admn. Officer on merit-cum-seniority, failing which by deputation.	
Sr. Administrative Officer	100% by promotion from Admn. Officers on merit-cum-seniority having five year experience as Administrative Officer, failing which by deputation.	
Administrative Officer	2/3 rd by promotion of Asst. Adm. Officer on merit-cum-seniority and having 05 years experience as Asst. Adm. Officer. 1/3 rd by direct recruitment. Qualifications: Graduate (55% & above) with MBA or P.G. Diploma in management of 2 years duration or equivalent and knowledge of computer with two years experience in Govt./Semi Govt. organizations in	As per structure 2/3 rd by Promotion from Asstt. Admn. Officer & 1/3 rd by Direct Recruitment. 

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	administrative capacity. Pref.: Degree in Law or equivalent. For each group the posts shall be designated by roster in the same order.	
Asst. Officer	Administrative 100% by promotion after 05 yrs. service of Office Supdt. based on seniority subject to rejection of unfit.	
Office Superintendent	2/3 by promotion from UDAs having 5 years experience as UDA based on seniority subject to rejection of unfit. 1/3 by limited departmental competition/direct recruitment. For each group the posts shall be designated by roster in the same order.	As per policy 2/3 by Promotion from U.D.A. & 1/3 by Direct Recruitment.
Upper Division Assistant	100% by promotion from LDAs having five years experience as LDA on seniority basis subject to rejection of unfit.	
Lower Division Assistant	100% by direct recruitment. Qualification: Graduate with knowledge of noting & drafting and 1 year experience in Govt. Semi Govt. organization with knowledge of typing having speed of 35 w.p.m. in Hindi & 40 w.p.m. in English and knowledge of Computer.	

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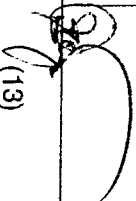
A. Finance & Accounts:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Finance Officer	01		01	Deputation	
Sr. Accounts Officer (Rs. 10000 - 15200)	02		03		Scales/status(GO.S-2-1779/10-2000-33(63)/98 d. May 17, 2000.
Accounts Officer (Rs. 8000 - 13500)	06	5	06	5	100% by promotion on merit cum seniority.
Asst. Accounts Officer (Rs. 6500 - 10500)	Nil	7	05	5	2/3 by promotion & 1/3 rd by direct recruitment.
Jr. Accounts Officer (Rs. 5500 - 9000)	12	5	14	5	100% by promotion from Jr. Accounts Officer
Asst. Accountant (Rs. 4500 - 7000)	43	5	35	5	1/3 by direct recruitment & 2/3 by promotion.
Total	64		64		Direct entry.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Finance Officer	On Deputation	
Senior Account Officer	100% by promotion from Accounts Officers having five years experience as Accounts Officer based on merit-cum-seniority failing which by deputation.	
Accounts Officer	2/3 rd by promotion from Asst. Accounts Officer having experience of 05 years as Asst. Accounts Officer based on merit-cum-seniority failing which by deputation. 1/3 rd by Direct Recruitment. Qualification: M.Com (With Advance Accountancy in B. Com) with at least 07yrs. Exp. as Accountant in any Govt. Organisation OR undertaking Institute. OR II SAS qualification with 07 yrs. supervisory exp. of having worked in audit/accounts branch of a Govt./Semi Govt. Organisation. III A graduate and a fellow/Associate member of the Institute of India..	As per structure 2/3 by Promotion Asstt. Accounts Officer & 1/3 by Direct Rectt. .
Asst. Accounts Officer	100% by promotion after 05 yrs. service of Jr. Accounts Officer based on seniority subject to rejection of unfit..	


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<p>Jr. Accounts Officer</p>	<p>2/3rd by promotion from Assistant Accountant having 5 years experience as Assistant Accountant based on seniority subject to rejection of unfit. 1/3rd by Direct Recruitment. Qualification : DTE or M. Com (with Accountancy in B. COM.) + 5yrs. Exp. as Assistant Accountant.</p>	<p>As per structure 2/3 by Promotion from Asstt. Accountant & 1/3 by Direct Rectt. .</p>
<p>Assistant Accountant</p>	<p>Direct recruitment. Qualifications: Candidate should be B.Com. (55% & above) with Accountancy with 2 yrs. exp. of accounts & knowledge of computer.</p>	<p align="right"><i>[Signature]</i></p>

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A.3. Materials Management :


Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001	No. of yrs. for promotion	Remarks
	No. of Posts	No. of yrs. for promotion			
Joint Director (MM) (Rs. 14300 - 18300)	01		01	Selection Including Open to departmental candidates, if qualified.	As per Govt. notification no. S-2-1779/ten-2000-33(63)/98/dt. 17.3.2000 (to be discussed in the Sub-Committee.)
Sr. Store Purchase Officer (Rs. 10000 - 15200)	01		02		100% by promotion on merit-cum-seniority.
Store Purchase Officer (Rs. 8000 - 13500)	05	5	04	5	2/3 by promotion & 1/3 by direct recruitment.
Asst. Store Purchase Officer (Rs. 6500 - 10500)	05	5	06	5	100% by promotion
Sr. Store Keeper cum Purchase Assistant (Rs. 5500 - 9000)	05	5	07	5	100% by promotion
Store Keeper cum P.A. (Rs. 5000 - 8000)	15	5	12	5	Direct entry.
Total	32		32		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Joint Director (MM)	Direct Recruitment. Qualifications: 1.A) MBA from a recog. Instt. With specialization in Material Management or B) PG Diploma in Material Management of two years duration from a recognized Instt. 2. Experience of 10 years in Government Deptt./ Public Sector/ Large Private Undertaking. Preference to those with experience in hospital procurement /imports/ Engineering degree.	Selection Including Open to departmental candidates, if qualified.
Sr. Store Purchase Officer	100% By promotion of Store Purchase Officer having experience of five years as Store Purchase Officer based on merit-cum-seniority failing which by deputation.	
Store Purchase Officer	2/3 rd by promotion of ASPO based on merit-cum-seniority having experience of 5 years as Asst. Store Purchase Officer. 1/3 rd by direct recruitment with following qualification: (1) Graduate in Science/ Commerce/ economics (55% and above) from a recognized University. (2) MBA or PG Dip. Of 2 years in MM & Inventory Control. (3) 3 years experience at supervisory	As per structure 2/3 by Promotion from Asstt. Store Purchase Officer & 1/3 by Direct Recruitment.


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	<p>level in MM which can be relaxed for persons with MBA.</p> <p>(4) Knowledge of computers.</p> <p>OR</p> <p>(1) 1st class Engg. Degree in Industrial Engg. With MM and inventory control as approved subject.</p> <p>(2) Two years exp. at supervisory level in MM or store in Govt./Semi Govt. PSU/large hospital/ Scientific organization. Preference: Experience of using computer.</p> <p>(3) Knowledge of computers</p>	
Asst. Store Purchase Officer	<p>100% by promotion from Senior Store Keeper-cum-Purchase Assistant having 5 years experience as Sr. Store Keeper-cum-Purchase Assistant based on seniority subject to rejection of unfit.</p>	
Sr. Store Keeper-cum-Purchase Assistant	<p>100% by promotion of Jr. Store Keeper-cum-Purchase Assistant having five years experience as Store Keeper-cum-Purchase Assistant based on seniority subject to rejection of unfit.</p>	
Store Keeper-cum-Purchase Assistant	<p>100% by direct recruitment. Qualification: Graduate in Science/Commerce (above 55%) with diploma in Material Management of two years duration, two years experience of stores and knowledge of computers.</p>	

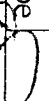
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A.4. Secretarial Staff :

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Principal Private Secretary (Rs. 10000 - 15200)	01		03		100% by promotion on merit cum seniority.
Private Secretary (Rs. 6500 - 10500)	05	8	12	8	100% by promotion
Personal Assistant (Rs. 5500 - 9000)	25	8	21	7	50% by promotion, 50% by direct recruitment.
Stenographer (Rs. 4000 - 6000)	26	5	21	5	Direct entry.
Total	57		57		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Principal Private Secretary	100% by promotion from Private Secretaries having 08 years experience as Private Secretary based on merit-cum-seniority.	
Private Secretary	100% by Promotion of Personal Assistants having 07 years experience as P.A. based on merit-cum-seniority failing which by direct recruitment. Qualifications: Graduate (above 55%) with speed of 80 w.p.m. in Hindi and English stenography and 40/35 w.p.m. in English & Hindi typing and knowledge of computer application with 08 years of experience.	
Personal Assistant	50% by Promotion from Stenographers having 05 years experience as Stenographer based on seniority subject to rejection of unfit and 50% by direct recruitment with age relaxation for departmental candidates. Qualifications: Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer application with three years experience. In absence of candidates with bilingual stenography candidates with English Stenography may be considered eligible. The vacant posts to be	

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	designated to each group by roster in that order.	
Stenographer	<p>100% by direct recruitment.</p> <p>Qualifications: Candidate should be Graduate (above 55%) with speed of 80 w.p.m. in Hindi & English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer applications. In absence of candidates with bilingual stenography candidates with English Stenography may be considered eligible.</p>	<p align="right"><i>[Signature]</i></p>

A.5. Public Relations Wing:

Name of the Post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Senior Public Relation Officer (Rs. 10000 - 15200)	01		01		By promotion / Selection
Public Relation Officer (Rs. 8000 - 13500)	02	8	02	8	100% by promotion
Asst. Public Relation Officer (Rs. 6500 - 10500)	04	5	04	8	1/3 by direct recruitment & 2/3 by promotion.
Jr. Reception Officer (Rs. 5500 - 9000)	05	5	08	7	100% by promotion
Receptionist* (Rs. 4500-7000)	19	8	16	5	Direct Entry
Total	31		31		

* The Receptionist's case was considered & the pay scale of Rs. 4500-7000 was approved.

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Public Relation Officer	100% by promotion from Public Relation Officer with 08 years of experience as Public Relation Officer based on merit-cum-seniority failing which on deputation or by contract.	
Public Relation Officer	100% by promotion of Asst. Public Relation Officer based on merit-cum-seniority and having 08 years experience as APPRO failing which by deputation or on contract.	
Asst. Public Relation Officer	1/3 rd by direct recruitment. Qualifications: Graduate with high second class (marks above 55%) with one of the following subjects - Social Work/ Sociology/Psychology and degree/ diploma in Journalism/Mass Communication/Public Relation with 05 years experience 2/3 rd by promotion from Jr. Reception Officer based on merit-cum-seniority and having 07 years of experience as Junior Public Relation Officer.	As per structure 2/3 rd by Promotion Jr. Reception Officer & 1/3 rd by Direct Rectt.
Jr. Reception Officer	100% by promotion from Receptionists based on seniority subject to rejection of unfit and having 05 yrs. of exp. as Receptionist.	
Receptionist	By direct recruitment. Qualifications: Graduate with High Second Class (Marks above 55%) with one of the following subjects: Social Work/ Sociology/Psychology with diploma in Journalism/Mass Communication/Public Relation.	 1224

A.6. Attendant Cadre:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promoti on	No. of Posts	No. of yrs. for promotion	
Sr. Attendant (Rs. 3050 - 4590)	20		20		100% by promotion (Existing 3 posts filled are as Daftari-cum-C. Operator)
Attendant Gr. I (Rs. 2650 - 4000)	60	5	75	5	100% by promotion
Attendant Gr. II (Rs. 2550 - 3200)	115	5	100	5	Direct entry.
Total	195		195		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Attendant	100% by promotion from Attendant Gr. I having experience of 05 years as Attendant Grade-I based on seniority subject to rejection of unfit.	100% by promotion (Existing 3 posts filled are as Daftari-cum-C. Operator)
Attendant Grade-I	100% by promotion of Office Attendant Gr-II having five years experience as Attendant Gr-II based on seniority subject to rejection of unfit.	
Attendant Gr.-II	By direct recruitment. Qualification: VIII Class pass from a recognized Board/ School.	



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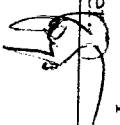
A.7. Central Library:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Librarian (Rs. 14300-18300)	01		01		Direct Recruitment.
Librarian Gr. I (Rs. 6500 - 10500)	01		02		Note: Scale as per note "Standing Finance Committee"/G.B. dt. 19.2.2000 from AIMS of Rs. 18400-22400.
Librarian Gr. II (Rs. 5500 - 9000)	03	5	06	3	100% by promotion
Librarian Gr. III (Rs. 5000 - 8000)	20	5	16	5	Direct entry.
Total	25		25		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Librarian	By direct recruitment. Qual.: 1 st or high IInd class M.Sc. Preferably in Biological subjects with 1 st or high 2 nd class B. Lib. Degree in Library & Information Sciences with atleast 10 years exp. in professional capacity. Desirable: Research published work or M.Lib./Doctoral degree or special knowledge of information storage, retrieval & computers.	Scale as per note "Standing Finance Committee"/G.B. Date 19.2.2000 from AIIMS of Rs. 18400 - 22400.
Librarian Grade-I	100% by promotion from Librarian Gr.-II based on merit-cum-seniority and having 03 years exp. as Librarian Gr.-II failing which by direct recruitment. Qual.: MSc. preferably with Biological subjects with degree in Library Science with 04 years exp. in the profession and knowledge of computer.	
Librarian Grade-II	100% by promotion from Librarian Gr.-III based on seniority subject to rejection of unfit and having 05 years exp. as Librarian Gr.-III failing which by direct recruitment. Qualification.: MSc. preferably in Biological Sciences with degree in Lib.Sciences and 02 years exp. and knowledge of computer.	



