

Department /Service/Cadre: NURSING DEPARTMENT

Sl. No.	Existing Cadre of Nursing Department at NEIGRIHMS					Revised Cadre of Nursing Department at NEIGRIHMS				Justifications, if any
	Existing post of Nursing cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Nursing Officer Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4600/- (Level – 7 of Pay Matrix)	580	95	Matriculation or its equivalent from a recognized University / Board. Certificate in General Nursing and Midwifery from a recognized Institute or equivalent qualifications for male Nurse. Should be registered as 'A' grade Nurse and Midwifery with a State Nursing Council or equivalent qualification for male Nurse.	By DR	Nursing Officer Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4600/- (Level – 7 of Pay Matrix)	543	By DR	10+2 (Science) from a recognized University / Board. Certificate in General Nursing and Midwifery from a recognized Institute or equivalent qualifications for male Nurse. Should be registered as 'A' grade Nurse and Midwifery with a State Nursing Council or equivalent qualification for male Nurse.	
2.	Senior Nursing Officer Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4800/- (Level – 8 of Pay Matrix)	131	95	NA	By Promotion	Sr. Nursing Officer Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4800/- (Level – 8 of Pay Matrix)	131	100% By Promotion	By Promotion: From Nursing Officer with 2 years regular service in the grade.	The Post of Sr Nursing Officer & Nursing Officer has been clubbed together for calculating the staff entitlement to perform Sr Nursing Officer's work where the Nursing Officer will continue to perform even after promoted to the existing scale of Nursing Officer . Out of the entitlement worked out 30-35% posts may be considered for post of Sr Nursing Officer.
3	Asst. Nursing Superintendent	-	35	NA	-	Asst. Nursing Superintendent PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	37	100% by Promotion	By Promotion: From Sr. Nursing Officer with 2 years regular service in the grade.	

4	Deputy Nursing Superintendent PB-3 (Rs 15600-39100) GP 5400/- (Level - 9 of Pay Matrix)	9	-	NA	By Promotion	Deputy Nursing Superintendent PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	9	100% By Promotion	By Promotion: From Sr. Nursing Officer with 2 years regular service in the grade.	1 DNS for 3-4 Wards 1 DNS as Nurse Educator 1 DNS as Nurse Epidemiologist
5.	Nursing Superintendent PB-3 (Rs 15600-39100) GP 6600/- (Level - 10 of Pay Matrix)	2	-	NA	By Promotion	Nursing Superintendent PB-3 (Rs 15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	2	100 % By Promotion	By Promotion: From Deputy Nursing Superintendent with 5 years regular service in the grade.	
6	Chief Nursing Officer PB-3 (Rs 15600-39100) GP 7600/- (Level - 11 of Pay Matrix)	1	-	NA	By Promotion	Chief Nursing Officer PB-3 (Rs 15600-39100) GP 7600/- (Level - 12 of Pay Matrix)	1	100% By Promotion	By Promotion: From Nursing Superintendent with 5 years regular service in the grade.	Overall in charge of nursing personnel.
	Total	723					723			

Department /Service/Cadre:: RADIOLOGY CADRE

Sl. No.	Existing Cadre of Radiology at NEIGRIHMS					Revised Cadre of Radiology at NEIGRIHMS				Justifications, if any
	Existing post of Radiology cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Dark Room Assistant PB-1(Rs.5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	11	4	Matriculation with Diploma/Certification in Radiography or minimum 1 year experience. Desirable: 1 year experience as DRA.	By DR	Asst. Technician (Radiology) PB-2 (Rs.9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	11	100% By permanent transfer from existing Dark Room Assistant	-	<ul style="list-style-type: none"> To upgrade the pay scale from GP 1900/- to GP 4200/- and re-designate the post of Dark Room Assistant to Asst. Technician (Radiology)
2.	Technical Assistant/Technician-PB-1 (Rs. 5200-20200) GP 2800/- (Level-5 of Pay Matrix)	3	Nil	BSc in Radiology Techniques with two years working experience in Radiology Technique or 12th pass with Science with two years Diploma in Radiology Techniques and Two years working experience in Radiology Technique	By DR	Technician (Radiology) PB-2 (Rs.9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	14	100% By permanent transfer from existing Radiographer / Technical Assistant / Technician failing which by Promotion failing which by DR	<p>By Promotion From Assistant Technician possessing BSc (Hons) (3 years course) in Radiography with 5 years regular service. Or BSc Medical Technology (X-Ray) from recognized Institute/University with 5 years of regular service</p> <p>Or</p> <p>From Assistant Technician possessing Diploma /Certification in Radiography with minimum 8 years regular service.</p> <p>By Direct Recruits: BSc (Hons) (3 years course) in Radiography Or BSc Medical Technology (X-Ray)</p>	<ul style="list-style-type: none"> To upgrade the pay scale of Technical Assistant / Technician from GP 2800/- to GP 4200/- and re-designate the posts of Technical Assistant /Technician and Radiographers to Technician (Radiology) Existing Technical Assistants being holders of posts carrying lower pay scale will rank junior enbloc to existing Radiographers being on lower pay scale. Service rendered by the existing Dark Room Assistant will be counted from the date of joining for promotion to the post of Technician (Radiology)
3.	Radiographer PB-2(Rs.9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	12	7	BSc in Radiology Techniques with two years working experience in Radiology Technique	By DR					

