

ADMINISTRATION (MAIN)

27.1 LOWER DIVISION CLERK

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post LOWER DIVISION CLERK				LOWER DIVISION CLERK
2	Number of Posts	245 posts	162 posts	71 posts	
3	Classification	Group ‘C’	Group ‘C’	Group ‘C’	Group – ‘C’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900	PB-1, Rs.5200-20200 Grade Pay Rs. 1900	PB1 Rs.5200-20200 + GP Rs.1900	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 1900
5	Method of Recruitment	<p>a)90% by Direct Recruitment b)5% of vacancies shall be filled from amongst the Group 'D' Staff of the Institute who possess Matriculation or equivalent qualification and have rendered 5 years of regular service in Group 'D', on the basis of & Departmental qualifying examination. The maximum age limit for eligibility for examination is 50 years (55 years of age for the SC/ST)</p> <p>Note: a) Unfilled vacancies pertaining to a particular year shall not be carried over. b) If more of such employees than the number of vacancies</p>	<p>a)90% by direct recruitment b)5% of vacancies shall be filled from amongst Group D staff of the Institute who possess Matriculation or equivalent qualification and have rendered five years of regular services in Group D on the basis of a Departmental qualifying examination. The maximum age limit for eligibility for examination is 50 years (55 years of age for the SC/ST)</p> <p>Note:- a) Unfilled vacancies pertaining to a particular year shall not be carried over. b) If more of such employees than the number of vacancies available under clause (ii) qualify at the said</p>	<p>By Direct recruitment, 10% of the vacancies shall be reserved for being filled up by Group 'D' employees subject to the following conditions: (a) Selection would be made through Departmental Exam confined to Group 'D' employees who possess matriculation. (b) Maximum age limit would be 45 years (50 years for SC/ST). (c) At least 5 years regular service in Group 'D' posts.</p>	<p>a)85%vacancies shall be filled by Direct Recruitment (preferably through Staff Selection Commission) b)15% of vacancies shall be filled from amongst the Group 'C' Staff of the Institute in the grade pay of Rs.1800 and who possess 10 + 2 or equivalent qualification and have rendered 3 years of regular service in the Institute, on the basis of a Departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST)</p> <p>Note*: (a)Unfilled vacancies pertaining to a particular year shall not be</p>

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		available under clause (ii) qualify at the said examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. i) 5% of the vacancies shall be filled on seniority-cum-fitness basis, from Group 'D' employees who possess Matriculation or equivalent qualification.	examination such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. c) 5% of vacancies shall be filled on seniority-cum-fitness basis from Group D employees who possess Matriculation or equivalent qualification.		carried over. (b) If more of such employees than the number of vacancies available under clause (ii) qualify at the said examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.
6	Age limit for Direct Recruits	Between 18 and 25 years (Relaxable up to 40 years at age for the Institute employees.)	Between 18 and 30 years (Age relaxable for Government servant upto 40 years in accordance with the instructions or orders issued by Central Govt.		Between 18 and 27 years (Relaxable up to 40 years in accordance with the orders issued by the Central Government)
7	Educational and other qualification required for Direct Recruits	i) Matriculation or Equivalent qualification from a recognized Board or University ii) A Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.	i) 12 th Class or equivalent qualification from recognized Board or University. ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word.	i) 12 th Class or equivalent qualification from a recognized Board/Institution ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter OR A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on	a) 12 th Class or equivalent qualification from a recognized Board or University . AND b) A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)