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Librarian Grade-III	100% by direct recruitment. Qual.: Graduate in Science with degree in Library Sciences with two years exp. of acquisition of books/ periodicals and documentation work. Typing speed of 30 & 25 w.p.m. in English/Hindi. Knowledge of computer is necessary.	
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C. HOSPITAL SERVICES :


C.1. Hospital Administration:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Medical Superintendent (Rs. 18400 - 22400)	01		01	*	Direct Recruitment
Additional Med. Supdt. (Rs. 16400 - 20000)	01		01		100% promotion from Associate Med. Supdt.. Professional exp. out of which 4 yrs. exp. as Associate Med. Supdt. on merit cum basis failing which by direct recruitment.
Associate Supdt. (Med.) (Rs. 14300 - 18300)	01	10	01	4	100% promotion from Deputy Med. Supdt. Professional exp. out of which 3 years exp. should be as Deputy Med. Supdt. on merit cum basis failing which by direct recruitment.
Deputy Supdt. (Med. & Admn.) (Rs. 3500- 4500) (Pre revised)	01	6	01	3	Direct Recruitment.
Associate Supdt.. (Non-medical) (Rs. 12000 - 16400)	01		00		Abolished
Deputy Supdt. (Non- medical) (Rs. 10000 - 15200)	01	6	02	6	100% by promotion. Existing post of Dy. Supdt. (Non Medical) in the pay scale of Rs. 10000-15200 is redesignated as Dy. Supdt. House Keeping & Administration in the same pay scale. One post for House Keeping and one post for C.S.S.D.
Total	06		06		

• Departmental candidates can compile for open selection direct recruitment posts provided they have the required qualification and experience

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- The Committee has gone through the representation of the candidate & Governing Body decision dt. 3.1.97. The Committee approved one post of Dy. Supdt. (CSSD & Admn.) in the pay scale of Rs. 10000-15200 in place of one post of Associate Supdt. (Non Medical) in the pay scale of Rs. 12000-16500.

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Medical Superintendent	100% by direct recruitment. Qualifications: Post-graduate medical qualification/postgraduate qualification in Hospital Admn./management recog. by M.C.I. with 14 years professional/administration experience in a large hospital.	
Addl. Medical Superintendent	100% by promotion from Associate Superintendent (Medical) having at least 10 years professional experience out of which 04 yrs experience as Associate Supdt. (Medical) on merit-cum-seniority basis failing which by recruitment. Qualifications: Postgraduate medical qualification/post-graduate qualification in hospital administration/ management recognized by M.C.I. with 10 years experience in profession.	
Associate Superintendent(Medical)	100% by promotion from Deputy Supdt. (Medical) as the case may be having 06 yrs. Exp. of professional Exp. out of which 3yrs. should be as Deputy Supdt. (Medical) as the case may be on basis of merit-cum-seniority.	 (28)

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<p>Deputy Supdt. (Med. & Admn.)</p>	<p>By direct recruitment.. Qualifications: A medical qualification included in schedule I & II or Part II of IIIrd Schedule of Indian Medical Council Act. Postgraduate Medical qualifications, Postgraduate degree in hospital admn. and having 3 years administrative exp. in a large hospital.</p>	
<p>Deputy Supdt. (Non-Medical)</p>	<p>By promotion from Asst. Supdt. (Non Medical) having 08 yrs. exp. as Asst. Supdt. In a large super speciality Medical Institute based on merit-cum-seniority.</p>	<p>100% by promotion. Existing post of Dy. Supdt. (Non Medical) in the pay scale of Rs. 10000-15200 is redesignated as Dy. Supdt. House Keeping & Administration in the same pay scale. One post for House Keeping and one post for C.S.S.D.</p>

(Signature)

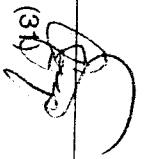
C.2. Nursing Cadre:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
CNO (Rs. 10000 - 15200)	01		01		Direct recruitment
NS (Rs. 8000 - 13500)	01		02		100% by promotion
DNS (Rs. 7500 - 12000)	02	5	14	5	100% by promotion
ANS (Rs. 6500 - 10500)	40	3	54	3	100% by promotion
Sister Gr. I (Rs. 5500 - 9000)	170	3	222	3	100% by promotion
Sister Gr. II (Rs. 5000 - 8000)	462	5	383	5	Direct Entry.
Total	676		676		

- (a) Utilized ANS/DNS/NS/ to serve sections Patient Care/ Personnel Management/ Educational activities.
 (b) It was known that the scale of DNS has been changed in AIIMS. On confirmation the change is Approved by 52nd Governing Body Meeting Dated 27/11/2001 to be effected.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Nursing Officer	By Direct recruitment. Qualifications: B.Sc. Nursing with 10 years experience out of which minimum 5 years should be in an administrative capacity in a reputed hospital or Medical College. Preference to M.Sc. Nursing.	
Nursing Superintendent	100% by promotion from Dy. Nursing Supdt. based on merit-cum-seniority and having experience of 5 years as Deputy Nursing Supdt.	
Dy. Nursing Supdt.	100% by promotion from Asst. Nursing Supdt. Based on merit-cum-seniority and having 03 years exp. as Assistant Nursing Superintendent.	
Asst. Nursing Supdt.	100% by promotion from Sister Gr.-I based on merit-cum-seniority and having 03 years experience as Sister Grade-I.	
Sister Grade-I	100% by promotion from Sister Grade-II based on seniority subject to rejection of unfit and having 05 years exp. as Sister Grade-II.	
Sister Grade-II	100% by direct recruitment. Qualifications: Diploma in General Nursing and midwifery from a recognized institute or equivalent qualification for male Nurse. Preference to those having 3 years exp. in a large hospital or Medical College or B.Sc. Nursing should be a registered "A" Grade Nurse & Midwife with a State Nursing Council or equivalent qualification for Male Nurses.	 (31)

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C.3. Medical Social Worker Wing:

Name of the Post & pay scale	Number of Posts Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Supervising Officer (M.S.W) Rs. 10000 - 15200	00		00		100% by promotion
Supervising Officer M.S.W. Rs. 8000 - 13500	01		01	7	100% by promotion
Medical Social Worker Gr. I Rs. 6500 - 10500	03	5	03	5	100% by promotion
Medical Social Worker Gr. II Rs. 5500 - 9000	08	2	08	5	Direct Entry
Total	12		12		

* Present Incumbent move with the post to the higher scale.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Supervising Officer M.S.W.	100% by promotion from Supervising Officer MSW based on merit-cum-seniority & having exp. of 07 yrs. as Supervising Officer, MSW failing which by deputation.	
Supervising Officer, M.S.W.	100% by promotion from M.S.W. Grade-I based on merit-cum-seniority and having experience of 05 years as MSW Gr.-I.	
Medical Social Worker Grade-I	100% by promotion from M.S.W. Gr.-II based on seniority subject to rejection of unfit and having experience of 05 years as MSW Gr.-II.	
Medical Social Worker Grade-II	100% by direct recruitment. Qualifications: 1 st or good 2 nd class Masters degree in Social Work/Sociology or Psychology. Preference will be given to those candidates who have an experience of similar work in large teaching hospital.	

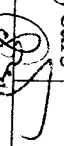
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C.4. CENTRAL STERILIZATION SUPPLY DEPARTMENT:

Name of the Post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Post	No. of yrs. for promotion	No. of Post	No. of yrs. for promotion	
Asst. Supdt. (CSSD & Admin) (Rs. 6500 - 10500)	01		01		Direct Recruitment
Technical Assistant for CSSD (Rs. 4500 - 7000)	01		01		100% by promotion
CSR Assistant Grade-I (Rs. 4000 - 6000)	03	5	10	5	Direct Recruitment
CSR Assistant Grade-II (Rs. 3050 - 4590)	07	5			Merged with CSR Assistant Grade-I
Laundry Supervisor (Rs. 5500-9000)	01	5	01	5	100% by promotion
Total	13		13		

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(CSSD & Admn.)	<p>Qualifications: Graduate with Degree in CSSD or equivalent with 05 years experience in CSSD & Linen & Laundry service in a large teaching hospital. Preference: Managerial or Supervisory experience.</p>	<p>post of Dy. Supdt. (Non Medical) in the pay scale of Rs. 10000-15200 is redesignated as Dy. Supdt. House Keeping & Administration in the same pay scale. One post for House Keeping and one post for C.S.S.D.</p>
Technical Asstt.	<p>100% by promotion from CSR Asst. Gr.-I having 05 years experience as CSR Asst. Gr.-I based on seniority subject to rejection of unfit.</p>	
C.S.R Assistant Grade-I	<p>100% direct recruitment. Qualifications: 10+2 in Science with Diploma in CSSD, failing which 3 years experience in CSSD in large teaching hospital.</p>	
Laundry Supervisor	<p>100% by promotion from amongst Junior Engineer (Mech.) or Senior House Keeper failing which by direct recruitment. Qualifications: First class Diploma in Mechanical Engineering /Diploma in Catering or Hotel Management with 7 years experience in the line.</p>	

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C.5. Ward Master :

Name of the Post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001	Remarks
	No. of Posts	No. of yrs. promotion		
Ward Master Gr. I (Rs. 4500 - 7000)	06		Ward Master Gr. I (Rs. 6500 - 10500)	100% by promotion
Ward Master Gr. II (Rs. 4000 - 6000)	09	8	Ward Master Gr. II (Rs. 5500 - 9000)	100% by promotion
Ward Master Gr. III (Rs. 3200 - 4900)	14	5	Ward Master Gr. III (Rs. 5000 - 8000)	Not to be recruited in future
Total	29			

Extension of HRF to whole hospital to be managed by ward master has increased its relevance. The decision of G.B. (dated 3.1.97) must be implemented [full retirement to work as equivalent to Nursing cadre i.e. Sister Gr. II (Rs. 5000 - 8000), Sister Gr. I (Rs. 5500 - 9000), Asst. Nursing Sudt. (Rs. 6500 - 10500) etc]. They are not be recruited in future.

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Ward Master Grade-I	100% by promotion after 07 years service of Ward Master Grade-II based on seniority subject to rejection of unfit.	
Ward Master Grade-II	100% by promotion after 05 years service of Ward Master Grade-III based on seniority subject to rejection of unfit.	
Ward Master Grade-III	Not to be recruited in future	


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C.6. Medical Record Wing:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Medical Record Officer (Rs. 10000 - 15200)	01		01		Direct Recruitment.
Sr. Medical Record Officer (Rs. 6500 - 10500)	00		01		100% by promotion
Medical Record Officer (Rs. 5500 - 9000)	01	5	01	5	100% by promotion
Jr. Medical Record Officer (Rs. 4500 - 7000)	06	5	05	5	100% by promotion
Medical Record Technician (Rs. 4000 - 6000)	12	5	12	5	Direct entry + 15% from attendants.
Medical Record Attendant Gr. I (Rs. 3050 - 4590)	02		02		100% by promotion
Medical Record Attendant Gr. II (Rs. 2650 - 4000)	04	5	04	5	Direct entry.
Total	26		26		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Medical Record Officer	By direct recruitment. Qualifications: Graduate with Degree in Medical Record with 05 years experience in a large organization. Preferably with Degree/Diploma in Computer application. Person having experience in large teaching /research Institute will be preferred. In case candidates with degree in Medical Records and 5 years experience are not available, candidates without degree in medical records may be considered but such candidates shall be appointed in the pay scale of Rs. 8000-13500.	
Sr. Medical Record Officer	100% by promotion from Medical Record Officer, having 05 yrs. Exp. as Medical Record Officer based on seniority subject to rejection of unfit.	
Medical Record Officer	100% by promotion from Jr. Medical Record Officer having 05 years experience as Jr. Medical Officer based on seniority subject to rejection of unfit failing which by direct recruitment. Qualifications: Graduate with degree in Medical Record and one year experience or Diploma in Medical Record with 5 years	 (38)

Jr. Medical Record Officer	experience in large teaching/research institution.	
Medical Record Technician	100% by promotion from Medical Record Technician based on seniority subject to rejection of unfit and having 05 years experience as Medical Record Technician failing which by direct recruitment. The incumbent will have to acquire Degree / Diploma before being eligible for promotion if he already does not possess it. Qualification : Graduate with degree in Medical Record and ' 01 year experience or Diploma in Medical Record with 03 years exp. in a large teaching/research Institution.	
Medical Record Attendent Grade-I	100% by direct recruitment, Qualifications: Graduate Degree /Diploma in Medical Record & knowledge of computers. In case candidates with Degree/ Diploma are not available, persons with experience of working in medical records in a large hospital can be considered but for future promotions they will have to acquire the requisite qualifications.	
Medical Record Attendent Grade-II	100% by promotion from Medical Record Attendent Gr.-II based on seniority subject to rejection of unfit & having 05 yrs. Exp. as Medical Record Attendent Grade-II.	

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Medical Grade-II	Record	Attendant	100% by direct recruitment. Qualifications: High School pass with 5 yrs. Experience in filing area of medical records. Desirable: High School pass with typing speed of 30 & 25 wpm.	
				


