

No. Z-28016/24/2014-SSH
Government of India
Ministry of Health & Family Welfare
(PMSSY Division)

Nirman Bhawan, Maulana Azad Road,
New Delhi-110011
Dated 04th May, 2015

CIRCULAR NO. 01 PMSSY- MAY, 2015

Subject: Reconstitution of Selection Committees for filling up Faculty/Non-Faculty/Resident/Contractual Posts in New AIIMS- Consolidated Orders/Instructions/Guidelines - thereof.

The Ministry has been receiving references from the new AIIMS for filling up various positions in Faculty/Non Faculty, Engagement of Residents as well as Contractual appointments to Faculty posts. Moreover, concerns regarding appointments to various Group A, B, and C posts have also been raised. The above issues have been in consideration of the Ministry for some time now, in the light of the circulars issued on 4th April 2013, 6th August 2013 and 18th July 2014.

2. Accordingly it has been decided by the competent authority that the new AIIMS would require to be armed with certain delegated powers, streamlining of procedures, so as to bring about an effective turnaround in building up human resources.

3. Keeping in view the above scenario, the Ministry, after careful consideration regarding the functional requirements, the need for expeditious recruitment and the procedural and other aspects reflected in relevant provisions under the AIIMS Act 1956, read with the AIIMS(Amendment) Act 2012, the AIIMS Rules 1958 and AIIMS Regulation 1999 as applicable, have set out to bring about consolidation of the various Instruction/Guidelines/Orders regulating the recruitment to various posts, as detailed below.

4. **SELECTION COMMITTEE FOR REGULAR APPOINTMENT TO FACULTY POSTS**

The Committee for selection of Faculty posts, to be filled only on regular basis in the six new AIIMS, will be the **Standing Selection Committee(SSC)** of the respective new AIIMS as notified vide MoH&FW Order No Z- 28016/42/2013 dated 17th February 2015 under heading "**Standing Selection Committee**", in pursuance to the decision taken in the first meeting of the Institute Bodies(IBs) of the six New All India Institute of Medical Sciences (AIIMS) thereby authorising the President (Hon'ble Health & Family Welfare Minister) to constitute, inter alia the Standing Selection Committee as per relevant provisions of the AIIMS Act 1956, as amended by AIIMS Amendment Act, 2012 .



For convening the meeting of the Standing Selection Committee, at least 50% of the Members present, beside the Chairman, would constitute the quorum for the Standing Selection Committee.

5. SELECTION COMMITTEE FOR CONTRACTUAL APPOINTMENT TO FACULTY POSTS

The new AIIMS need to keep in mind that regular recruitment to Faculty posts must be the first and most desirable option and no ad hoc appointment to Faculty posts shall be made. However, for meeting urgent needs, the option to go for contractual appointments against sanctioned posts can be explored. **Contractual appointments shall only be made against sanctioned posts.**


Director of the Institute concerned	Chairman
Subject Expert from the panel of subject experts of the Institute concerned.	Member
Subject Expert from the panel of subject experts of the Institute concerned	Member
Representative of SC/ST to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant Govt. Department in the State with approval of Chairman	Member (Coopted)
Representative of the Minority Community to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant Govt Department in the State with approval of Chairman	Member(Coopted)
Representative of Women to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant Govt. Department in the State with approval of Chairman	Member(Coopted)
Deputy Director (Administration)	Member Secretary

At least 50 % of the Members present, besides the Chairman, shall form the quorum, with participation of at least one Subject Expert will be mandatory.

The approval of the President, AIIMS shall be obtained before making appointment on contract basis for one year. Extension for a maximum of one more year may be given with the prior approval of the President.

6. PANEL OF SUBJECT EXPERTS

Before conducting a meeting of the Standing Selection Committee (SSC) or Selection Committee for contractual appointments to Faculty Posts, a Panel of Experts for each discipline will be prepared by the Director of the new AIIMS in consultation with faculties of the concerned discipline and with Director of the Mentoring Institution (AIIMS, New Delhi /PGIMER /JIPMER as applicable) and got approved by the President of the Institute. The Chairman of the relevant Selection Committee will pick up two Experts for a particular



discipline from the Panel so approved by President of the Institute. The Panel of Experts will be valid for one year and secrecy shall be maintained by the Director of the AIIMS concerned.