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		AIIMS	PGIMER	JIPMER			
					an average of 5 key depressions for each word).		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	As, indicated in col. 5(ii) and (iii)	Seniority cum fitness	Not Applicable	Not Applicable	As indicated in col. 5(b)	
9b	Grades from which promotion is to be made and eligibility	As, indicated in col. 5(ii) and (iii)	Group C employees in the grade pay of Rs. 1800 with 3 years of regular service in the grade.	Not Applicable	Not Applicable	As indicated in col. 5(b)	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Age : No E.Q : Yes	Not Applicable	As indicated in col. 5(b.)	
10	If a DPC exists, what is its composition	1. Dy. Director / Chief Administrative Officer	Chairman	Not Applicable	1. Medical Supdt.	Chairperson	
		2. F.A. / Chief Accounts Officer	Member		2.Sr. Professor	Member	
		3. One Representative of SC/ST to be nominated by	Member		3.Professor	Member	

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		AIIMS		PGIMER	JIPMER		
		the Director from persons of an appropriate status working at AIIMS or some other organisation.					
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4.DDA/Sr. A.O.	Member	
		5. Administrative Officer(DO)	Member – Secretary				
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable			Not Applicable
12	Period of probation, if any	2 years		2 years			2 years
13	Brief nature of the Job						

- This note has been inserted as per model Recruitment Rules for the post of lower Division Clerk circulated by Department of Personnel & Training.

27.2 ASSISTANT CASHIER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post ASSISTANT CASHIER				Isolated Post (JIPMER) (This job could be assigned to a regular official of clerical cadre, with special allowance for handling cash)
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group ‘C’	
4	Pay Band and Grade Pay			PB1 Rs.5200-20200 GP Rs.1900	
5	Method of Recruitment			Transfer on deputation failing which by direct recruitment	

27.3 UPPER DIVISION CLERK

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post UPPER DIVISION CLERK				
2	Number of Posts	220 posts	79 posts	56 posts	
3	Classification	Group ‘C’	Group ‘C’	Group ‘C’	Group – ‘C’
4	Pay Band and Grade Pay	PB: 2(Rs. 5200 – 20200) Grade Pay: Rs. 2400	PB-1,5200-20200 Grade Pay Rs. 2400	PB1 Rs.5200-20200 GP Rs.2400	Pay Band: 2 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	i)75% by Promotion ii) 25% by Limited Departmental Competitive Examination from amongst LDCs with 5 years of regular service in the grade in the Institute..	i) 75% by promotion. ii) 25% by Limited Departmental Competitive Examination from amongst the LDCs with 2 years of regular service in the grade in the Institute.	By Promotion.	100% By promotion a)75% By Seniority b)25% By Limited Departmental Competitive Examination
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	. Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum	Seniority-cum-fitness	Seniority cum fitness	Not Applicable	Non Selection – Seniority –cum-

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER		
	fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'					fitness
9b	Grades from which promotion is to be made and eligibility	As, indicated in col. 5(ii) and (iii)	Lower Division Clerks with 5 years of regular service in the grade.	Not Applicable		<p>Promotion Grade: Lower Division Clerk Eligibility: (i) 8 years of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy /institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Limited Departmental Competitive Exam Grade: Lower Division Clerk Eligibility: *5 years of regular service in the grade and should have passed class 12 examination Benchmark: The minimum assessment of ACRs – Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable	Not Applicable	Age : No E.Q : Yes		Not Applicable
10	If a DPC exists, what is its composition	1.Dy. Director/ Chief Administrative Officer	Chairman	Not Applicable	1.Medical Supdt.	Chairperson

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee	
		AIIMS	PGIMER	JIPMER			
		2.F.A./ Chief Accounts Officer	Member		2.Sr. Professor	Member	
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		3. Professor	Member	
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4. DDA/Sr. A.O.	Member	
		5. Administrative Officer(DO)	Member – Secretary				
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable			Not Applicable
12	Period of probation, if any	Nil		Nil	Two Years		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
13	Brief nature of the Job				