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C.7. Medical Perfusionist :

Existing			Approved by 52nd Governing Body Meeting Dated 27/11/2001			Remarks
Name of the posts & pay scale	No. of Posts	No. of yrs. for promotion	Name of the Posts & pay scale	No. of Posts	No. of yrs. for promotion	
Chief Technical Officer (Perfusion) (Rs. 8000-13500)	01		Chief Technical Officer (Perfusion) (Rs. 10000-15200)	01		100% promotion from Sr. Tech. Officer (Perfusion) based on merit-cum-seniority.
Senior Technical Officer (Perfusion) (Rs. 6500-10500)	02	8	Senior Technical Officer (Perfusion) (Rs. 8000-13500)	02	7	100% promotion from Sr. Perfusionist based on merit-cum-seniority failing which direct recruitment.
Technical Officer (Sr. Perfusion) (Rs. 5500-9000)	03	5	Technical Officer (Sr. Perfusion) (Rs. 6500-10500)	03	5	Direct recruitment
Total	06			06		

(Signature)

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Technical Officer (Perfusion)	100% by promotion from Senior Technical Officer (Perfusion) on merit-cum-seniority basis and having 07 years of experience as Senior Technical Officer (Perfusion).	
Sr. Technical Officer (Perfusion)	100% by promotion from Technical Officer (Senior Perfusion) based on merit-cum-seniority and having 05 years experience as Technical Officer (Senior Perfusion) failing which by direct recruitment. Qualifications: B.Sc. degree with certificate of perfusion Technology awarded by recognized Institution / Authority (such as Association / CVTS of India) after training and having 08 years exp. in the field.	
Technical Officer (Sr. Perfusion)	100% by direct recruitment. Qualifications: B.Sc. degree with certificate of perfusion Technology awarded by recognized Institution / Association / Authority (Such as Association of CVTS of India) after training 5 years experience in the field as Perfusionist.	


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C.8. Dietician Cadre :

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Dietician (Rs.10000-15200)	01		01		100% by promotion
Sr. Dietician (Rs.8000-13500)	01	5	01	5	100% by promotion
Dietician (Rs.6500-10500)	02	4	02	4	100% by promotion
Asst. Dietician (Rs.5500-9000)	04	3	04	3	Director recruitment
Total	08		08		

[Signature]

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Dietician	100% by promotion from Sr. Dietician having 5 years exp. as Sr. Dietician based on merit-cum-seniority failing which by direct recruitment. Qualification: M.Sc. (Food & Nutrition) with 10 years of exp. or B.Sc. (Home Science) with P.G. Diploma in Dietetics and having 15 years of exp. in a large hospital.	
Sr. Dietician	100% by promotion from Dietician having 4 yrs. Experience as Dietician based on merit-cum-seniority.	
Dietician	100% by promotion from Asst. Dietician having 3 yrs exp. as Asst. Dietician based on seniority subject to rejection of unfit failing which by direct recruitment. Qualifications: M.Sc. (Food & Nutrition) or B.Sc. (Home Science) with P.G. Diploma in dietetics. The candidate must have 3 years experience in the line. Preferably in large teaching hospital.	
Asst. Dietician	100% direct recruitment. Qualifications: 1) M.Sc. (Food & Nutrition) from a recog. University/Institution. 2) 02 years experience in the line. Preferably in a large teaching hospital.	

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C.9. Physiotherapist Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Sr. Physiotherapist (Rs.6500-10500)	01		01		100% by promotion
Physiotherapist Gr. I (Rs.5500-9000)	05	5	05	5	Direct Recruitment.
Total	06		06		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Physiotherapist	100% by promotion from Physiotherapist Grade-I having 5 years experience as Physiotherapist. Gr.-I based on Seniority subject to rejection of unfit.	
Physiotherapist Gr. I	100% by direct recruitment. Qualifications: Intermediate with science with 3 years Diploma in Physiotherapy.	

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C.10. Pharmacist Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Pharmacist Gr-I (Rs.6500-10500)	01		01		100% by promotion
Pharmacist Gr. II (Rs.5500-9000)	03	5	03	5	100% by promotion
Pharmacist Gr.-III (Rs.4500-7000)	06	5	06	5	Direct entry
Total	10		10		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Pharmacist Gr.-I	100% by promotion from Pharmacist Gr.-II having 5 years of exp. as Pharmacist Gr.-II based on seniority subject to rejection of unfit.	
Pharmacist Gr.-II	100% by promotion from Pharmacist Gr.-III having 5 years exp. as Pharmacist Gr.-III based on seniority subject to rejection of unfit.	
Pharmacist Gr.-III	100% direct recruitment. Qualifications: Diploma in Pharmacy from a recog. Instt. and with 3 years exp. in the line in a large (more than 200 bedded) hospital.	

C.11. Hospital Attendant (Patient Helper):

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs for promotion	No. of Posts	No. of yrs. for promotion	
Hospital Attendant Gr.-I Rs. 3050 - 4590	15		15		100% by promotion
Hospital Attendant Gr. II Rs. 2650 - 4000	45	5	45	5	100% by promotion
Hospital Attendant Gr. III Rs. 2550 - 3200	114	5	114	5	Direct Entry
Total	174		174		

The Patient Helper should be re-designated as Hospital Attendant as per AIIMS. The promotional avenue for this post will be as per decision taken by 43rd Governing Body. Promotional eligibility only 15% by Departmental Test to Group C posts after completion of 10 (Ten) years regular service should be having intermediate or equivalent with working knowledge of computers. The same criteria should be applied to other Group D posts. The Institute may also provide training opportunities to obtain computer training to willing employees. This change for Patient Helper to Hospital Attendant as per AIIMS nomenclature.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Hospital Attendant Gr.-I	100% by promotion from Hospital Attendant Gr.-II after 5 yrs. Exp. as Hospital attendant Gr.-II based on seniority subject to rejection of unfit.	
Hospital Attendant Gr.-II	100% by promotion from Hospital Attendant Gr.-III after 5yrs. of exp. as Hospital Attendant Grade-III based on seniority subject to rejection of unfit.	
Hospital Attendant Gr.-III	100% By direct recruitment. Qualifications: VIII th Class pass from the recognized Institute. Preferably having experience in hospital.	



D. LABORATORY STAFF:

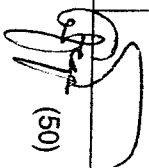
Name of Post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Scientist C (Rs.12000 - 16500)	00		00		By assessment promotion
Scientist B (Rs. 10000 - 15200)	00		00	7	By assessment promotion
Scientist A (Rs. 8000 - 13500)	03		03	5	Direct entry
Total	03		03		

- This is a new category of post in the department in between technicians and faculty members. There is one precedence of a similar post in the department of Pathology for Electron Microscopy. Similar posts also exist at AIIMS in various departments. For creation of these posts the department has justified their need to cater for high level of technical laboratory expertise required in the field of Genetics. It appears to be a reasonable request to appropriately distribute the workload and increase the quality & productivity of work without adding additional posts of faculty in the department.
- Since the Institute has adopted the cadre and promotional policy of the AIIMS there is a provision of in-situ promotion of the incumbent on the same post. This will satisfy the promotional requirements for this post.
- The qualifications proposed by the department are commensurate to similar qualifications at AIIMS. Salary scales & promotional opportunities would also be the same.
- The Finance Committee approved the above proposal.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Scientist 'B' for Cytogenetics	M.Sc. Zoology/Life Sciences or equivalent with 02 yrs. experience in Cytogenetics and Molecular Biology/DNA Diagnostics. Candidates with Ph.D. will be given preference. Candidates with Medical Qualification (MD/MS/ DNB or equivalent) and appropriate experience may also be considered.	
Scientist 'B' for Immunogenetics	M.Sc. Zoology/Life Sciences or equivalent with 2 years experience in Immunogenetics and Molecular Biology/DNA Diagnostics. Candidates with Ph.D. will be given preference. Candidates with Medical qualification ((MD/ MS/DNB or equivalent) and appropriate experience may also be considered.	
Scientist 'B' for Biochemical & Molecular Genetics	M.Sc. Biochemistry/Life Sciences or equivalent with 2 years experience in Molecular Biology/DNA Diagnostics. Candidates with Ph.D. will be given preference. Candidates with Medical qualification (MD/ MS/DNB or equivalent) and appropriate experience may also be considered.	
Scientist 'A'	1. M.Sc. Zoology/Life Sciences or equivalent with 02 yrs. experience in Cytogenetics and Molecular Biology/ DNA Diagnostics. Candidates with Ph.D. will be given	


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	<p>Preference: Candidates with Medical Qualification (MD/MS/DNB or equivalent) and appropriate experience may also be considered.</p> <p>OR</p> <p>2. M.Sc. Zoology/Life Sciences or equivalent with 2 years experience in Immunogenetics and Molecular Biology/DNA Diagnostics. Candidates with Ph.D. will be given preference. Candidates with Medical qualification ((MD/ MS/DNB or equivalent) and appropriate experience may also be considered.</p> <p>OR</p> <p>3. M.Sc. Biochemistry/Life Sciences or equivalent with 2 years experience in Molecular Biology/DNA Diagnostics. Candidates with Ph.D. will be given preference. Candidates with Medical qualification (MD/MS/DNB or equivalent) and appropriate experience may also be considered.</p>	
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D.2. Technical Cadre:

Name of the Post (Pay Scale)	Existing (as per 40 th FC)		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Technical Officer (Rs. 10000 - 15200)	00		00		
Sr. Technical Officer (Rs. 8000 - 13500)	14		14		100% by promotion from Technical Officer.
Technical Officer (Rs. 6500 - 10500)	43	5	43	5	100% by promotion from Technician Gr. - I.
Technician Gr. - I (Rs. 5500 - 9000)	84	5	84	5	100% by promotion from Technician Gr. - II.
Technician Gr. - II (Rs. 4500 - 7000)	84+1	5	85	5	Direct Recruitment / 15% promotion from Lab. Attendant Cadre.
Total	226		226		

Note: Audiometrician to be merged with Technician cadre i.e. to be placed as Technician Gr. II (225+1=226)



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Tech. Officer	100% by promotion from Technical Officer based on merit-cum-seniority and having 5 years experience as Technical Officer failing which by direct recruitment. Qualification: B. Sc. Or Intermediate with diploma in MLT with 10 years exp. in a reputed large organisation./ medical College.	
Technical Officer	100% by promotion from Technician Grade-I based on seniority subject to rejection of unfit and having experience of 5 years as Technician Grade-I.	
Technician Grade-I	100% by promotion from Technician Gr.-II based on seniority subject to rejection of unfit and having 5 years exp. as technician Grade-II, failing which by direct recruitment. Qualification.: Intermediate Science with DMLT or diploma in related speciality from a recog. Univ./Instt. with 03 years exp. Candidate with B.Sc. degree along with Diploma in related speciality will be given preference.	
Technician Gr.-II	<p><u>For Laboratory Essential:</u></p> <p>I) Intermediate with Science (10+2) or equivalent from a recog. Univ./ Instt.</p> <p>II) Diploma in Medical laboratory Techniques from a recog. Institute.</p>	

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	<p>III) One year exp. in a Medical Laboratory. OR Degree in Science from recognized University.</p> <p><u>For Radiodiagnosis:</u></p> <p>I) Intermediate with Science (10+2) or equivalent from a recognized Board/ Univ. II) Diploma in Radiography Techniques from a recognized Institution. III) One year experience as a Radiographer. OR B.Sc. in Radiography from a recog. University/Institution. OR I) 10+2 with Science subject from a recognized Board/ Institution plus DMLT. OR Diploma in related field from recognized Univ./Instt. And one year exp. in related field. OR II) B.Sc. Degree from recognized University/Instt.</p>	
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D.3. Statistician Cadre:

Name of Post & pay scale	Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Statistician Rs. 6500 - 10500	00		00		He will move up with his post.
Sr. Statistical Asst. Rs. 5500 - 9000	00		00	7	
Statistical Asst. Rs. 4500 - 7000	01		01	5	

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Statistician	100% by promotion after 07 yrs. based on seniority subject to rejection of unfit.	
Sr. Statistical Assistant	100% by promotion after 05 yrs. based on seniority subject to rejection of unfit.	
Statistical Assistant	By Direct recruitment.. Qualification: M.Sc. with Mathematics, Static or Statistical Math.	

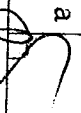
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D.4. Bio-Medical Engineering Wing:


Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Sr. Engineer Rs. 12000 - 16500	01		01		Direct Recruitment.
Executive Engineer Rs. 10000 - 15200	01		01		100% by promotion
Assistant Engineer Rs. 8000 - 13500	04	8	05	8	1/3 by direct recruitment & 2/3 by promotion.
Jr. Engineer Rs. 5000 - 8000	08	8	07	8	Direct Recruitment.
Bio-Med. Tech. Gr.-I Rs. 4500-7000	01		03		100% by promotion
Bio-Med. Tech. Gr.-II Rs. 4000-6000	03	07	05	5	Direct recruitment
Bio-Med. Tech. Gr.-III Rs. 4000-6000	04		Nil		Merged with Bio-Med. Tech. Gr.-II
Total	22		22		



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Engineer	By direct recruitment.. Qualifications: 1 st class degree in Bio-Medical/Electronics or Instru. Engg. + 10 years experience in Industry /Hospital or a research organization in maintenance /manufacture of sophisticated medical/ radiological / analytical electronic equipments out of which 05 years in supervisory capacity. Preference to those having P.G. degree in Engineering.	
Ex. Engineer	100% by promotion of Assistant Engineers having 8 years experience as Asst. Engineer on merit-cum-seniority. The candidate must be a degree holder/AMIE in Bio-Medical Engineering failing which on contract or by deputation.	
Asst. Engineer	2/3 rd by promotion from Junior Engineers having 08 years experience as J.E. (Bio-Medical/Electronics); on merit-cum-seniority basis. 1/3 rd by direct recruitment. Qualifications: Graduate in Bio-Medical Engg./Electronic/Instru.. Or AMIE holder with 2 years experience in a large institution/organization.	As per policy 2/3 rd by Promotion & 1/3 rd by Direct Rectt. .) 