									from recognized Institute/University. Desired: Ability to use computers - Hands on exp. In office applications, spread sheets and presentations.	
5.	Sr. X-Ray Technician PB-2(Rs.9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	6	Nil	Promotion: Radiographer/Technical Asstt (Radio) in Pay Band-1 of Rs.5200-20200/- with Grd. Pay 2800 /- with Six years regular service in the Grade.	By promotion	Technical Officer (Radiology) PB-3 (Rs.15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	6	100% By permanent transfer from Existing Sr X Ray Technician failing which by promotion	By Promotion: From Technician (Radiology) with 3 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP4200/- to GP 5400/- and re-designate the post of Sr. X-Ray Technician to Technical Officer (Radiology) Service rendered by existing Technical Asst / Technician & Radiographer will be counted from date of joining for promotion to the post of Technical Officer (Radiology).
6.	Radiology Supervisor/CT Scan/GE Radiology/ Radiographer PB-2(Rs.9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	3	Nil	Promotion: Sr. X-ray Technician in Pay Band-2, Rs.9300-34800/- with Grd. Pay of Rs.4200/- with five years regular service in the Grade.	By promotion	Senior Technical Officer (Radiology) PB-3 (Rs 15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	3	100% By promotion	By Promotion: Promotional grade from Technical Officer (Radiology) with 5 years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600/- to GP 6600/- and re-designate the post of Radiology Supervisor / CT Scan/GE Radiology / Radiographer to Senior Technical Officer (Radiology) Service rendered by existing Sr. X-Ray Technician will be counted from date of joining for promotion to the post of Senior Technical Officer (Radiology).
7						Chief Technical Officer (Radiology) PB-3 (Rs 15600-39100) GP 6600/- (Level - 12 of Pay Matrix)	1	100% By Promotion	By Promotion: Promotional grade from Sr. Technical Officer (Radiology) with 5 years regular service in the grade.	Chief Technical Officer (Radiology) will be overall in charge of the Dept.
	Total	35					35			

Note: 1. The above cadre structure/hierarchy has been proposed on the same lines as AIIMS, New Delhi vide its letter F-12-6/2017-Estt (RCT) Dated 13.6.2017 which differ with the proposal approved by the MoHFW.

Department /Service/Cadre: LABORATORY CADRE

Sl. No.	Existing Cadre of Laboratory at NEIGRIHMS					Revised Cadre of Laboratory at NEIGRIHMS				Justifications, if any
	Existing post of Lab cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	BCG Technician (6 posts) PB-1 (Rs 5200-20200) GP 2400 (Level - 4 of Pay Matrix)	6	-	B.Sc (MLT) Degree with one year experience in Medical Lab. Desirable: 1 year Cert. Course in BCG Technology.	By DR	Technician (Lab) PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	27	100% by permanent transfer from BCG Technician and Technical Assistant and JLT failing which by DR	By Direct Recruits: B.Sc (MLT) Or BSc (PCM/Biology) + DMLT Or B.Tech (Biotechnology) + DMLT.	<ul style="list-style-type: none"> The post of BCG Technician, JLT, & Technical Asst. to be merged and re-designate to the post of Technician (Lab) due to same qualifications. To upgrade the pay scales of BCG Technicians GP 2400/- and Technical Assistants GP 2800 to GP Rs.4200/-. The post of BCG Technician are not available in AIIMS/PGIMER The seniority will be as per the original pay scale.
2.	Technical Assistant/Technician-6 posts - PB-1 (Rs 5200-20200) GP 2800 (Level- 5 of Pay Matrix)	6	-	BSc or equivalent or 12 with science with Dip. in MLT and 5 yrs experience at lab. tech	By DR					
3.	Jr. Lab. Technician 30 posts PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	30	17	BMLT or B.Sc with Chemistry or Zoology or Botany as subject with one year certificate course in Medical Laboratory Technician	By DR					
4.	Sr. Lab. Technician PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	11	1	Promotion: JLT in Pay Band-1, Rs.5200-20200/- with Grade. Pay Rs.2800/- with six years regular service in the Grade.	By Promotion	Sr. Technician (Lab) PB-2 (Rs 9300-34800) GP 4600/- (Level- 7 of Pay Matrix)	20	100% by promotion	By Promotion: From Technician (Lab) with 5 years' service in the grade	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200 to GP 4600/-and re-designate from Sr. Lab. Technician to Sr. Technician (Lab) Service rendered by existing BCG Technician/Technical Asst and Jr. Lab. Technician will be counted from date of joining for promotion to the post of Senior Technician (Lab).