27.4 ASSISTANT (NS)/ASSISTANT/HEAD CLERK

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post ASSISTANT(NS)/ ASSISTANT/ HEAD CLERK	ASSISTANT (NS)	ASSISTANT	HEAD CLERK	May be designated as ASSISTANT
2	Number of Posts	66 posts	41 posts	5 posts	
3	Classification	Group – B	Group ‘B’	Group ‘B’	Group – B
4	Pay Band and Grade Pay	PB 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	PB-2,9300-34800 Grade Pay Rs. 4200	PB2 Rs.9300-34800 GP Rs.4200	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% By Promotion	100% by promotion	100 % By Promotion.	100 % by Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by	Not Applicable	Not Applicable	Not Applicable	Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
	Promotion:				
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	25% : Seniority-cum—fitness " 75% : Merit-cum-seniority	Seniority cum fitness	Selection	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	UDCs with 5 years of regular service in the grade	Clerk/U.D.C. with 5 years of regular service in the grade.	Promotion from UDC with 5 years regular service in the grade.	<p>Promotion</p> <p>Grade: Upper Division Clerk</p> <p>Eligibility:</p> <p>(i) 10 years of regular service in the grade</p> <p>(ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy /institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable: however, the provisions of column 9 (b) shall be followed	N.A. Further the provisions of column 9(b) shall be followed.	Not Applicable	Not Applicable

S No.	Description	“As is” Recruitment Rules					Recommendation of Coordination Committee
		AIIMS		PGIMER	JIPMER		
10	If a DPC exists, what is its composition	1. Dy. Director (Admn.)	Chairman	Not Applicable	1. Medical Supdt.	Chairperson	
		2.F.A./ Chief Accounts Officer	Member		2.Sr. Professor	Member	
		3.One Representative of the Centre/ Hospital/ Dean's Office (to be nominated by the Director	Member		3. Professor	Member	
		(4)One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4. DDA/Sr. A.O.	Member	
		(5)One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some	Member				

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		other organisation.			
		(6)Chief Admn. Officer / Sr. Administrative Officer	Member – Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	Nil	Nil	Two Years	Promotion: 2 Years
13	Brief nature of the Job				

27.5 OFFICE SUPERINTENDENT

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Office Superintendent				The post of Assistant and Office Superintendent are in the some Grade Pay of Rs. 4200. There are no financial benefits on promotion from Assistant to Office Superintendent. It is, therefore, recommended that the posts of Office Superintendent may be upgraded and merged with that of Assistant Administrative Officer.
2	Number of Posts	25* posts	21 posts	8 posts	
3	Classification	Group – B	Group ‘B’	Group ‘B’	Group – B
4	Pay Band and Grade Pay	PB: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	PB-2,9300-34800 Grade Pay Rs. 4200	PB2 Rs.9300-34800 GP Rs.4200	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	i)60% : by Promotion ii) 40% : by LDCE.	i)60% : by Promotion ii)40%:by LDCE.	100 % By Promotion.	100% by Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30	Not Applicable	Not Applicable	Not Applicable	Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
	of the CCS Pension Rules, 1972				
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Merit cum Seniority	Selection	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Head Clerks with 5 years of regular service in the grade	Assistant with 5 years of regular service in the grade.	Promotion from Accountant/Head Clerk with five years service OR nine years combined regular service in the grades of Accountants/Head Clerk and UDC Transfer on deputation i) Holding analogous posts on regular basis; OR ii) With five years regular service in the grade of Head clerk/ Accountant and having a sound knowledge of establishment matters and cash + Accounts	Grade: Assistant (NS) Eligibility: 5 years of regular service in the grade Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No / Qualification: As in Column 9 (b) Limited Departmental Commutative Examination Eligibility: Head Clerks with 3 years of regular service in the grade; Method of Selection: 66 2/3% : For written test; 33 1/3% : For ACRs	Age- No Qualification-As in col. (9b) 1.Limited Departmental Competitive examinations <u>Eligibility:</u> Head Clerks/Assistant with 3 years of regular service in the grade <u>Method of Selection:</u> 66-2/3% for written test 33-1/3% for ACRs	Not Applicable	Not Applicable