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Junior Engineer	By direct recruitment. Qualifications: First Class Diploma in Electronics/Bio-Medical Engineering from a recognized Instt./Polytech. with two years experience in a medical institution or reputed organization.	
Bio-Med. Tech. Grade-I	100% by promotion from Bio-Medical Technician Grade-II based on seniority subject to rejection of unfit with 05 years of exp. as Bio-Medical Tech. Grade-II The employee shall continue to work in the same field.	
Bio-Med. Tech. Grade-II	100% by direct recruitment. Qualifications: I.T.I. with two years diploma in Electronics/Electrical/Mechanical Engg./ Fitter Course and minimum 2 years experience in related field preferably in the hospital/research institute.	


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D.5. Medical Illustration Unit:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Artist (Rs. 8000 - 13500)	00		01		100% by Promotion from Sr. Artist / Sr. Photographer on the basis of merit cum seniority.
Sr. Artist (Rs. 5500 - 9000)	01	8	01	7	100% by Promotion
Artist (Rs. 4500 - 7000)	01	5	01	5	Direct recruitment.
Sr. Photographer (Rs. 5500 - 9000)	01		01		100% by Promotion
Jr. Photographer (Rs. 4500 - 7000)	03	5	03	7	2/3 rd promotional & 1/3 rd by direct recruitment.
Photography Asst. (Rs. 3200 - 4590)	01	10	01	5	Direct Entry
Total	07		08		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Artist	100% by promotion from Sr. Artist having 07 yrs. exp. as Sr. Artist based on merit-cum-seniority.	Creation of one post of Chief Artist.
Sr. Artist	100% by promotion from Artist having 05 yrs. exp. as Artist based on seniority subject to rejection of unfit.	
Artist	100% by direct recruitment. Qualifications: Essential: Degree in Fine Arts/Commercial Arts/Mass Communication from a recognized Institution/University. OR Diploma in Fine Arts/Commercial Arts/Mass Communication with 3 yrs. exp. in Illustration and Modeling, preferably in a teaching Institution. Preferential: Knowledge in Computer.	
Sr. Photographer	100% by promotion from Junior Photographers having 07 yrs. exp. as Junior Photographer on seniority subject to rejection of unfit.	

Jr. Photographer	2/3 rd by promotion from Photography Asst. having 05 yrs. exp. as Photography Assistant based on seniority subject to rejection of unfit, and 1/3 rd by Direct recruitment. Qualifications: Degree in Photography or Diploma in Photography from a recognized Institution with 03 yrs. exp. in photography preferably in Medical photography in a teaching institution / hospital. Preferential: Knowledge in Computers.	As per policy 2/3 rd by Promotion & 1/3 rd by Direct Recct. .)
Photography Asst.	Matric or its equivalent and 05 yrs. exp. in Medical Photography in a teaching Institute.	


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D.6. Dark Rook Assistant Cadre :

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Dark Room Asst. Gr. I (Rs.4500-7000)	01		01		100% by promotion
Dark Room Asst. Gr. II (Rs.4000-6000)	02	5	02	5	100% by promotion
Dark Room Asst. Gr. III (Rs.3050-4590)	06	5	06	5	Direct entry
Total	09		09		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Dark Room Asst. Grade-I	100% by promotion from Dark Room Assistant Gr.-II with 05 yrs. service in the grade failing which 10 years combined service of Grade-II & Grade-III out of which atleast 2 yrs. shall be in Grade-II and based on seniority subject to rejection of unfit.	
Dark Room Asst. Grade-II	100% by promotion from Dark Room Assistant Grade-III based on seniority subject to rejection of unfit and having 05 yrs. experience in the grade.	
Dark Room Asst. Grade-III	100% by direct recruitment. Qualifications: Essential: Matric or its equivalent. Diploma/ Certificate in Radiology of one year. Desirable: One year experience as Dark Room Assistant in a Hospital.	

D.7. Lab Attendant Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Lab Attendant Gr. I (Rs. 3200 - 4900)	06		25		100% promotion from Lab Attendant Gr. II based on seniority subject to rejection of unfit.
Lab Attendant Gr. II (Rs. 3050 - 4590)	18	5	40	5	Direct recruitment
Lab Attendant Gr. III (Rs. 2650 - 4000)	41	5	00		Merged with Lab Attendant Gr-II
Total	65		65		


NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Lab Attendant Grade-I	100% by promotion from Lab Attendant Gr.-II based on seniority subject to rejection of unfit and having exp. of 05 yrs. in Lab Attendant Gr.-II failing which combined regular service of 08 yrs. in Lab Attendant Gr.-II of which not less than 1yr. in Grade-II.	
Lab Attendant Grade-II	100% by direct recruitment. Qualifications: High School with science and 1 year exp. as Lab Attendant in a Government Hospital	

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E. COMPUTER CADRE:

Name of Post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Senior System Manager (Rs. 18400 - 22400)	01		01		100% by promotion of System Manager with 07 yrs. exp. as System Manager based on merit-cum-seniority failing which by direct recruitment.
System Manager (Rs. 16400 - 20000)	01		01	7	100% by promotion from Sr. System Analyst based on merit-cum-seniority.
Senior System Analyst (Rs. 14300 - 18300)	02	5	02	5	100% by promotion from System Analyst based on merit-cum-seniority.
System Analyst (Rs. 11625 - 15200)	02	4	02	4	Direct recruitment + 15% from Senior Programmer cum Data Processor
Senior Programmer cum Data Processor (Rs. 10000 - 15200)	01		01		100% by promotion from Programmer cum Data Processor based on merit-cum-seniority
Programmer cum Data Processor (Rs. 8000 - 13500)	01	8	02	8	100% by promotion from Junior Programmer cum Data Processor based on seniority subject to rejection of unfit.
Junior Programmer cum Data Processor (Rs. 6500 - 10500)	02	5	04	5	2/3 rd by promotional from Data Entry Operator Gr. D & 1/3 rd by direct recruitment.
Data Entry Operator Group -D (Rs. 5500 - 9000)	05	3	8	7	100% by promotion
Data Entry Operator Group - C (Rs. 5000 - 8000)	15		39	5	Direct recruitment.
Data Entry Operator Group - B (Rs. 4500 - 7000)	30		Nil		Merged with Data Entry Operator Gr. - C
Total	60		60		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. System Manager	100% by promotion of System Manager with 07 yrs. exp. as System Manager based on merit-cum-seniority failing which by direct recruitment. Qualifications: B.Tech / M.C.A. with 10 yrs. of experience. Preferably Ph.D. in Computer Science.	
System Manager	100% by promotion of Sr. System Analyst with 5 yrs. exp. as Sr. System Analyst based on merit-cum-seniority failing which by direct recruitment. Qualifications: B.Tech. / M.C.A. with 07 yrs exp. in the profession.	
Sr. System Analyst	100% by promotion of System Analyst with 4 yrs. exp. as System Analyst based on merit-cum-seniority failing which by direct recruitment. Qualifications: B.Tech./M.C.A. with 05 yrs. experience.	
System Analyst	100% by direct recruitment. Qualifications: B.Tech. / M.C.A. with 03 yrs. exp. in the line.	
Sr. Programmer-cum-Data Processor	100% by promotion from Programmer-cum-Data Processor having 08 yrs. exp. as Programmer-cum-Data Processor based on merit-cum-seniority. The incumbent must have attained B-level DOE or equivalent.	

<p>Programmer -cum- Data-Processor</p>	<p>100% by promotion of Jr. Programmer-cum-Data Processor having exp. of 5 yrs. as Junior Programmer-cum-Data Processor based on seniority subject to rejection of unfit. The incumbent must have attained A-level DOE or equivalent.</p>	
<p>Jr. Programmer-cum-Data Processor</p>	<p>2/3rd by promotion from Data Entry Operator Group 'D' having 07 yrs. Exp. as Data Entry Operator Group 'D' based on seniority subject to rejection of unfit & 1/3rd by direct recruitment. Qualifications: B.Tech. (Any Branch)/M.Sc. (Math/Phy./Stat) or MCA or equivalent + 1 year exp.</p>	<p>(A) If an incumbent is MCA, in that case additional Qualification of DOE (O level) seems superfluous. (B) The Director / Chairman Finance Committee put up the case of Sri Arun Srivastava, Jr. Programmer Cum Data Processor before the Committee, which decided that the change at (A) is sufficient.</p>
<p>Data Entry Operator Group-D</p>	<p>100% by promotion of Data Entry Operator Group-C having 05 yrs. exp. as Data Entry Op. Group-C based on seniority subject to rejection of unfit. Failing which by direct recruitment. Qualifications: Graduate preferably with Maths/ Phy. Stat + DOE Diploma (O level) + 5 yrs. experience.</p>	
<p>Data Entry Operator Group-C</p>	<p>100% by direct recruitment. Qualifications: Graduate preferably with Maths/Phy/ Stat +DOE Dir. (0 level)+ 1yrs experience.</p>	



F. Research Cell:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Sr. Research officer (Rs. 10000-15200)	01		01		100% by promotion
Research Officer (Rs. 8000-13500)	00	8	00	08	Direct Entry
Total	01		01		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Research Officer	100% by promotion from Research Officer with 08 years of exp. as Research Officer in the Institute.	
Research Officer	Direct Recruitment. Qualifications: M.Sc. Ph.D. in Science.	



G. ENGINEERING SERVICES:

G.1. CIVIL/MECHANICAL/ELECTRICAL ENGINEERING/ARCHITECT:

Name of the post (Pay Scale)	Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Chief Engineer / Consultant (Rs. 18400-22400)	01		01		This post shall be only for project phase. This post is created in the pay scale of Rs. 18400-22400.
Superintending Engineer (Rs. 12000 - 16500)	01		01		100% by promotion.
Executive Engineer (Rs. 10000 - 15200)	01	7	01	8	100% by promotion. 10 yrs service will provide eligibility for direct selection as S.E.
Assistant Engineer (Rs. 8000 - 13500)	03	8	05	8	1/3 rd by direct recruitment & 2/3 rd by promotion.
Jr. Engineer (Rs. 5000 - 8000)	11	8	09	8	Direct Entry
Senior Tradesman (Rs. 4000 - 6000)	02		02		100% by promotion
Tradesman Gr. I (Rs. 3050 - 4590)	03	5	03	5	100% by promotion
Tradesman Gr. II (Rs. 2750 - 4400)	08	5	08	5	Direct Entry
Senior Helper (Rs. 3050 - 4590)	05		05		100% by promotion

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Helper Gr. I (Rs. 2650 - 4000)	15	8	15	5	100% by promotion
Helper Gr. II (Rs. 2550 - 3200)	32	5	32	5	Direct Entry
Total	82		82		




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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Engineer/ Consultant	On contract/deputation. Qual.: The applicant should be graduate to Civil/Electrical Engg. or in other allied areas of Hospital engineering with 15 yrs. of exp. in a large organisation/instt. out of which atleast 05 yrs. of exp. in supervisory category.	This post shall be only for project phase.
Supdt. Engineer	100% by promotion of Executive Engineer possessing degree in Civil/ Electrical or other allied areas of hospital engineering and having 08 yrs. of experience as Executive Engineer on basis of merit-cum-seniority failing which by deputation.	
Ex. Engineer (Civil)	To be filled in by 100% promotion of Assistant Engineer (Civil) based on merit-cum-seniority having 08 yrs experience as Asst. Engineer in Civil Engineering failing which by deputation. The incumbent must be a degree holder in Civil Engineering OR A.M.I.E.	
Asst. Engineer	2/3 rd by promotion of J.E. (Civil) based on merit-cum-seniority having 08 yrs. exp. as J.E. in Civil Engineering. 1/3 rd by direct recruitment. Qualification: Graduate (1 st Class) in Civil Engineering/ AMIE with 02 years of exp. in large organization/institution.	As per structure 2/3 rd by Promotion from J.E. (C) & 1/3 rd by Direct Rectt..
Jr. Engineer	Direct recruitment. Qualifications: First class Diploma in Civil Engineering with 02 years experience.	