5.	Technical Supervisor (Laboratory) PB-2 (Rs 9300-34800) GP 4600 (Level - 7 of Pay Matrix)	1	Nil	Promotion: SLT in Pay Band-2, Rs.9300-34800/- with Grade Pay of Rs.4200/- with five years regular service in the Grade.	By Promotion	Technical Officer (Lab) PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	5	100% By promotion	By Promotion: From Sr. Technician (Lab) with 3 years' service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600 to GP 5400 and re-designated the post from Technical Supervisor (Laboratory) to Technical Officer (Lab). On functional considerations, four additional posts are considered necessary to have one officer at supervisory authority to look after the other 4 departments. The lone Technical Supervisor was looking after 5 (five) departments like Microbiology, Blood Bank, Pathology, Biochemistry, and Histopathology. These posts will be adjusted against the overall strength of the Laboratory Services. Service rendered by the existing Senior Lab Technician will be counted from the date of joining for promotion to the post of Technical Officer (Lab).
6	-	-	-	-	-	Sr. Technical Officer (Lab) PB-3 (Rs 15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	1	100% By promotion	Promotion from Technical Officer (Lab) with 5 years' service in the grade.	
7	-	-	-	-	-	Chief Technical Officer (Lab) PB-3 (Rs 15600-39100) GP 7600/- (Level - 12 of Pay Matrix)	1	100% By promotion	By Promotion: From Technical Officer (Lab) with 5 years' service in the grade.	<ul style="list-style-type: none"> Overall Incharge of Laboratory services.
	TOTAL	54					54			

- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017 (Copy enclosed at Annexure-VI).
- The prescribed qualification as per approved Recruitment Rules for the posts of BCG Technicians, Technical Assistants (Lab) and Junior Lab. Technicians in NEIGRIHMS are the same (i.e. Degree holder Posts may be merged into a single cadre which is creating administrative complications for promotion to higher grade/post).

Department /Service/Cadre: Technician - OT/ICU CADRE of different departments (like Ortho, CTVS, Neurosurgery, General Surgerv, OBG including Anaesthesiology)

Sl. No.	Existing Cadre of OT/ICU at NEIGRIHMS					Revised Cadre of OT/ICU at NEIGRIHMS				Justifications, if any
	Existing post of OT/ICU cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	OT Assistant Gr-II PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	20	11	Matriculation or equivalent. Diploma in operation Theatre Techniques or 5 years experience as OT or Anaesthesia Assistant in Medical Institute/ Hospital	By DR	Technician (OT) PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	41	100% By permanent transfer from OT Asst. Grd. II and Technical Asst./ Technician Failing which by DR	Direct Recruitment: BSc (Human Sc/ Life Sc/Medical Technology Operation Theatre Course or Equivalent.	<ul style="list-style-type: none"> The post of OT Assistant Gr-II and Technical Assistant / Technician will be merged and re-designate to Technician OT. To upgrade the pay scale for GP 1900/- and GP 2800/-to GP 4200/- the posts of Technical Assistant / Technician and OT Assistant Gr-II. The seniority will be as per the original pay scale.
2.	Technical Assistant/Technician-PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	28	-	BSc in OT Tech. with 2 yrs exp. or 12 th with Science with Dip in OT Tech/ICU Tech. with 2 yrs exp or 10 th with 6 yrs exp. in OT/ICU	By DR					
3.	-	-	-	-	-	Sr. Technician (OT) PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	5	100% By promotion	By Promotion: Promotional grade from Technician (OT) with 5 years of regular service in the grade.	<ul style="list-style-type: none"> Service rendered by existing Technical Asst/Technician OT Assistant Gr. II will be counted from date of joining for promotion to the post of Sr. Technician (OT).
4.	-	-	-	-	-	Technical Officer (OT) PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	2	100% By promotion	By Promotion: From the Sr. Technician (OT) with 3 years of regular service in the grade.	
	TOTAL	48					48			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: DIETARY UNIT (A)