S No.	Description	“As is” Recruitment Rules					Recommendation of Coordination Committee
		AIIMS		PGIMER	JIPMER		
		The Select list equivalent to number of vacancies shall be prepared in the order of merit based on total marks obtained in written test and evaluation of ACRs.		The select list equivalent to number of vacancies shall be prepared in the order of merit based on total marks obtained in written test and evaluation of ACRs			
10	If a DPC exists, what is its composition	1.Dy. Director (Admn.)	Chairman	Not Applicable	1.Medical Supdt.	Chairperson	
		2.F.A./ Chief Accounts Officer	Member		2.Sr. Professor	Member	
		(3)One Representative of the Centre/Hospital/ Dean's Office (to be nominated by the Director	Member		3.Professor	Member	
		(4)One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		DDA/Sr. A.O.	Member	

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		AIIMS	PGIMER	JIPMER	
		(5)One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(6)Chief Admn. Officer/ Sr. Administrative Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	2 years	Two Years	Two Years	Nil
13	Brief nature of the Job				

27.6 ESTATE MANAGER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post ESTATE MANAGER				This post exists in JIPMER only. To be merged in the grade of Assistant Administrative Officer in JIPMER(Proposed)
2	Number of Posts	No Post	No Post	1 post	
3	Classification			Group 'B'	
4	Pay Band and Grade Pay			PB2 (Rs.9300-34800) GP Rs.4600	
5	Method of Recruitment			By Promotion failing which by direct recruitment	

27.7 ASSISTANT ADMINISTRATIVE OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Assistant Administrative Officer				
2	Number of Posts	9* posts	8 posts	No Post	
3	Classification	Group – B	Group ‘B’		Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	PB-2,9300-34800 Grade Pay Rs. 4600		Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	a)60% : by Promotion b)40% : by Limited Departmental Competitive Exam.	60% by promotion 40% by Direct Recruitment.		a)*60 % by Promotion of OS/ Asstt. With 5 yrs. Service b) 40% by Direct Recruitment
6	Age limit for Direct Recruits	Not Applicable	40 years		Not exceeding 40 years(Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	i)Degree of a recognised University or its' equivalent. ii)5 years of experience as Office Supdt. or in equivalent post; and working knowledge of govt, rules & regulations. Desirable i)Post Graduate Diploma in Personnel Management/ Labour Laws/ Administrative Law.	<u>Qualification for direct recruitment.</u> 1. Degree of a recognized University or its equivalent. 2.5 years of experience as Office Supdtt. or in equivalent posts and working knowledge of Govt. rules and regulations. <u>Desirable</u> 1 Postgraduate diploma in Personnel Management/ Labour Laws/ Administrative Law.		MBA / PGDBM from a recognised University / Institution
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority cum—fitness,	Merit cum seniority.		Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Office Superintendent with 2 years of regular service in the grade	Office Superintendent with two years of regular service in the grade		Grade: Office Superintendent / Asstt. Eligibility: (i) 5 years of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	1. Dean/Chief of a Centre/ M.S (to be nominated by the Director	Chairman	Not Applicable	Not Applicable
		2. Dy. Director (Admn.)	Member		

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		AIIMS	PGIMER	JIPMER		
		3.One Representative of the Centre/Hospital/Dean's Office (to be nominated by the Director	Member			
		4.One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member			
		5.One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member			
		6.Chief Admn. Officer/ Sr. Administrative Officer	Member			

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable		Not Applicable
12	Period of probation, if any	2 years for Direct Recruits only	2 years for Direct Recruits only.		Direct Recruitment: 2 years
13	Brief nature of the Job		No duties and responsibilities have been prescribed under cadre Review		

*There is a proposal to merge the posts of Office Superintendent and Assistant Administrative Office in AIIMS . If this proposal is approved, the method of recruitment to the post of AAO will undergo revision. JIPMER have proposed to raise a new grade of Assistant Administrative Officer.