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Jr. Engineer (T)	Direct Recruitment. Qualifications: First Class Diploma in Civil Trade with 02 yrs. exp. in line.	Merged with J.E. (Civil).
Sr. Tradesman	100% by promotion from Tradesman Gr.-I based on seniority subject to rejection of unfit and having 05 yrs. of exp. as Tradesman Grade-I.	
Tradesman Gr.-I	100% by promotion from Tradesman Gr.-II based on seniority subject to rejection of unfit and having 05 yrs. exp. as Tradesman Gr.-II.	
Tradesman Gr.-II	By direct recruitment. Qualifications: I.T.I. in the required trade with one year experience.	
Senior Helper	100% by promotion from Helper Gr.-I based on seniority subject to rejection of unfit and having 05 yrs. exp. as Helper Gr.-II.	
Helper Gr.-I	100% by promotion from Helper Gr.-II based on seniority subject to rejection of unfit and having 05 yrs. exp. as Helper Grade-II.	
Helper Gr.-II	By Direct recruitment. Qualifications: VII Class Pass from a recognized Board/ School.	



Creation of posts: S.E.(E) / E.E.(AC/Refrigeration) / E.E.(Telecom)

G.2 Electrical/Mechanical Engineering Wing:

Name of the post and pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Superintending Engineer Rs. 12000 - 16500	00		01		100% by promotion.
Executive Engineer Rs. 10000 - 15200	01		01	8	100% by promotion from A.E.
Assistant Engineer Rs. 8000 - 13500	04	8	04	8	1/3 rd by direct recruitment & 2/3 rd by promotion.
Assistant Engineer (Mech.) Rs. 8000 - 13500	00	8	01	8	100% by promotion.
Jr. Engineer (Electrical/ Electronics) Rs. 5000 - 8000	05	8	04	5	Direct Recruitment
Jr. Engineer (Mech.) Rs. 5000 - 8000	02		02		Direct Recruitment.
Total	12		13		



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Supdt. Engineer (Electrical)	100% by promotion after 08 yrs. exp. from Ex. Engineer (Elect.) on basis of merit-cum-seniority failing which by deputation.	This was so in Civil Cadre.
Ex. Engineer	100% by promotion from AE(E)/AE(A/c)/AE(Tel)/AE(Mechanica I)/AE(Electronics) based on merit-cum-seniority and having 8 yrs. exp. as Assistant Engineer failing which by deputation. The incumbent must be a degree holder or AMIE in Electrical Engineering or allied areas.	
Asst. Engineer (Elect./Mech./Electronic)	2/3 rd by promotion from J.E.(Elect.)/J.E.(Mech.)/J.E. (Electronic) based on merit-cum-seniority having 08 yrs. Exp. as J.E. (Elect.)/J.E. (Mech.) / J.E. (Electronic). 1/3 rd by direct recruitment. Qualifications: Graduate or AMIE in Elect./Mech./Electronic Engineering from recognized University/ Institution with 02 yrs. exp. The post shall be designated by roster in the same sequence.	As per structure 1/3 rd by direct recruitment & 2/3 rd by promotion. from J.E. (Elect./Electronic/Mech.).
Junior Engineer(Elect.)	By direct recruitment. Qualifications: Diploma in Electrical Engineering in First Division with two years exp. in the line.	



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Jr. Engineer (Mechanical) Jr. Engineer (Electronics)	By direct recruitment. Qualifications: Diploma in Mechanical/ Electronics Engineering, as the case may be in First Division with two years experience in the line.
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Electrician's Cadre:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Post	No. of yrs. for promotion	No. of Post	No. of yrs. for promotion	
Chief Electrician (Rs. 5500 - 9000)	00		02		100% by promotion
Sr. Electrician (Rs. 4500 - 7000)	24	8	20	7	100% by promotion
Electrician Grade-I (Rs. 4000 - 6000)	04	5	22	5	Direct Entry
Electrician Grade-II (Rs. 3050 - 4590)	12	7	00		Merged with Electrician Gr.-I.
Electrician Grade-III (Rs. 2650 - 4000)	04	5	00		Merged with Electrician Gr.-I.
Total	44		44		



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Chief Electrician	100% by promotion after 07 yrs. Of service from Sr. Electrician based on seniority subject to rejection of unfit.	
Sr. Electrician	100% promotion after 05 yrs. of service from Electrician. based on seniority subject to rejection of unfit.	
Electrician	Direct Recruitment. Qualifications: High School with I.T.I. Wireman licence with three years relevant exp.	It is recommended that all such employees possessing and ITI certificate shall be considered eligible for promotion in the defined Sr. Scales but non ITI employees shall be eligible for promotion only after obtaining ITI certificates.



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Architect Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Architect Rs. 10000 - 15000	00		00		100% by promotion
Asst. Architect* Rs. 8000 - 13500	01	5	01	5	Direct Entry
Architect Asst. (Rs. 5000-8000)	01		01		100% by promotion
Draftsman Rs. 4000 - 6000	01	5	01	5	Direct Entry
Total	03		03		

*Present Incumbent move with the post to the higher scale.



General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Asst. Architect	100% by direct recruitment. Qual.: First Class degree in Architecture with 02 years of exp. failing which by deputation.	
Architect Asst.	By promotion of Draftsman having exp. of 05 yrs on basis of seniority Subject to rejection of unfit failing which by direct recruitment. Qualification: The candidate should have first class diploma in Architect Assistantship with 02 yrs. Experience.	
Draftsman	By direct recruitment. Qualifications: The candidate should have certificate in draftsmanship with one year experience.	

General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

G.2. Telecommunication Wing:

Name of the post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Executive Engineer Rs. 10000 - 15200	00		00		100% by promotion
Asst. Engineer* Rs. 8000 - 13500	01	8	01	8	100% by promotion
Jr. Engineer Rs. 5000 - 8000	01	8	01	8	Direct Entry
	02		02		

* Present Incumbent move with the post to the higher scale.

General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

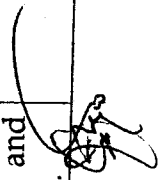
NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Ex. Engineer	100% by promotion of A.E. (Tele) based on merit-cum-seniority and having 08 yrs. exp. as A.E. (Exchange/Cable & Radio-communication).	Present Incumbent move with the post to the higher scale.
Asst. Engineer	100% by promotion of JE(Exch.)/JE(Cable) and Radio-communication based on merit-cum-seniority and having 08 years exp. as JE (Exchange/Cable & Radio-communication) failing which by direct recruitment. Qualifications: Graduate or AMIE in Telecommunication / Electronic Engineering with 02 yrs. Experience.	
Jr. Engineer (Exchange)	By direct recruitment. Qualifications: First class Diploma in Electronics, Telecommunication Engineering with 02 years experience in EPABX Exchange power plant and MDF.	

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G.3. Air-conditioning Wing :

Name of the post & pay scale	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs for promotion	No. of Posts	No. of yrs. for promotion	
Executive Engineer Rs. 10000 - 15200	00		01		100% by promotion
Asst. Engineer Rs. 8000 - 13500	01	8	01	8	100% by promotion.
Jr. Engineer Rs. 5000 - 8000	03	8	02	8	Direct Entry
Total	04		04		




NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Ex. Engineer (A/C)	100% by promotion from AE(E)/AE(A/c)/AE(Tel)/AE(Mechanic al)/AE(Electronics) based on merit-cum-seniority and having 8 yrs. exp. as Assistant Engineer failing which by deputation. The incumbent must be a degree holder or AMIE in Electrical Engineering or allied areas.	
Asst. Engineer (A/C)	100% by promotion from J.E.(A/c) /J.E.(Elect.) / J.E.(Mech.) / J.E.(Tel). on merit-cum-seniority basis and having 08 years experience as JE(A/c) / /J.E.(Elect.) / J.E.(Mech.) / J.E.(Tel). Failing which by direct recruitment. Qualifications: Graduate or AMIE in Mechanical Engineering with 02 years experience.	
Jr. Engineer	By direct recruitment. Qualifications: 3 years Diploma in Mechanical Engineering with specialized course in Refrigeration and A/c desirable experience in the line.	

G.4. Machine Operators Wing:

Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001			Remarks
Name of the posts & pay scale	No. of Posts	No. of yrs. for promotion	Name of the Posts	No. of Posts	
Operator Gr-I Rs. 4000-6000	03		Sr. Operator Rs.4500-7000	04	100% by promotion based on seniority subject to rejection of unfit.
Operator Gr-II Rs. 3050-4590	09	5	Operator Gr.-I Rs.4000-6000	10	
Operator Gr-III Rs. 2750-4400	26	5	Operator Gr.-II Rs. 3050 - 4590	24	
Total	38			38	Direct recruitment


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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Operator	100% Promotion from operator Gr-I based on seniority subject to rejection of unfit and having 05 yrs Exp. as Operator Gr-I. The employee shall continue to work in the same trade.	
Operators Gr.-I	100% by promotion from Operator Grade-II based on seniority subject to rejection of unfit and having 5 years of exp. as Operator Gr.-II. The employee shall continue to work in the same trade.	
Operator Gr.-II	By direct recruitment. Qualifications: High School with trade certificate from I.T.I. in the trade required. For Boiler/ Incinerator /Hot Water Generator 1 st Class/ II nd Class Boiler certificate. Experience: One year experience of machine operator in the required trade.	

General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

G.5. Liftman Cadre:

Name of the post and pay scale	Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Senior Liftman Rs. 3050 - 4590	02		02		100% by promotion.
Liftman Gr. I Rs. 2650 - 4000	06	5	06	5	100% by promotion.
Liftman Gr. II Rs. 2550 - 32000	13	5	13	5	Direct Entry
Total	21		21		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Liftman	100% by promotion from Liftman Gr.-I and having 05yrs. Exp. as Liftman Grade-I based on seniority subject to rejection of unfit.	
Liftman Gr.-I	100% by promotion from Liftman Gr.-II having 5 yrs. exp. as Liftman Grade-II based on seniority subject to rejection of unfit.	
Liftman Gr.-II	By direct recruitment.. Qualifications: High School pass with one year experience in Lift operation.	

G.6. Sanitary Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Sr. Sanitary Officer (Rs.6500-10500)	01		01		100% by promotion
Sanitary Officer (Rs.5500-9000)	01	5	01	5	100% by promotion
Sanitary Inspector (Rs.4500-7000)	02	5	02	5	Direct entry
Total	04		04		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Sr. Sanitary Officer	100% by promotion from Sanitary Officer based on seniority subject to rejection of unfit and having 05 years exp. as Sanitary Officer failing which on contract or by deputation.	
Sanitary Officer	100% by promotion from Sanitary Inspector based on seniority subject to rejection of unfit and having 5 years exp. as Sanitary Inspector failing which on contract or by deputation.	
Sanitary Inspector	Direct recruitment. Qualifications: Inter with Science and diploma in sanitation from recognized institution and two years exp. in a large reputed organization.	



General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

H. HOUSING KEEPING:

H.1. Guest House Staff:

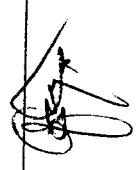
Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Asst. Supdt. (HK & Admin) Rs. 6500 - 10500	01		01		Direct Recruitment <i>Abolished by 52nd</i>
Guest House Manager Rs. 6500 - 10500	01		01		100% by promotion
Asst. Manager (Guest House) Rs. 5500 - 9000	02	5	02	5	Direct entry.
Senior House Keeper Rs. 4500 - 7000	01		01		100% by promotion
House Keeper Gr. I Rs. 4000 - 6000	02	5	02	5	100% by promotion
House Keeper Gr. II Rs. 3200 - 4900	04	5	04	5	Direct Recruitment
Room Attendant Rs. 2550 - 3200	07		00		Abolished.
Total	18		11		

The Governing Body decision dated 3.1.97, Asst. Manager (Guest House) in the pay-scale of Rs. 5500 - 9000, the Finance Committee in its meeting recommends that the present incumbent will be eligible for next higher scale of Rs. 6500 - 10500 after completion of total 10 years of successful regular service at this Institute.



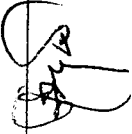
General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Asst. Supdt. (House Keeping & Administration)	100% by direct recruitment. Qualifications: Graduate and degree in House Keeping/ Catering/Hotel Management from a recognized institute. Preferential: 5 yrs. experience in a Hotel/ Hospital/ reputed industrial house.	
Guest House Manager	100% by promotion from Assistant Manager (GuestHouse) having 5 years exp. based on seniority subject to rejection of unfit.	
Asst. Manager (Guest House)	100% by direct recruitment. Qualifications: Diploma in catering or hotel management from recognized institute and 07 years experience in a supervisory capacity in a canteen/hotel or similar establishment. Candidate with Graduate degree will be given preference.	
Senior House Keeper	100% by promotion from House keeper Gr.-I having 05 years experience as House Keeper Gr.-I based on seniority subject to rejection of unfit.	
House Keeper Grade-I	100% by promotion from House Keeper Gr.-II having 05 years experience as House Keeper Gr.-II based on seniority subject to rejection of unfit.	



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House Keeper Grade-II	100% by direct recruitment. Qualifications: Diploma in Catering or Hotel Management or House Keeping with 3 years Exp. in Guest House/Canteen/ Hotel or similar establishment.	
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H.2. Cook Cum Helper/Bearer Masalchi :

The committee reviewed the anomalies due to restructuring infact total 07 personnel were working as Cook-Helper in the pay scale 2610 - 3540 and the GB created only 04 posts, therefore, the committee recommends distribution as under. The 12 posts of room attendants may be merged as follows:

Name of the Post (Pay - scale)	Existing		Approved by 52 nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Head Cook (Rs. 3050 - 4590)	01		04		100% by promotion from Cook Gr. - I based on seniority subject to rejection of unfit.
Cook Gr. - I (Rs. 2750-4400)	03	5	08	5	100% by promotion from Cook Gr. - II based on seniority subject to rejection of unfit.
Cook Gr. - II (Rs. 2610-3540)	04	5	08	5	Direct recruitment
Total	8		20		20 posts include 12 posts of room attendants, which stand abolished.