Sl. No.	Existing Cadre of Dietary at NEIGRIHMS					Revised Cadre of Dietary at NEIGRIHMS				Justifications, if any
	Existing post of Dietary cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	MTS(Masalchi/Bearer/ Kitchen Attendant) PB -1 (Rs. 5200-20200) GP Rs.1800/- (Level - 1 of Pay Matrix)	4	2 (2 nd MACP)	Matriculation Or Equivalent OR ITI Pass	By DR	Bearer Gr-I/Cook Gr- I (Rs.5200-20200) GP Rs. 2000/- (Level - 3 of Pay Matrix)	5	100% by permanent transfer from Cook/ Masalchi / Bearer / Kitchen Attendant failing which by DR	Direct Recruitment: i)10 th Pass from recognized University ii) Basic Skill course of 6 weeks in Food & Beverages service from Govt. recognized Institute and must have undergone apprenticeship after clearing the basic skill course.	To upgrade the pay scales from GP 1800 to GP 2000/- and to merge and re-designate the post of Cook/Masalchi/Bearer / Kitchen Attendant to Bearer Gr-I/Cook Gr- I The Bearer Gr-I/Cook Gr- I will act as Supervisor in the Hospital Kitchen, Nursing College, MBBS Hostel, RMO Hostel & Guest House etc.
2.	MTS (Cook) PB -1 (Rs. 5200-20200) GP Rs. 1800/- (Level - 1 of Pay Matrix)	4	3 (2 nd MACP of 3 staff)	Matriculation Or Equivalent OR ITI Pass						
3.	-	-				Asst. Steward PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	2	100% By Promotion	By promotion: From Bearer Gr-I/ Cook Gr-I with 5 years of regular service in the grade.	Service rendered by the existing MTS (Masalchi / Bearer/Kitchen Attendant) and MTS (Cook) will be counted from the date of joining for promotion to the post of Asst. Steward.
4.	-	-				Steward PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	1	100% By Promotion	By promotion: From Asst. Steward with 5 years of regular service in the grade.	
	TOTAL	8					8			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017 (Copy enclosed at Annexure-VI).

Department /Service/Cadre: DIETARY UNIT (B)

Sl. No.	Existing Cadre of Dietary at NEIGRIHMS					Revised Cadre of Dietary at NEIGRIHMS				Justifications, if any
	Existing post of Dietary cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
5	Asstt. Dietician PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	2		M.Sc. In food and Nutrition	By DR	Asstt. Dietician PB -2 (Rs. 9300-34800) GP Rs. 4800/- (Level - 8 of Pay Matrix)	2	100% By DR	By Direct Recruit: i)BSc (Home Sc) with Nutrition as special subject from a recognized University ii)A full time regular course in MSc (Home Sc-Food & Nutrition)/ Msc (Clinical Nutrition & Dietetics)/MSc Food & Nutrition Dietetics)/ MSc (Food Service Management & Dietetics). iii)2 years' exp in the line preferably in a teaching Hospital	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200 to 4800/-.
6	Dietician PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	1		Asstt. Dietician with 5years in GP 4200/-	By Promotion	Dietician PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Asst. Dietician with 2 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600/- to GP 5400/-. Service rendered by the existing Asstt. Dietician will be counted from the date of joining for promotion to the post of Dietician.
6	Dy. Chief Dietician PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 9 of Pay Matrix)	1		Dietician with 3 years in GP 4600/-	By Promotion	Sr. Dietician PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By permanent transfer from Dy. Chief Dietician	By Promotion: From Dietician with 5 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 5400/- to GP 6600/- and re-designate the post of Dy. Chief Dietician to Sr. Dietician
7	Chief Dietician & Nutrition Officer PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1		M.Sc.in food and Nutrition. 5 years in GP 5400/-	By Promotion	Chief Dietician PB -3 (Rs. 15600-39100) GP Rs. 7600/- (Level -12 of Pay Matrix)	1	100% By promotion	By Promotion: From Sr. Dietician with 5 (five) years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 6600/- to GP 7600/- and re-designate the post Chief Dietician & Nutrition Officer to Chief Dietician. Service rendered by the existing Dy. Chief Dietician will be counted from the date of joining for promotion to the post of Chief Dietician.
	TOTAL	5					5			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017 (Copy enclosed at Annexure-VI).

Department /Service/Cadre: STORE SECTION

Sl. No.	Existing Cadre of Store at NEIGRIHMS					Revised Cadre of Store at NEIGRIHMS				Justifications, if any
	Existing post of Store cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Store Keeper PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	33		Degree preferably Commerce. 5 years experience in management of store.	By DR	Store Keeper PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	24	By DR	i)Degree from a recognized University. ii)Post Graduate Degree/ Diploma in Material Management from a recognized University. Or iii) Bachelor's Degree in Material management from a recognized University. Or Degree of a recognized university preferably in commerce with 5 years experience in handling and management of store in government / autonomous / corporate / reputed / registered firm	
2.	-	-	-	-	-	Asst. Stores Officer PB -2 (Rs. 9300-34800) GP Rs. 4800/- (Level - 8 of Pay Matrix)	6	100% By Promotion	By Promotion: From Stores Keeper with 6 years of regular service in the grade.	
3	Store & Procurement Officer PB-3 (Rs. 15600-39100) GP-5400/- (Level - 9 of Pay Matrix)	1		Store Supdt with 8 years in GP 4200/- possess MBA or PGD in Material Management	By Promotion	Stores Officer PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10 of Pay Matrix)	2	100% By Promotion	By Promotion: From Asst. Stores Officer who have completed Diploma in Material Management from a recognized University, with 2 years of regular service in the grade	<ul style="list-style-type: none"> •To redesignate the post of Store & Procurement Officer to Stores Officer •Asst Store officer who does not possess Diploma in Material Management, shall have to undergo the above diploma course, from a recognized university / institute.