27.8 ADMINISTRATIVE OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Administrative Officer				
2	Number of Posts	12 posts	4 posts	1 post	
3	Classification	Group – A	Group A	Group ‘B’	Group – A
4	Pay Band and Grade Pay	PB: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	PB-3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400	PB2 Rs.9300-34800 Grade Pay: Rs.4800	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 5400
5	Method of Recruitment	100% by Promotion failing which by Deputation	100%by promotion failing which by deputation.	100% by promotion failing which by deputation.	100% by Promotion failing which by Deputation
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	1. Degree. 2. Four years experience of administration, accounts and establishment work in a supervisory capacity in a Government office or a public body or a commercial organisation of repute.	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’,	Merit-cum-Seniority	Merit- cum- seniority.	Merit- cum- seniority.	Selection – Merit cum Seniority

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	or by 'Merit-cum-seniority' i.e., 'selection'				
9b	Grades from which promotion is to be made and eligibility	Asstt. Administrative Officer with 5 years of regular service in the grade.	Asstt. Admn. Officer with five years of regular service in the grade.	Transfer on deputation: A) 1. holding analogous posts; OR 2. with two years service in the pay scale of Rs. 650-1200/-; OR 3. with five years service in the pay scale of Rs. 550.-900/-; and B) having experience in the administration, establishment and accounts matter	Grade: Assistant Administrative Officer Eligibility: (i) 3 years of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Not Applicable	Not Applicable
10	If a DPC exists, what is its composition	(1) Director	Chairman	Not Applicable	Not Applicable
		(2) Chief of a Centre to be appointed by the Director	Member		
		(3) Medical Superintendent	Member		
		(4) One	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		(5)One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(6)Deputy Director (Admn.)	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers under the Central Govt-, U.T. Administrations or of Central Statutory/Autonomous Bodies holding analogous posts or with at least 3/5 of service in posts in the pay scale of Rs.2000-3500 / Rs.2000-3200 or equivalent respectively and' having a Degree and experience in administration arid establishment, matters and also preferably in Accounts matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>	<p>Officers on the Central Govt. U.T. Admn., or Central Statutory Bodies holding analogous posts or with Atleast 3/5 years of experience in the posts in the pay scale of Rs. 2000-3500/2000-3200 or equivalent respectively and having degree and experience in Admn. And establishment matters and also preferably in accounts matters. Officers possessing M.B.A or postgraduate diploma in personnel management shall be given preference. Period of deputation shall ordinarily not exceed three years.</p>	Not Applicable	<p>Source:Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a post in the scale of PB 2 (Rs. 9300 – 34800), Grade Pay Rs. 4600 or above holding a supervisory post Possessing the following qualifications and experience: MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law Experience in administration establishment and preferably in accounts matters.</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>
12	Period of probation, if any	2 years (for promotees only)	NIL	Two Years	Promotion: 2 Years
13	Brief nature of the Job				

27.9 SENIOR ADMINISTRATIVE OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Senior Administrative Officer				
2	Number of Posts	3 posts	3 posts	1 post	
3	Classification	Group – A	Group A	Group ‘A’	Group – A
4	Pay Band and Grade Pay	PB: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	PB-3, Rs. 15600-39100 Grade Pay: Rs. 6600	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600
5	Method of Recruitment	100% by Promotion failing which by Deputation	100% by promotion failing which by deputation.	By Deputation	100% by Promotion failing which by Deputation
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Merit-cum-Seniority	Merit- cum- seniority.	Not Applicable	Selection – Merit cum Seniority