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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Head Cook	100% by promotion from Cook Gr.-I having 5 yrs. exp. as Cook Gr.-I based on seniority subject to rejection of unfit.	
Cook Grade-I	100% by promotion from Cook Gr.-II having 5 years exp. as Cook Gr.-II based on seniority subject to rejection of unfit.	
Cook Grade-II	100% by direct recruitment. Qualifications: VIII class pass. Full knowledge of preparing Western and Indian dishes with 2 years exp. in some large catering establishment/hospital or Hotel.	

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Bearer Masalchi:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Bearer Masalchi Gr. I (Rs. 2750 - 4400)	02		03		100% by promotion
Bearer Masalchi Gr. II (Rs. 2610 - 3540)	07	5	06	5	Direct Entry
Total	09		09		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Masalchi/ Bearer Grade-I	100% by promotion from Masalchi/Bearer Gr.-II with 5 yrs experience as Masalchi/Bearer Gr.-II based on seniority subject to rejection of unfit.	
Masalchi/ Bearer Grade-II	100% by direct recruitment. Qualifications: VIIIth class pass from a recognized school. Preferably with one year experience in civil or military hospital as cook/mate, or 3 years experience in a good hotel, restaurant or mess.	

H.3. Security Cadre :

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Security Officer (Rs. 8000 - 13500)	00		00		Completing 08 years of service as Security Officer be given scale Rs. 8000-13500 as personal pay scale
Security Officer (Rs. 6500 - 10500)	01	8	01	8	Direct Recruitment.
Security Jamadar (Rs. 4000 - 6000)	01		02		100% by promotion
Head Constable (Rs. 3200 - 4000)	02	7	01	7	Direct Recruitment.
Total	4		4		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Security Officer	Completing 08 years of service as Security Officer be given scale Rs. 8000-13500 as personal pay scale.	Dying Cadre has been declared by 43 rd G.E. on rational ground duly recorded.
Security Jamadar	100% by promotion after 07 years from the post of Head Constable based on seniority subject to rejection of unfit.	
Head Constable	Direct recruitment. Qualifications: Intermediate or equivalent army exami-nation, Exp. of 05 years in army/police/private security organisation. Pref.: Army/Police personnel will be preferred.	

H.4. Horticulture Department Wing:


Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Deputy Director (Horticulture) (Rs. 10000 - 15200)	01		01		Direct recruitment. He has been given Personal Pay Scale Rs.12000-16500 vide O.O. No. PGI/Esst./417/2000 dated 25/04/2000
Horticulturist (Rs. 8000 - 13500)	01		01		100% promotion
Horticulture Inspector Gr. I (Rs. 5000 - 8000)	02	5	02	5	100% promotion
Horticulture Inspector Gr. II (Rs. 4500 - 7000)	04	5	04	5	Direct entry.
Senior Mali (Rs. 3050 - 4590)	00		04		100% by promotion
Mali Gr. I (Rs. 2650 - 4000)	12	5	08	5	100% by promotion
Mali Gr. II (Rs. 2550 - 3200)	12	5	12	5	Direct entry.
Total	32		32		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Deputy Director (Hort.)	Direct recruitment. Qualifications: 1 st or high second class M.Sc. (Agriculture) in Horticulture. Minimum 10 yrs experience in ornamental gardening in reputed organization, failing which by deputation.	1. The post of D.D.(H) does not exist in AIIMS. 2. Pay Scale of D.D.(H) as per State Govt. Rs. 1000-15200. He has given Personal Pay Scale Rs.12000-16500 vide O.O. No. PGI/Esst./417/2000 dt. 25/04/2000.
Horticulturist	100% by promotion from Horticulture Inspector Grade-I having 5 years exp. as Horticulture Inspector Gr.-I based on merit-cum-seniority.	
Horticulture Inspector Grade.-I	100% by promotion from Horticulture Inspector Grade-II having 05 years exp. as Horticulture Inspector Gr.-II on seniority subject to rejection of unfit basis.	
Horticulture Inspector Gr.-II	100% by direct recruitment. Qualifications: High School (Agriculture) with diploma in Agriculture from recog. Institute. OR Intermediate (Agriculture) Preference: Degree in Agriculture of 2 yrs. exp. of similar work in Government or reputed organization.	

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Sr. Mali	100% by promotion after completion of 05 yrs. Service from Mali Gr.-I based on seniority subject to rejection of unfit.	
Mali Gr.-I	100% by promotion from Mali Gr.-II having exp. of 05 years as Mali Gr.-II based on seniority subject to rejection of unfit.	
Mali Gr -II	By direct recruitment. Qualifications: Elementary knowledge of gardening and be conversant with gardening operation. Desirable: Agricultural background, ability to read and write and to handle machine moving, hedge shears and other garden tools and will have to undergo trade test.	

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H.5. Vehicle Section:

Name of Post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Technical Officer (Rs. 5500 - 9000)	01		01		Direct recruitment.
Transport Supervisor/ Senior Driver (Rs. 4500 - 7000)	01		03		100% promotion
Driver Grade I (Rs. 4000 - 6000)	10	5	18	5	100% promotion
Driver Grade II (Rs. 3050 - 4590)	29	5	19	5	Direct recruitment + 15% from cleaner quota.
Cleaner (Rs. 2550 - 3200)	06		06		Direct recruitment (If VIIIth Pass having light/heavy vehicle driving license with 8 years experience can be considered for promotion to driver with 15% quota by departmental test).
Total	47		47		

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NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Technical Officer (Vehicle)	By direct recruitment. Qualifications: Intermediate with diploma in Automobile Engg. With 2 years exp. in a reputed organization. Desirable: Heavy vehicle Driving Licence & experience in a motor workshop in repair & maintenance.	
Transport Supervisor / Senior Driver	100% by promotion from Driver Gr-I and having 5 years service as Driver Grade-I based on seniority subject to rejection of unfit.	
Driver Grade-I	100% by promotion of Driver Grade-II based on seniority subject to rejection of unfit and having 5 years exp. as Driver Grade-II.	
Driver Grade-II	By direct recruitment. Qualifications: High School with light & heavy vehicle driving licence with five years experience of driving. Also by promotion from cleaners having High School pass with driving licence with three years experience on seniority basis.	



Cleaner	By direct recruitment. Qualifications: VIII class pass.	VIIIth Pass having light/heavy vehicle driving license with 8 years experience can be considered for promotion to driver with 15% quota by departmental test.
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[Signature]

I. Nursery School Cadre:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Head Mistress (Rs.4500-7000)	01		01		100% by promotion
Asst. Teacher (Rs.4000-6000)	04	8	04	8	Direct Entry
Total	05		05		

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Head Mistress	100% by promotion from Asst. Teacher having 08 yrs. exp. as Asst. Teacher based on seniority subject to rejection of unfit failing which by direct recruitment. Qualification: Graduate with Nursery Training or B.Ed. with 05 years exp. of teaching.	
Asst. Teacher	100% by direct recruitment. Qualification: Graduate with Nursery training or B.Ed. with one year exp. of teaching.	

(Signature)

J. Miscellaneous Post:

Name of the post (Pay Scale)	Existing		Approved by 52nd Governing Body Meeting Dated 27/11/2001		Remarks
	No. of Posts	No. of yrs. for promotion	No. of Posts	No. of yrs. for promotion	
Ex. Registrar (Rs.14300-18300)	01		01		Direct Entry
Specialist Medical Officer Gr.II (Rs.8000-13500)	07		07		Direct Entry. Promotion of these specialist shall be as per CGHS rules.
Medical Physicist (Rs.8000-13500)	05		05		Direct Entry
G.D.M.O. (Rs.8000-13500)	06		06		100% by deputation

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General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

NAME OF POST	METHOD OF RECRUITMENT & QUALIFICATION	REMARKS
Ex. Registrar	100% by direct recruitment. Qualifications: Master's degree, preferably in Science from a recognized University with 15 years experience in academic/administrative job. Preference will be given to those which MBA/M.Ed. / Diploma in Personnel Management / L.L.B. Experience of conducting examination in a University or postgraduate Institute of national level or equivalent and having knowledge of academic procedure / formulation of syllabi according to Medical Council of India regulations would be desirable experience.	
Specialist Medical Officer Gr.-II	Direct recruitment. Qualifications: MCI recog. PG degree in the required clinical disciplines with minimum 05 years experience of clinical work after obtaining P.G. degree in a good hospital.	
Medical Physicist	100% direct recruitment. Qualifications: M. Sc. in Medical Physics from a recognized University. OR	

General Recommendation of the 51st Finance Committee meeting Dated 08/10/2001

	M.Sc. in Physics from a recognized University with a Postgraduate Diploma/ Degree in Radiological/ Medical Physics/ DMRT or equivalent from a recognized University / Institute.	
G.D.M.O.	To be filled by deputation from Provincial Medical Service.	

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सदस्य नं०
Ref. No.

टिप्पणी एवं आदेश NOTE SHEET

निदेशक

दिनांक २७/११/२००१ को सम्पन्न हुई शासी निकाय की ५२वीं बैठक में कुछ पद एवं उनके वेतनमानों में दिनांक ०३/१/९७ की शासी निकाय के अनुसार न होकर त्रुटिवश कम वेतनमान टंकित हो गये हैं जो निम्नवत् है:-

पदनाम	टंकित वेतनमान	संशोधित वेतनमान
1.Sr. Physiotherapist	Rs.6500-10500	Rs.7450-11500
2.Specialist Medical Officer Grade-II	Rs.8000-13500	Rs.10000-15200

उक्त के अतिरिक्त दो पद जिनके नाम दिनांक २७/११/२००१ की शासीनिकाय की बैठक के कार्यवृत्त में टंकित होने से रह गये थे, जिन्हें दिनांक ०३/१/९७ की शासी निकाय की बैठक के अनुसार जोड़ा जाना है जो निम्नवत् है:-

पदनाम	वेतनमान
1.Genetics Counsellor	Rs.8000-13500
2.Scientist Gr.-I (Animal House)	Rs.8000-13500

अतः आपसे अनुरोध है कि कृपया उपरोक्त पर स्वीकृति प्रदान करना चाहें।

(विश्वम्भर नाथ)
वित्त अधिकारी

५१
७२
१६/११/०२

IHA



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhavan, 2, Rafi Marg, New Delhi-110 001

Annexure-I



No. 17/68/97-PPS

Dated 13.9.1999

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all
National Labs./Instts.

Sub: The Assured Career Progression Scheme for the
Central Government Civilian Employees.

Sir,

I am directed to forward herewith a copy of the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India O.M. No. 35034/1/97-Estt.(D) dated 9th August 1999 on the above subject and to state that the Assured Career Progression (ACP) Scheme under reference, as introduced by the Government of India, has been adopted with the approval of the competent authority for implementation in CSIR for the Cadre based employees. The holders of the Isolated category of posts will continue to be governed by the existing Scheme made applicable for them under the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Yours faithfully,

BS Gaira
(BS Gaira)

Deputy Secretary.

Encls: As above.

Copy to:

1. PS to DG, CSIR/JS(A)/FA.
2. All Deputy Secretaries/Dy. FAs at CSIR Hqrs. and CSIR Complex.
3. DS(CO)/DS (Complex).

North Block, New Delhi 110001
August 9, 1999

C.S.I.R. (Council of
Scientific & Industrial
Research, Rafi Marg,
New Delhi.

OFFICE MEMORANDUM

Subject:- THE ASSURED CAREER PROGRESSION SCHEME FOR
THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Fifth Central Pay Commission in its Report has made certain recommendations relating to the Assured Career Progression (ACP) Scheme for the Central Government civilian employees in all Ministries/Departments. The ACP Scheme needs to be viewed as a 'Safety Net' to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. Accordingly, after careful consideration it has been decided by the Government to introduce the ACP Scheme recommended by the Fifth Central Pay Commission with certain *modifications* as indicated hereunder:-

2. GROUP 'A' CENTRAL SERVICES

2.1 In respect of Group 'A' Central services (Technical/Non-Technical), no financial upgradation under the Scheme is being proposed for the reason that promotion in their case must be earned. Hence, it has been decided that there shall be no benefits under the ACP Scheme for Group 'A' Central services (Technical/Non-Technical). Cadre Controlling Authorities in their case would, however, continue to improve the promotion prospects in organisations/cadres on functional grounds by way of organisational study, cadre review, etc. as per prescribed norms.

3. GROUP 'B', 'C' AND 'D' SERVICES/POSTS AND ISOLATED POSTS IN GROUP 'A', 'B', 'C' AND 'D' CATEGORIES

3.1 While in respect of these categories also promotion shall continue to be duly earned, it is proposed to adopt the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has, therefore, been decided to grant two financial upgradations [as recommended by the Fifth Central Pay Commission and also in accordance with the Agreed Settlement dated September 11, 1997 (in relation to Group 'C' and 'D' employees), entered into with the Staff Side of the National Council (JCM)] under the ACP Scheme to Group 'B', 'C' and 'D' employees on completion of 12 years and 24 years (subject to condition no.4 in Annexure-I) of regular service respectively. Isolated posts in Group 'A', 'B', 'C' and 'D' categories which have no promotional avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), ad-hoc and contract employees shall not qualify for benefits under the aforesaid Scheme. Grant of financial upgradations under the ACP Scheme shall, however, be subject to the conditions mentioned in Annexure-I.