4						Sr. Store Officer PB-3 (Rs. 15600-39100) GP-6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: Promotional grade from Store Officer with 5 years regular service in the grade. Or 7 years of combined regular service in the grade of Asst. Store Officer and Store Officer of which at least 3years of regular service in the grade of Store Officer.	• Service rendered by the existing Store & Procurement Officer will be counted from the date of joining for promotion to Sr. Store Officer.
						Chief Store Officer PB-3 (Rs. 15600-39100) GP-7600/- (Level - 12 of Pay Matrix)	1	100% By Deputation	By Deputation from Central Govt Officer: (a) (i) Holding analogues posts on regular basis or (ii) with 5 yrs regular service in the post in PB-3 (Rs.15600-39100) GP Rs.6600 and (b) Possessing Post Graduate Degree/Diploma in Materials Management from a recognized University/Institution or equivalent and experience of not less than 5 years in supervisory capacity in handling stores, preferably medical. Period of deputation: Shall not ordinarily exceed 3 years	
	Total	34					34			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: CENTRAL LIBRARY

Sl. No.	Existing Cadre of Central Library at NEIGRIHMS					Revised Cadre of Central Library at NEIGRIHMS				Justifications, if any
	Existing post of Central Library cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Library Assistant PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	1	-	12 th pass or equivalent from recognized University/Board. 2 years experience in Library or certificate in library science/librarianship from regd. Institute.	By DR	-	-	-	-	<ul style="list-style-type: none"> The post is isolated and adjusted to the post of Sr. Library & Information Officer
2.	Sr. Library & Information Assistant PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	-	M.Lib from recognized University. 2 years experience in acquisition of books, periodicals and documentary work in library of Medical Institute or Library of standing.	By DR	Library & Information Assistant PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	By DR	i) Graduate + Full time Bachelor's Degree in Lib& Info. Science ii) Ability to use computers-Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 wpm in English and 30 wpm in Hindi.	<ul style="list-style-type: none"> To re-designate the post of Sr. Library & Information Assistant to Library & Information Assistant
3	Assistant Librarian PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	-	M.Lib from recognized University. 5 years experience in acquisition of books, periodicals and documentary work in library of Medical Institute or Library of standing.	By DR	Asst. Library & Information Officer PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	100% By Promotion	By Promotion: From Lib. & Information Assistant with 5 years regular service in the grade.	<ul style="list-style-type: none"> To re-designate the post of Assistant Librarian to Asst. Library & Information Officer Service rendered by the existing Sr. Library & Information Assistant and be counted from the date of joining for promotion to the post of Asst. Library & Information Officer

4	Librarian PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level – 10 of Pay Matrix)	1	1	M.Lib from recognized University. 3 years exp. In supervisory capacity in a reputed library preferably in Medical Library or other library of standing.	By DR	Library & Information Officer PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By permanent transfer from existing librarian and promotion from Asst. Lib. & Info. Officer failing which by Deputation without absorption.	By Promotion: From Asst. Lib. & Info. Officer with 7 years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 5400/- to GP 6600/- and re-designate the post of Librarian to Library and information officer. Service rendered by existing Asst. Librarian will be counted from date of joining for promotion to the post of Lib & Info Officer.
5	-	-	-	-	-	Senior Library & Information Officer PB -3 (Rs. 15600-39100) GP Rs. 7600/- (Level - 12 of Pay Matrix)	1	100% By Promotion	By Promotion: Promotional grade from Lib. & Information Officer with 5 years regular service in the grade.	<ul style="list-style-type: none"> Service rendered by existing Librarian will be counted from date of joining for promotion to the post of Sr. Lib. & Info Officer.
	Total	6					6			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: SANITATION DEPARTMENT

Sl. No.	Existing Cadre of Sanitation Department at NEIGRIHMS					Revised Cadre of Sanitation Department at NEIGRIHMS				Justifications, if any
	Existing post of Sanitation Department cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Sanitary Inspector PB -1, Rs. 5200 - 20200/- GP Rs. 2800/- (Level - 5 of Pay Matrix)	6	-	Matriculation with Certificate of Sanitary Inspector Training. 3 years exp.	By DR	Sanitary Inspector Gr-II PB -1, Rs. 5200 -20200/- GP Rs. 2800/- (Level - 5 of Pay Matrix)	5	By DR	1. 10+2 from recognized Board/Institute. 2. Health Sanitary Inspector Course (min 1 year's duration) from a recognized Institution.	<ul style="list-style-type: none"> To re-designate the post of Sanitary Inspector to Sanitary Inspector Gr -II
2.	Sanitary Superintendent PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	-	SI with 6 years in GP 2800/-	By Promotion	Sanitary Inspector Gr-I PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	100% By promotion	By Promotion: From Sanitary Inspector Gr-II with 6 (six) years regular service in the grade.	<ul style="list-style-type: none"> To re-designate the post of Sanitary Superintendent to Sanitary Inspector Gr-I
3	Sanitation Officer PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	-	SS with 5 years in GP 4200/-	By Promotion	Sanitation Officer PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	100% By Promotion	By Promotion: From Sanitary Inspector Gr-I with 5 (Five) years regular service in the grade.	
4						Sr. Sanitation Officer PB -3, Rs. 15600-39100/- GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Sanitation Officer with 3 (three) years regular service in the grade.	
	Total	8	-				8			