7. SELECTION COMMITTEE OF NON-FACULTY GROUP 'A' POSTS

The Selection Committee for recommending appointment to Non-Faculty Group 'A' Posts would consist of:

Director of Institute	Chairman
DGHS, MoHFW, GoI or his representative	Member
Subject Expert of rank at least one above the post for which appointment is to be made from among persons of appropriate status working in any one the Mentoring Institutions/ relevant State Govt. Department with the approval of Chairman	Member
Representative of SC/ST to be nominated by the Chairman from among persons of appropriate status working in the Institute/ relevant State Govt. Department with the approval of Chairman	Member (Coopted)
Representative of Minority Community to be nominated by the Chairman from among persons of appropriate status working in the Institute/ relevant State Govt. Department with the approval of Chairman	Member(Coopted)
Representative of Women to be nominated by the Chairman from among persons of appropriate status working in the Institute/ relevant State Govt. Department with the approval of Chairman	Member(Coopted)
Deputy Director (Administration) of the concerned Institute	Member Secretary


At least 50% of the Members present beside the Chairman shall form the quorum and participation of the Subject Expert will be mandatory.

8. ENGAGEMENT OF SENIOR RESIDENT/ JUNIOR RESIDENT

The pattern of the Residency Scheme in new AIIMS will be the same and be governed by the same norms as per the Residency Scheme vide Ministry of Health and Family Welfare Government of India letter no. S-11014/03/91-ME(P) dated 6th June 1992 and amended from time to time and as adopted in AIIMS New Delhi/PGIMER Chandigarh/JIPMER, Puducherry.

The Selection Committee for Senior Residents/Junior Residents is as follows:

Director of the Institute	Chairman
Medical Superintendent of the Institute	Member
Professor/Assoc. Professor/Senior Specialist of the Concerned Specialty from any Mentoring Institution or relevant State Govt. Department	Member
Professor/Associate Professor/Asst. Professor/Senior Specialist/Specialist of the same specialty of the Institute	Member
Representative of Minority Community to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant State Govt. Department with the approval of Chairman	Member(Coopted)



Representative of SC/ST to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant State Govt. Department with the approval of Chairman	Member(Coopted)
Representative of Women to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant Govt Department in the State with approval of Chairman.	Member(Coopted)

9. SELECTION TO GROUP – B POSTS

The Selection Committee for Group-B posts will not be an ad-hoc body but rather a regular Committee as under:-

Director of the concerned Institute	Chairman
Subject expert from any one of the Mentoring Institutions (to be nominated by the concerned Director of Institution)	Member
Medical Superintendent of the Institute (in case of posts in the Hospital)	Member
Representative from the SC/ST Community to be nominated by the Director of the concerned Institute from among persons of appropriate status working in the Institute/ relevant State Govt. Department with approval of Chairman	Member
Representative of Minority Community to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant State Govt. Department with the approval of Chairman	Member (Coopted)
Representative of Women to be nominated by the Chairman from among persons of appropriate status working in the Institute/ relevant State Govt. Department with the approval of Chairman	Member (Coopted)
Deputy Director (Administration), of the Institute concerned	Member Secretary


At least 50% of the members present beside the Chairman would constitute the quorum. The participation of the Subject Expert will be mandatory.

In case the Selection Committee considers it appropriate to recommend engaging a person on contractual basis, the same may be recommended only against a regular, sanctioned and unfilled post. The emoluments for a contractual post shall also be recommended by the Selection Committee, but the emoluments may be given only after concurrence of Financial Advisor and after approval of competent authority.

10. SELECTION TO GROUP – C POSTS

The Selection Committee for Group-C posts will not be an ad-hoc body but rather a regular Committee as under:-

Director of the concerned Institute	Chairman
Member of Faculty nominated by the Director of concerned Institute	Member
Medical Superintendent of concerned Institute (in case of posts in the	Member



Hospital)	
Representative from the SC/ST Community to be nominated by the Director of the concerned Institute from among persons of appropriate status working in the Institute / relevant State Govt. Department with the approval of Chairman	Member (coopted)
Representative of Minority Community to be nominated by the Chairman from among persons of appropriate status working in the Institute / relevant Govt Department in the State with approval of Chairman	Member (coopted)
Representative of Women to be nominated by the Chairman from among persons of appropriate status working in the Institute/ relevant State Govt. Department in the State with approval of Chairman	Member (coopted)
Deputy Director(Admn) of the Institute concerned	Member Secretary

11. PROCESSES/METHODOLOGY FOR SELECTION AND FILLING UP OF POSTS

The need for streamlining various circular/guidelines issued so far has been felt by both the Ministry as well as the new AIIMS. Attempt has been made to condense the various instructions into one comprehensive set which will outline the process and methodology for selection to Faculty/Non-Faculty contractual Group A, B and C posts. The Committees so constituted above will adhere to the following process/methodology for selection and filling the various posts.