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12/2010

Amend

3.2 'Regular Service' for the purpose of the ACP Scheme shall be interpreted to mean eligibility service counted for regular promotion in terms of relevant Recruitment/Service Rules.

4. Introduction of the ACP Scheme should, however, in no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempts needed to improve promotion prospects in organisations/cadres on functional grounds by way of organisational study, cadre reviews, etc as per prescribed norms should not be given up on the ground that the ACP Scheme has been introduced.

5. Vacancy based regular promotions, as distinct from financial upgradation under the ACP Scheme, shall continue to be granted after due screening by a regular Departmental Promotion Committee as per relevant rules/guidelines.

6. SCREENING COMMITTEE

6.1 A departmental Screening Committee shall be constituted for the purpose of processing the cases for grant of benefits under the ACP Scheme.

6.2 The composition of the Screening Committee shall be the same as that of the DPC prescribed under the relevant Recruitment/Service Rules for regular promotion to the higher grade to which financial upgradation is to be granted. However, in cases where DPC as per the prescribed rules is headed by the Chairman/Member of the UPSC, the Screening Committee under the ACP Scheme shall, instead, be headed by the Secretary or an officer of equivalent rank of the concerned Ministry/Department. In respect of isolated posts, the composition of the Screening Committee (with modification as noted above, if required) shall be the same as that of the DPC for promotion to analogous grade in that Ministry/Department.

6.3 In order to prevent operation of the ACP Scheme from resulting into undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year - preferably in the first week of January and July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of a particular financial year for grant of benefits under the ACP Scheme shall be taken up for consideration by the Screening Committee meeting in the first week of January of the previous financial year. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year. For example, the Screening Committee meeting in the first week of January, 1999 would process the cases that would attain maturity during the period April 1, 1999 to September 30, 1999 and the Screening Committee meeting in the first week of July, 1999 would process the cases that would mature during the period October 1, 1999 to March 31, 2000.

6.4 To make the Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing upto March 31, 2000 for grant of benefits under the ACP Scheme. The next Screening Committee shall be constituted as per the time-schedule suggested above.

7. Ministries/Departments are advised to explore the possibility of effecting savings so as to minimise the additional financial commitment that introduction of the ACP Scheme may entail.
8. The ACP Scheme shall become operational from the date of issue of this Office Memorandum.
9. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.
10. The Fifth Central Pay Commission in paragraph 52.15 of its Report has also separately recommended a "Dynamic Assured Career Progression Mechanism" for different streams of doctors. It has been decided that the said recommendation may be considered separately by the administrative Ministry concerned in consultation with the Department of Personnel and Training and the Department of Expenditure.
11. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the ACP Scheme shall be given by the Department of Personnel and Training (Establishment-D).
12. All Ministries/Departments may give wide circulation to these instructions for guidance of all concerned and also take immediate steps to implement the Scheme keeping in view the ground situation obtaining in services/cadres/ posts within their administrative jurisdiction;
13. Hindi version would follow.

(K.K. JHA)

Director(Establishment)

To

1. All Ministries/Departments of the Government of India
2. President's Secretariat/Vice President's Secretariat/Prime Minister's Office/ Supreme Court/Rajya Sabha Secretariat/Lok Sabha Secretariat/Cabinet Secretariat/ UPSC/CVC/C&AG/Central Administrative Tribunal(Principal Bench), New Delhi
3. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions
4. Secretary, National Commission for Minorities
5. Secretary, National Commission for Scheduled Castes/Scheduled Tribes
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Side Members of the National Council (JCM)
8. Establishment (D) Section - 1000 copies

.....4/-

15.12.2000

CONDITIONS FOR GRANT OF BENEFITS
UNDER THE ACP SCHEME

- #
1. The ACP Scheme envisages merely placement in the higher pay-scale/grant of benefits (through financial upgradation) only to the Government servant concerned on a basis and shall, therefore, neither amount to functional/regular promotion nor would creation of new posts for the purpose;
 2. The highest pay-scale upto which the financial upgradation under the Scheme shall available will be Rs.14,300-18,300. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions;
 3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions whichever is later;
 4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of regular service subject to fulfillment of prescribed conditions. In other words, the first financial upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc this would have consequential effect on the second upgradation which would also get deferred accordingly;
 - 5.1 Two financial upgradations under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including in-situ promotion and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotion during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already been received by an employee, no benefit under the ACP Scheme shall accrue to him;
 - 5.2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;
 6. Fulfillment of normal promotion norms (bench-mark, departmental examination seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradations, performance of such duties as are entrusted to the employees together with retention of old designations, financial upgradations as personal to the incumbent for the state purposes and restriction of the ACP Scheme for financial and certain other benefits (House Building Advance, allotment of Government accommodation, advances, etc) only without conferring any privileges related to higher status (e.g. invitation to ceremonial functions deputation to higher posts, etc) shall be ensured for grant of benefits under the ACP Scheme;

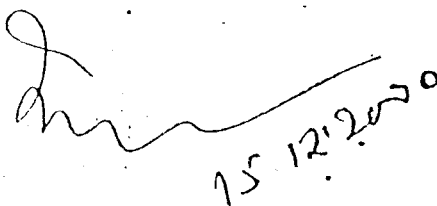
.....5/-

Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the Ministries/Departments concerned in the immediately next higher (standards/common) pay-scales as indicated in Annexure-II which is in keeping with Part-A of the First Schedule annexed to the Notification dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two financial upgradations only to the pay-scales S-5 and S-6. Financial upgradation on a dynamic basis (i.e. without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradations under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on 'dynamic' basis. The ACP benefits in their case shall be granted conforming to the existing hierarchical structure only;

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme;

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22(1) a(1) subject to a minimum financial benefit of Rs.100/- as per the Department of Personnel and Training Office Memorandum No.1/6/97-Pay.I dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade;

10. Grant of higher pay-scale under the ACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years therefrom if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade;


15.12.2020

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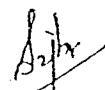
11. In the matter of disciplinary/penalty proceedings, grant of benefits under the Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS(CCA) Rules, 1965 and instructions thereunder;

12. The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly;

13. Existing time-bound promotion schemes, including in-situ promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these schemes, shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department -- not the employees -- shall have the option in the matter to choose between the two schemes, i.e. existing time-bound promotion scheme or the ACP Scheme, for various categories of employees. However, in case of switch-over from the existing time-bound promotion scheme to the ACP Scheme, all stipulations (viz. for promotion, redistribution of posts, upgradation involving higher functional duties, etc) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality;

14. In case of an employee declared surplus in his/her organisation and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organisation shall be counted along with his/her regular service in his/her new organisation for the purpose of giving financial upgradation under the Scheme; and

15. Subject to Condition No. 4 above, in cases where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalise unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.


(K.K. JHA)

Director (Establishment)

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STANDARD/Common PAY-SCALES
As per Part-A of the First Schedule Annexed to the Ministry of Finance
(Department of Expenditure) Gazette Notification dated September 30, 1997

[REFERENCE PARA 7 OF ANNEXURE I OF THIS OFFICE MEMORANDUM]

S.No.		Revised pay-scales (Rs)
1.	S-1	2550-55-2660-60-3200
2.	S-2	2610-60-3150-65-3540
3.	S-3	2650-65-3300-70-4000
4.	S-4	2750-70-3000-75-4400
5.	S-5	3050-75-3950-80-4590
6.	S-6	3200-85-4900
7.	S-7	4000-100-6000
8.	S-8	4500-125-7000
9.	S-9	5000-150-8000
10.	S-10	5500-175-9000
11.	S-12	6500-200-10500
12.	S-13	7450-225-11500
13.	S-14	7500-250-12000
14.	S-15	8000-275-13500
15.	S-19	10000-325-15200
16.	S-21	12000-375-16500
17.	S-23	12000-375-18000
18.	S-24	14300-400-18500

[Handwritten Signature]
15.12.2000

NITYA NAND

Ex. Director
Central Drug Research Institute
Lucknow

LUMBINI

B-32, Nirala Nagar
Lucknow, 226020
Phones : 330127
 : 321129

December 15, 2000

Dear Dr. Agarwal,

This is with reference to the representation by Technicians for implementation of the 40th Finance Committee decision, and approved by the Governing Body, which was referred to me as Chairman of the Sub-Committee of the F.C. for review of Anomaly Committee Report. Implementation of a decision of this nature which affects a whole range of employees in a group should be carried out on a uniform basis for all the employees of that group, and in this case for all the technical staff, rather than on a fragmented basis. Otherwise it will create more anomalies and will be followed by representations from the rest of the staff in that group. This aspect has probably been overlooked while taking this decision.

Now there appears to be two options available :

- (1) The present recommendation is like an Assessment Promotion Scheme operative in CSIR for technical cadres where all technical employees are eligible for promotion after five years of service in a particular cadre after proper assessment of performance. If this decision is chosen then a comprehensive scheme should be drafted for SGPGI Technical cadres and implemented.

Cont... 2

NITYA NAND

Ex. Director
Central Drug Research Institute
Lucknow

LUMBINI

2-32, Nirala Nagar
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: 321129

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- (2) The second option would be to consider the application of the Assured Career Progression Scheme of the Fifth Pay Commission which has also been implemented by CSIR. It is meant for those employees who for want of a system could not be promoted and are stagnating in a given cadre. It provides for a financial benefit without change in designation and function twice in their career. A copy of this scheme is enclosed. While recommending this option proposal, it is suggested that the SGPGI may consider introducing this scheme with two promotion at 8 years and 10 years apart from the date of joining. This should be available to all the employees of the Institute.

In view of the urgency, the Finance Committee may like to deliberate on the above, and make a conscious decision as a deviation from the AIIMS package. The point that I am emphasising is that whatever is done should be on a uniform basis for all the employees.

I am going out to Bombay today and regret that I will not be able to attend the F.C. meeting on the 18th December.

Yours sincerely,

Nitya Nand.

(Nitya Nand)

Prof. S.S. Agarwal
Director
Sanjay Gandhi Post-Graduate Institute
Rae Bareli Road
Lucknow

[Signature]
114

No. 1/5/97-Pay-1
D.M. dated 03.7.99. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade.

3. Whether Ad-hoc service can be counted for the financial upgradation under the ACP Scheme.

No.

Yes, the service rendered by the individual from the date of original appointment shall count for financial upgradation.

4. Whether an employee who is promoted to a post in the laboratory seeks transfer to another laboratory on reversion to the lower post can be eligible for counting of the service rendered in the lower and higher grade under ACP.

5. Whether the scales at E-4 (2750-4400) and G-8 (4500-7000) are operative in the administrative cadre?

No. These scales are not operational for Cadre based non-technical posts.

6. Whether the benefits under the scheme shall be granted from the date of completion of eligibility period or from the date of issue of the scheme?

Para 3 of the conditions is self explanatory, according to which the financial benefits shall be granted from the date of completion of the eligibility period prescribed under the ACP or from August 9, 1999, whichever is later.

7. Whether selection grade given to some employees under the Selection Grade Scheme on completion of 11 years of service shall be counted as promotion or not?

In cases where the benefit of FR 22(c) has been allowed while fixing the pay on placement in the special grade this will be treated as a promotion for the purpose of ACP.

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[Signature]
15.12.2000

6. Whether the employees who were initially appointed to Steno-typist and redesignated as Jr. Stenographer w.r.t. 1.1.1975 can be allowed the benefit of ACP.

7. Whether an employee who is given the benefit under the scheme shall continue to be shown in the seniority list of lower post and his name shall be considered for promotion in the higher grade on occurrence of vacancies?

10. Whether the designation will also be changed on financial upgradation.

11. Whether the ACP Scheme will also be applicable to Canteen staff or not.

As per CSIR circular No. 141705/72-E1 dated 18.3.1974 the post of Steno-typist was upgraded to the post of Jr. Sten. with fixation of pay under the normal rules. As such this will be treated as a promotion.


Yes. Paras 4 & 5 of the GOI OM dated 09.8.59 are self-explanatory in this regard.


No. However "ACP" may be written in bracket after the original designation as Jr. Steno(ACP), etc.

As per clarification received from GOI the matter is under consideration and necessary orders as and when issued by the Govt. will be implemented for the Canteen employees.

Further necessary action may now be taken as per clarifications above.

Yours faithfully.


(B. S. Gair)
Deputy Secretary


15.12.2013

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1. On direct appointment to a post.—The pay will be fixed at the minimum of the scale of pay of the post to which the employee has been appointed.
2. Appointment from a post held on a regular basis to a post not higher.—Fix pay in the new post at the same stage as in the old post and allow next increment from the date due at the old post. If there is no equal stage, fix pay in the new post at the stage next above the old pay and allow increment in the new post after 12 months' qualifying service in the new post. Pay on appointment to a non-functional Selection Grade post will also be regulated in this manner.
3. On promotion/appointment to a higher post.—The pay drawn in the lower post held by him on regular basis will be notionally increased by one increment or Rs. 100 whichever is more and the pay in the higher post will be fixed at the stage next above the notionally increased pay of the lower post. The next increment in the higher post will be drawn after a qualifying period of 12 months.—*OM, dated 5-7-1999.*
4. Counting of stagnation increment for fixation of pay on promotion/appointment to another post.—Stagnation increment(s) will be treated as part of basic pay of the lower post/old post for purpose of fixation of pay in the higher post/new post.
5. Option to choose the date for fixation of pay.—In both the cases 2 and 3 above, the employee has an option, exercisable within one month from the date of appointment, for fixation of his pay in the new post either straightaway from the date of his appointment to the new post or from the date of his next increment in the old post.