Note- (1) The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rule and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

(2) It is proposed to enhance the Pay Scale of the Sr. Sanitation Officer to PB-3, GP = 5400/- (entry Group A post) keeping in view the nature of responsibilities assigned to the post who is the overall in charge of the Sanitation Department.

Department /Service/Cadre: TECHNICIAN (ENT)

Sl. No.	Existing Cadre of Technician in ENT at NEIGRIHMS					Revised Cadre Technician in ENT at NEIGRIHMS				Justifications, if any
	Existing post of Technician in ENT cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Audiometric Technician PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	3	-	B.Sc in Speech and language pathology or Bachelor in Audiology. 1 year exp. as Audio Metric Tech.	By DR	Jr. Audiologist & Speech Therapist PB -2 (Rs. 9300-34800) GP Rs.4200/- (Level - 6 of Pay Matrix)	2	100% by permanent transfer from Audiometric Technician/ Speech Therapist failing which by DR	Essential for DR B.Sc Degree in Speech and Hearing from a recognized Institute/University with minimum 2 (two) years experience in any hospital having a running ENT Department Desirable: MSc in Speech and Hearing. Clinical.	<ul style="list-style-type: none"> To merge and re-designate the posts of Audiometric Technician & Speech Therapist to Jr. Audiologist and Speech Therapist. To upgrade the pay scales from GP 2800/- to GP 4200/-. Seniority of the holders will be in order of joining in the Institute.
2.	Speech Therapist PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	1		B.Sc in Speech and Hearing or Bachelor in Speech and Language Therapy. 1 year exp. in Speech and Audiology.						
3.	-	-	-	-	-	Audiologist & Speech Therapist PB -2 (Rs. 9300-34800) GP Rs.4600/- (Level - 7 of Pay Matrix)	1	100% By Promotion	By Promotion: From Jr. Audiologist & Speech Therapist with 5 years of regular service in the grade.	<ul style="list-style-type: none"> Service rendered by existing Audiometric Technician & Speech Therapist will be counted from date of joining for promotion to the post of Audiologist & Speech Therapist.
4	-	-	-	-	-	Sr. Audiologist & Speech Therapist PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Audiologist & Speech Therapist with 3 years of regular service in the grade.	
	Total	4					4			

Note. 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017 (Copy enclosed at Annexure-VI).

Department /Service/Cadre: MEDICAL SOCIAL SERVICE

Sl. No.	Existing Cadre of Medical Social Service at NEIGRIHMS					Revised Cadre of Medical Social Service at NEIGRIHMS				Justifications, if any
	Existing post of Medical Social Service cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Medical Social Worker Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4200/- (Level - 6 of Pay Matrix)	5	1	Master degree in Social Work/Applied Sociology 1 year experience as Social Worker	By DR	Medical Social Service Officer Gr-II Pay Band -2, Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (Level - 7 of Pay Matrix)	3	100% By permanent transfer from Medical Social Worker failing which by DR	Direct Recruit: i) Master Degree in MSW from a recognized University/Institution.. ii) Two Year experience in a Government or Private sector hospital dealing with Medical/ Public Health Service. Desirable: Knowledgeable in computers.	To upgrade the pay scale from GP 4200/- to GP 4600/- and redesignate the post of Medical Social Worker to Medical Social Service Officer Gr-II
2.	-					Medical Social Service Officer Gr-I Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From MSSO Gr-II with 3 years of regular service in the grade.	• Service rendered by existing Medical Social Worker will be counted from date of joining for promotion to the post of MSSO Gr-I.
3	-					Senior Medical Social Service Officer Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (Level -11 of Pay Matrix)	1	100% By Promotion	By Promotion: From MSSO Gr-I with 5 years of regular service in the grade.	
	Total	5					5			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: MEDICAL RECORD