(i) The Institute should issue advertisement for the posts in local newspapers where the Institute is located, in addition to two English national newspapers (all Metros), two Hindi national newspapers (all Metros) and the Employment News. These advertisements should also be hosted on the website of the MoHFW and the Institute. The print advertisement will briefly mention about the posts and the web portal of the concerned AIIMS where online applications are to be filled centrally, so as to minimize advertisement costs.

(ii) Qualification, Experience and Eligibility Conditions shall be as per applicable AIIMS Rules/Regulations of AIIMS, New Delhi till such time new AIIMS have their own Recruitment Rules/Regulations.

(iii) Designations, Pay scales and Grade pay shall be as mentioned in MoHFW letter/circular of 4th April and 6th August 2013. Other conditions of service shall be as per AIIMS Rules/ Regulations as applicable.

(iv) All applications shall be received only online by concerned AIIMS on its website. After online receipt of applications and immediately on closing of the date of receipt of applications, all intimation and received fees shall be compiled by the Institute, so that the process of carrying forward the selection process is done by the Institute under the



supervision of the Committee for Selection. The last date for receiving for applications would be as indicated in the relevant Employment News.

(v) Reservations shall be as per GoI Rules/Guidelines in respect of the Institute and responsibility of implementing the reservation policy shall lie with the Director of the Institute.

(vi) Appointing Authority for the posts will be as per Rules/Regulations i.e. AIIMS Rules, 1958 and AIIMS Regulations 1999 as applicable.

(vii) The Committee for Selection will devise further methodology for selection including written tests, interviews and basis of marking and evaluation etc.

(viii) All records of marking, evaluation and proceedings of the Committee for Selection shall be maintained in original by the Institute.

(ix) Verification of qualification, experience and eligibility conditions shall be the responsibility of the Institute.

(x) Probation, NOC Verification of character and antecedents, caste category etc. shall be made applicable by the Institute to the recruitment process.

(xi) In case the Committee for Selection considers it appropriate to recommend engaging a person on contractual basis, the same may be recommended only against a regular, sanctioned and unfilled post. The emoluments for a contractual post shall also be recommended by the Ad Hoc Committee for Selection, but the emoluments may be given only after, concurrence of Financial Advisor and after approval of competent authority.

12. These instructions are subject to ratification by the respective Institute/Governing Body of new AIIMS.


(Dharminder Singh)
01/05/2015

Under Secretary to the Government of India
Tel. 011-23061213

Circulation:

1. DGHS, MoHFW
2. Director, AIIMS, Bhopal/Bhubaneswar/Jodhpur/Patna/Raipur/Rishikesh
3. Director of Mentoring Institution(AIIMS New Delhi/PGIMER/JIPMER)
4. DDA, AIIMS, Bhopal/Bhubaneswar/Jodhpur/Patna/Raipur/Rishikesh
5. FA, AIIMS, Bhopal/Bhubaneswar/Jodhpur/Patna/Raipur/Rishikesh
6. MS, AIIMS, Bhopal/Bhubaneswar/Jodhpur/Patna/Raipur/Rishikesh
7. AO/DDO, AIIMS, Bhopal/Bhubaneswar/Jodhpur/Patna/Raipur/Rishikesh

8. PMSSY Division
9. PMSSY Website
10. AAO, PMSSY Division
11. Sr. Tech Dir NIC MoHFW

Copy for information to :-

1. PS to Hon'ble HFM
2. PPS to Secretary HFW/AS(H)/AS&FA/JS(PMSSY)/Dir(SC)/Dir(SCR)

A handwritten signature in black ink, appearing to be 'Abin', with a long horizontal stroke extending to the right.