The option is available even in cases where the next increment due is "stagnation increment" i.e., an employee can opt to have his pay fixed on promotion from the date of accrual of stagnation increment in the lower post.—*FR 22 (1) and GIOs (16) and (31) thereunder.*

For this purpose, an option clause should be incorporated in the promotion order itself to enable the employee to exercise the option within a month.—*GIO (16), FR 22.*

This option is not available if the appointment/promotion is to an *ex-cadre* post or on *ad hoc* basis.—*FR 22 (1).*

6. Fixation of pay of State Government employees on their appointment in the Central Government.—For State Government employees appointed under the Central Government, the basic pay equivalent to the Central scale will be determined by reducing the element of DA/ADA/Interim Relief, etc., merged in the revised scale beyond the Consumer Price Index (CPI) 608 by the State Government after 1-1-1986 and, thereafter, the pay will be fixed under the normal rules. In no case the pay will be fixed beyond the maximum of the scale of pay of the post to which appointed.

This order apply to the State Government employees appointed under the Central Government on or after 1-1-1986. They do not apply to State Government employees appointed as Emergency Divisional Accountants/DAs who are governed by separate orders.—*GIO (12) below FR 22.*

7. Fixation of pay on appointment to an *ex cadre* post.—A Central Government servant appointed on deputation to an *ex cadre* post may elect to draw either the pay in the scale of pay of the *ex cadre* post or his basic pay in the parent cadre from time to time *plus* deputation (duty) allowance at the prescribed rate thereon *plus* personal pay, if any. If he elects to draw pay of the *ex cadre* post which is higher than his cadre post, his pay in the *ex cadre* post will be fixed under *FR 22 (1) (a) (1)*. If the *ex cadre* post is not higher, pay in the *ex cadre* post will be fixed under *FR 22 (1) (a) (2)*. If he elects to draw his basic pay in the parent cadre *plus* deputation (duty) allowance, the question of fixation of his pay in the *ex cadre* does not arise.

(*Para. 5.1, Appx. 5*)

8. On transfer/appointment from one *ex cadre* post to another *ex cadre* post.—If an employee on appointment or transfer to an *ex cadre* post had opted to draw pay in the scale of the *ex cadre* post, his pay in the second or subsequent *ex cadre* posts, will be fixed under *FR 22(1) (a) (1)* or *(a) (2)*, as the case may be, with reference to his pay in the parent cadre only and not with reference to his pay in the *ex cadre* post. If the second or subsequent *ex cadre* post is in a higher scale than that of the previous *ex cadre* post and the pay fixed in the second or subsequent *ex cadre* post happens to be less than the pay drawn in the previous *ex cadre* post, the difference will be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on each occasion the employee should have opted to draw pay in the scale of pay attached to the *ex cadre* post.—(*Paras. 5.2. & 5.3., Appendix 5*)

9. Promotion to a higher post in the parent department on reversion from *ex cadre* post.—The pay in the higher post will be fixed under *FR 22 (1) (a) (1)* with reference to the presumptive pay he would have drawn in the cadre post but for deputation to the *ex cadre* post and not with reference to the pay drawn by him in the *ex cadre* post.—(*FR 22 (1)*)

10. On re-appointment to the same post held earlier/to the post with same or identical time scale of the post held earlier.—The pay will be fixed under *FR 22 (1) (a) (1)* or *FR 22 (1) (a) (2)*, as the case may be, subject to the condition that the pay so fixed shall not be less than the pay, he drew on the last occasion, and he shall count the period he drew that pay on a regular basis on such last and previous occasions for increment in the stage of the time-scale equivalent to that pay.—(*Prov. to FR 22 (1)*)

11. On re-appointment after a break in service.—His initial pay in the re-appointed post will be fixed at the minimum of the time-scale prescribed for that post. However, if the break in service is not due to resignation or removal or dismissal, and the post in which he is re-appointed is the same post which he held earlier or a post with the same or identical time-scale of the

post held earlier, his initial pay in the post shall not be less than the pay he drew on the last occasion, and he shall count the period during which he drew that pay on a regular basis on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. [Fixation of pay of re-employed pensioners is regulated under CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986 and not by FR 22.]

12. On reduction to a lower stage in a time-scale.— The authority ordering reduction of pay of a Government servant to a lower stage in his time-scale as a measure of penalty shall state (a) the stage to which the pay has been reduced, (b) the period for which the reduction will be effective, (c) whether the period of reduction will have the effect of postponing his future increments or not and (d) whether the employee will earn increments during the period of reduction. The period of reduction cannot be indefinite.

If the order of reduction lays down that the period of reduction will not operate to postpone future increments, on restoration the employee will be entitled to the pay he would have drawn but for the order of reduction. If, on the other hand, the order of reduction lays down that the reduction should operate to postpone future increments for a specified period, then the pay will be fixed as indicated above, but after treating the period for which the increment is to be postponed as not counting for increment.— (FR 29; GIO (2))

13. On reduction to a lower grade or post or lower time-scale.— The reduction to a lower grade or post or lower time-scale as a penalty could be for a specified period or unspecified or indefinite period. If the reduction is to be imposed for a specified period, then the order of penalty should clearly state the period in terms of years and months and also the extent, if any, in terms of years and months to which it will operate to postpone future increments. The authority ordering reduction should also specify the stage in the time-scale of the lower post at which the pay should be fixed. If this is not specified in the order, the pay in the lower post will be fixed under FR 22 (1) (a) (2). On expiry of the punishment period, his pay in the scale of pay of the post from which he is reduced, will automatically be fixed as stated in the case of reduction to a lower stage in a time-scale.

If the period of reduction is not specified, there will be no automatic restoration to the old post. In such cases the Government servant when re-appointed to the higher post will have his pay fixed under FR 22 (1) (a) (1).— (FR 29; GIO (3))

14. Protection of pay of candidates recruited to Central Services/Posts from Central/State Autonomous Bodies/PSUs.— In respect of candidates working in Central Public Sector Undertakings, State Public Sector Undertakings, Universities, Semi-Government Institutions or Autonomous Bodies, Nationalized Banks including State Bank of India and Reserve Bank of India, who are appointed as direct recruits on selection through a properly constituted agency including departmental authorities making recruitment directly, their initial pay may be fixed at a stage in the scale of pay attached to

the post so that the pay and D.A., as admissible in the Government will protect the pay *plus* D.A., already being drawn by them in their parent organization. In the event of such a stage not being available in the post to which they have been recruited, their pay may be fixed at a stage just below in the scale of the post to which they have been recruited, so as to ensure a minimum loss to the candidates. The pay fixed under this formulation will not exceed the maximum of the scale of the post to which they have been recruited.— (G/Os. (28) & (29), FR 22)

3. Stepping up of pay to remove anomalies

[Swamy's—FR & SR, Part-I]

General.— Stepping up of the pay of a senior at par with his junior with a view to removing genuine anomalies arising out of application of the following rules/orders is permissible under specific Government Orders subject to conditions specified *infra*—

1. Fixation of pay under FR 22 (1) (a) (1) on promotion to a higher post.
2. In the case of senior promoted prior to 1-1-1996, *vis-a-vis* his junior promoted subsequent to that date in the revised scale under CCS (RP) Rules, 1997.
3. Fixation of pay on appointment to Selection Grade posts in Groups 'C' and 'D' cadres not involving higher responsibilities.
4. Fixation of pay in the revised scales under CCS (RP) Rules, 1997. Here the date of next increment of the senior will be advanced at par with the junior.

Competent authority.— In respect of items 1 to 3 above, the authority competent to exercise powers under FR 27 is competent to sanction stepping up of the pay of the senior and the sanction should be issued in exercise of powers under FR 27. In respect of item (4), the Head of Office or Head of the Department, as the case may be, is competent to advance the date of next increment.

Conditions.— 1. Both the senior and junior employees should belong to the same cadre and the posts to which they have been promoted or appointed identical and in the same cadre.

2. The junior and the senior should have held identical scales in the lower post and should hold identical scales in the higher post.
3. The anomaly should directly arise from application of the relevant rule/order.
4. The stepping up of pay is admissible with reference to the first junior (not necessarily immediate junior) on only one occasion; but if the junior concerned gets his pay stepped up at par with one junior to him, then the pay of the senior may again be stepped up.
5. The junior should not have been drawing more pay than the senior from time to time in the lower post.

6. Advancement of DNI (item 4) of senior is admissible only if he was drawing more pay than the junior in the pre-revised scale and his pay in the revised scale is fixed at the same stage as that of his junior.

Increment—The next increment will fall due after completion of normal qualifying period of 12 months from the effective date of the stepping up.—*GIO (22), FR 22; Rule 8, CCS (RP) Rules.*

Stepping up of pay of departmental candidate from the DNI of direct recruit whose training period was counted for increment.—In respect of direct recruits, the period of training before appointment counts for increments and this does not count for increment in case of departmental candidates. This may result in the departmental promotee's drawing less pay than a direct recruit junior to him. This anomaly may arise either from the date of his promotion or from the date of next increment of the direct recruit, and may be removed by stepping up the pay of the departmental promotee employee from the date of next increment of direct recruit junior to him.—*GIO (24) below FR 22.*

Instances which do not constitute anomaly for stepping up of pay.—The following instances do not constitute an anomaly of junior drawing more pay than the senior and stepping up of pay will not be admissible in such cases:—

- (i) Extraordinary Leave resulting in postponement of the date of next increment with consequent drawal of less pay than the junior in the lower grade itself; pay parity cannot be claimed even if promoted earlier to the higher grade.
- (ii) A senior forgoing/retiring promotion leading to the promotion of junior earlier and drawal of higher pay than the senior; increased pay drawn by a junior due to *ad hoc* officiating/regular service rendered in the higher posts for periods earlier than the senior.
- (iii) A senior joining higher post later than the junior and drawing less pay.
- (iv) A senior appointed later than the junior in the lower post itself and drawing less pay than the junior, when promoted to the higher post earlier than the junior.
- (v) A senior direct recruit drawing less pay than a junior promotee whose pay has been fixed with reference to the pay drawn in the lower post.
- (vi) When a junior gets more pay due to additional increments earned on acquiring higher qualifications.

—*Para.(2) of GIO (26) below FR 22.*

Stepping up of pay of directly recruited Section Officers recruited through Civil Service Examination to the level of pay guaranteed to their junior Departmental Section Officers.—In the revised scale of pay where a Senior direct recruit Section Officer is drawing less pay than a promotee Section Officer appointed from the category lower than that of the pay of

the promotee Section Officer having been fixed at the guaranteed minimum of Rs. 6,500 in the scale of Rs. 6,500-10,500, the pay of the direct recruit will be stepped up by the concerned cadre authority under FR 27 with effect from the date of promotion of the promotee officer, to the stage of Rs. 6,900. The increment after the stepping up will be admissible to such direct recruit Section Officers on completion of necessary qualifying service from the date from which the pay is so stepped up. These orders will also be applicable to the released ECOs/SSCOs subject to certain conditions.—*GIO (25) below FR 22 read O.M. dated 1-1-1998.*

4. Fixation of Pay of Re-employed Pensioners

[Swamy's—Re-employment of Pensioners]

On re-employment, pay should be fixed taking into account the pension received for the previous employment. The portion of pension ignored for pay fixation in respect of those who retired before attaining the age of 55 years, is—

- (a) entire pension in the case of civilian pensioners who held posts below Group 'A' and Ex-Servicemen who held posts below commissioned officer rank at the time of retirement.
- (b) Rs. 1,500 in the case of civilian pensioners who held Group 'A' posts and service officers of the Defence Forces.

Pay Fixation.—(i) For cases covered by (a) above —pay should be fixed at the minimum of the scale.

(ii) For cases covered by (b) above, pay should be fixed

- at the same stage as last drawn before retirement, if there is no such stage, at the stage next above the last pay;
- at the maximum, if the pay last drawn is more than the maximum of the scale of the re-employed post;
- at the minimum, if it is more than the last pay drawn.

The non-ignorable part of pension will be deducted from the pay so fixed. But the pension equivalent of gratuity will not be deducted from the pay so fixed.

Increments.—Normal increments are admissible as if the pay had been fixed at the minimum or at a higher stage, as the case may be, i.e., pay fixed at the stage before deduction of non-ignorable portion of pension, subject to the condition that pay plus gross pension does not at any time exceed Rs. 26,000.—*Orders 4 & 5. read with O.M., dated 7-11-1997.*

Drawal of pension.—Pension is admissible in addition to the pay as fixed above. During the period of re-employment, Dearness Relief also is admissible to those re-employed pensioners whose entire pension was ignored and pay fixed at the minimum of the scale.—*OM, dated 2-7-1999.*