Sl. No.	Existing Cadre of Medical Record at NEIGRIHMS					Revised Cadre of Medical Record at NEIGRIHMS				Justifications, if any
	Existing post of Medical Record cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Record Clerk PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	20		12 th Class pass or equivalent from recognized Board/ University. Typing speed of 35words/ Mins in English or 30 words/mins in hindi. Desirable: Certificate Course in computer of at least three months duration.	By DR	Medical Record Technician PB -1 (Rs. 5200-20200) GP Rs. 4200/- (Level - 4 of Pay Matrix)	31	100% By Permanent transfer from Registration Clerk / Record Clerk who have completed Mandatory MRT Course failing which by DR	Essential 1. Institute Registration Clerk / Record Clerk Possessing the qualification of 10+2 from a recognized Board/University. 2. They will have to undergo Mandatory Medical Record Technician course By Direct Recruitment BSc (MRT) from recognized University.	<ul style="list-style-type: none"> The post of Record Clerk and Registration Clerk will be merged and re-designate as Medical Record Technician. To upgrade the pay scale of Record Clerk GP 1900/- and Registration Clerk GP 2400/- to GP 4200/- . The existing Record Clerks and Registration Clerks will be transferred to the post of Medical Record Technician on completion of Mandatory Medical Record Technician course from reputed Hospital/Institute.
2.	Registration Clerk PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	13	3	Graduate from recognized University /Board. Desirable: 2 years experience in registration work in reputed hospital.	By promotion failing which by DR					
3	Medical Record Officer PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	1		Bachelor degree preferably in science. Should have undergone 1 year course for MRO from recognized Institute. 2 years experience in organizing and maintenance of Medical Record in hospital /Medical Col.	By promotion failing which by Deputation and failing both by DR	Medical Record Officer PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	100% By Promotion	By Promotion: From Medical Record Technician with 5 years regular service in the grade and who have undergone six months Medical Record Technician course for Medical Records Officer	<ul style="list-style-type: none"> To upgrade the pay scale form GP 4200/- to GP 4600/- . Service rendered by existing Record Clerk & Registration Clerk will be counted from date of joining for promotion to the post of MRO.
4	-	-	-	-	-	Sr. Medical Record Officer PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Medical Record Officer with 3 years regular service in the grade.	
	Total	34					34			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: TECHNICIANS (OPHTHALMOLOGY)

Sl. No.	Existing Cadre of Technician (Ophthalmology) at NEIGRIHMS					Revised Cadre of Technician (Ophthalmology) at NEIGRIHMS				Justifications, if any
	Existing post of Technician (Ophthalmology) cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Ophthalmic Technician PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	4	-	B.Sc in Ophthalmic Technique or equivalent from recognized University	By DR	Optometrist PB -2 (Rs. 9300-34800) GP Rs 4200/- (Level - 6 of Pay Matrix)	4	100% By permanent transfer from ophthalmic technician failing which by DR	Direct Recruit: B.Sc in Ophthalmic Technique from recognized University	To upgrade the pay scale from GP 2800/- to GP 4200/- and re-designate the post of Ophthalmic Technician to Optometrist.
2.	Optometrist / Refractionist PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	-	BSc in Ophthalmic Technique with 3 years experience In the relevant field.	By DR	Sr. Optometrist PB -2 (Rs. 9300-34800) GP Rs.4600/- (Level - 7 of Pay Matrix)	1	100% By permanent transfer from optometrist / Refractionist failing which by Promotion	By Promotion: From Optometrist with 5 years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4600/- and re-designate the post of Optometrist / Refractionist to Sr. Optometrist. Service rendered by existing Ophthalmic Technician will be counted from date of joining for promotion to Sr. Optometrist
3.	Sr. Technical Officer (Ophthalmic) PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	-	BSc in Ophthalmic Technique with 5 years experience as Optometrist/ Refractionist.	By DR	Superintending Optometrist PB -3 (Rs. 15600-39100) GP Rs.5400/- (Level - 10 of Pay Matrix)	1	100% By permanent transfer from STO failing which by Promotion	By Promotion: From Sr. Optometrist with 3 years regular service in the grade.	<p>To upgrade the pay scale from GP 4600/- to GP 5400/- and re-designate the post of Sr. Technical Officer (Ophthalmic) to Superintending Optometrist</p> <p>Service rendered by existing Optometrist / Refractionist will be counted from the date of joining for promotion to Superintending Optometrist</p>
4	-	-	-	-	-	Chief Optometrist PB -3 (Rs. 15600-39100) GP Rs.6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: Promotional grade from Superintending Optometrist with 5 years regular service in the grade.	Service rendered by existing Sr. Technical Officer (Ophthalmic) will be counted from the date of joining for promotion to the post of Chief Optometrist.
	TOTAL	7					7			

Note : 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

2. The cadre has proposed for the post of Chief Optometrist in PB-3,(Rs. 15600-39100) GP Rs.6600/- to act as overall incharge of the services by adjusting from within the sanction strength.