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	Administrative Officer with 5 years of regular service in the grade.	Administrative Officer with five years of regular service in the grade.	Not Applicable	Grade Administrative Officer Eligibility: (i) 5 years of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Not Applicable	Not Applicable
10	If a DPC exists, what is its composition	1 Director	Chairman	Not Applicable	Not Applicable
		2 Chief of a Centre to be appointed by the Director	Member		
		3. Medical Superintendent	Member		
		4. One Representative of SC/ST to be	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		6. Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers under the Central Govt., U.T. Administrations or of Central Statutory/Autonomous Bodies holding analogous posts or with at least 3/5 of service in posts in the pay scale of Rs.2000-3500 / Rs.2000-3200 or equivalent respectively and having a	Officers on the Central, State Govts. U.T. Admn., or Central Statutory Bodies, autonomous Bodies holding analogous posts on regular basis or atleast 5/8 years of regular service in the pay scale of Rs. 2200-4000/2000-3500 or equivalent respectively	Officers from Central/State Government /Autonomous Institutions/Universities/ Research Institutions/Public Sectors Under takings etc.,; a) i) Officers holding analogous posts on regular basis; or ii) with 5 years regular service in the post in the Pay Band PB3 Rs.15600-39100 + GP 5400 ; or	Source: Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 3 (Rs. 15600 –

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Degree and experience in administration and establishment matters and also preferably in Accounts matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years)	or equivalent and having experience in Admn. and establishment matters also preferably in accounts matters. Officers having M.B.A or postgraduate diploma in personnel management shall be given preference. OR PCS/HCS Officers. Period of deputation shall ordinarily not exceed three years.	iii) with 8 years regular service in the post in the Pay Band PB2 Rs.9300-34800 + GP 4600; and b) Possessing 5 years experience in Administration, Establishment and Accounts Matters Age limit not exceeding 56 years	39100), Grade Pay Rs. 5400 or above and holding a supervisory post Possessing the following qualifications and experience: MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law Experience in administration establishment and preferably in accounts matters. Period of deputation: Shall not ordinarily exceed 3 years
12	Period of probation, if any	2 years (for promotees only)	NIL	Nil	Promotion: 2 Years
13	Brief nature of the Job				

27.10 CHIEF ADMINISTRATIVE OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post Chief Administrative Officer				This post exists in AIIMS only.
2	Number of Posts	1 post	No Post	No Post	
3	Classification	Group – A			Group – A
4	Pay Band and Grade Pay	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 7600			Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 7600
5	Method of Recruitment	100% <i>by</i> Promotion failing which by Deputation.			100% by Promotion failing which by Deputation
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable			Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority			Selection – Merit cum Seniority

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	Sr. Administrative Officer with 1 years of regular service in the grade			Grade: Senior Administrative Officer Eligibility: (i) 5 year of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion. Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable			Not Applicable
10	If a DPC exists, what is its composition	1. Director	Chairman		
		2. Dean	Member		
		3. Chief of a Centre to be nominated by the Director	Member		
		4. One Representative of SC/ST to be nominated by the Director from	Member		

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		persons of an appropriate status working at AIIMS or some other organisation.			
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		6. Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of Central Government (including Delhi Administration) or Central Statutory/Autonomous Bodies holding analogous posts or with at least 5 years of service in the posts in the pay scale of Rs.3000-4500 or equivalent and having experience in administration establishment and preferably in accounts matters. Officers with MBA or PG Diploma in Personnel Management or Labour Laws or Degree in Law, shall be given preference.			Source: Officers of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations: (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in a posts in the scale of PB 3 (Rs. 15600 – 39100), Grade Pay Rs. 6600 or above and Possessing the following qualifications and experience:

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		(Period of deputation shall ordinarily not exceed 3 years)			MBA (HR) or PG Diploma in Personnel Management or Labour Laws or Degree in Law Experience in administration establishment and preferably in accounts matters. Period of deputation: Shall not ordinarily exceed 3 years
12	Period of probation, if any	Nil			Nil
13	Brief nature of the Job				

NOTE:-

Although the post of Deputy Director (Administration) in JIPMER is in the PB3 with Grade Pay of Rs. 6,600/-, another post of Deputy Director (Administration) is available in PGIMER in PB4 with GP of Rs. 8700/- . The post of Deputy Director (Administration), in AIIMS is at the level of Joint Secretary with PB4 and GP of Rs. 10,000/- . The designation in the 3 Institutes is the same, but the level and the scale of pay are different.