Department /Service/Cadre: PHYSIOTHERAPIST

Sl. No.	Existing Cadre of Physiotherapist at NEIGRIHMS					Revised Cadre of Physiotherapist at NEIGRIHMS				Justifications, if any
	Existing post of Physiotherapist cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Physiotherapist PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	6	-	Degree in Physiotherapy with 1 year experience OR Diploma with 3 years experience.	By DR	Physiotherapist Pay Band -2, Rs. 9300-34800/- with Grade Pay of Rs. 4800/- (Level – 8 of Pay Matrix)	4	100% By permanent transfer failing which by DR	By Direct Recruit: 10+2(PCB) and Degree in Physiotherapist from a recognized Institute/University. Registered with the Physiotherapy Council.	To upgrade the pay scale from GP 4200/- to GP 4800/-
2.	-	-				Senior Physiotherapist PB -3, Rs. 15600-39100/- GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Physiotherapist with 2 years regular service in the grade.	• Service rendered by existing Physiotherapist will be counted from date of joining for promotion to the post of Sr. Physiotherapist.
3	-	-				Superintending Physiotherapist PB -3, Rs. 15600-39100/- GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Sr. Physiotherapist with 5 years regular service in the grade.	
4	Chief Physiotherapist Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (Level - 11 of Pay Matrix)	1		Physiotherapist with 10 years in GP 4200/-	By Promotion	Chief Physiotherapist Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 7600/- (Level - 12 of Pay Matrix)	1	100% By Promotion	By Promotion: From Superintendent Physiotherapist with 5 years regular service in the grade	• Upgrade the pay scale at par with AIIMS.
	TOTAL	7					7			

Note 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rule and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

2. As per decision of the 36th SFC meeting held on 31.10.2014 at Agenda Item No. 22, it was proposed to upgrade 2 (two) posts of Physiotherapists to Sr. Physiotherapist in PB -3, Rs. 15600-39100/- GP Rs. 5400/- in line with the hierarchy structure of AIIMS/PGIMER.

Department /Service/Cadre: OCCUPATIONAL THERAPIST

Sl. No.	Existing Cadre of Occupational Therapist at NEIGRIHMS					Revised Cadre of Occupational Therapist at NEIGRIHMS				Justifications, if any
	Existing post of Occupational Therapist cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Occupational Therapist Pay Band -2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (Level - 6 of Pay Matrix)	1	1	Degree in Occupational Therapy or B.Sc with Diploma Occupational Therapy with 1 year exp.	By DR	Occupational Therapist Pay Band -2, Rs. 9300-34800/- with Grade Pay of Rs. 4800/- (Level - 8 of Pay Matrix)	1	100% By permanent transfer failing which by DR	Direct Recruit: i) 10+2 in Science (PCB) and Degree in Occupational Therapy from recognized Institute/University ii) Registered with Occupational Therapy Council.	To upgrade the pay scale from GP 4200/- to GP 4800/-
2	Sr. Occupational Therapist Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Level - 10 of Pay Matrix)	1	-	Degree in Occupational Therapy from recognized University/Institute. 8 (eight) years experience in the relevant field in a Hospital/Medical College. Must be registered with Rehabilitation Council of India.	By Promotion: From Occupational Therapist of the Institute in Level-6 in the Pay Matrix Rs.35400/- with 8 (eight) years regular service in the grade	Sr. Occupational Therapist Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Occupational Therapist with 2 (two) years regular service in the grade.	
	Total	2	-				2			

Note- 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: CSSD DEPARTMENT

Sl. No.	Existing Cadre of CSSD Department at NEIGRIHMS					Revised Cadre of CSSD Department at NEIGRIHMS				Justifications, if any
	Existing post of CSSD Department cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	CSSD Assistant Grade II PB -1, Rs. 5200 -20200/- GP Rs. 1900/- (Level - 2 of Pay Matrix)	3	-	Theatre Asstt Course with 4 years exp in CSSD/Operation Theatre OR 12 th with Science with experience in CSSC operation theatre and Blood Bank.	By DR	Technician (CSSD) PB -2, Rs. 9300 - 34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	3	100% By permanent transfer from existing CSSD Assistant Gr II failing which by DR.	DR BSc Human Sc/Life Science/Medical Technology Operation Theatre course	<ul style="list-style-type: none"> To upgrade the pay scale from GP 1900/- to GP 4200/- and re-designate the post of CSSD Assistant Gr II to Technician (CSSD)
2.	CSSD Assistant Grade I PB -1, Rs. 5200 -20200/- GP Rs. 2400/- (Level - 4 of Pay Matrix)	3	-	CSSD Asstt/ GD II with 8 years exp. B.Sc. Microbiology or Pharmacology or Medical Technology with 3 year exp. Or Staff Nurse with 2 years exp. In OT. Or Theatre Asstt with 4 year exp. Or 12 th with Science with 3 years exp.	1/3 rd By Promotion 2/3 rd by DR	Sr. Technician (CSSD) PB -2 Rs. 9300 -34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	3	100% By permanent transfer from existing CSSD Assistant Gr I and Promotion. From Technician (CSSD)	By Promotion: From Technician (CSSD) with 5 years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scales from GP 2400/- to GP 4600/- and to re-designate the post of CSSD Assistant Grade I to Sr. Technician (CSSD) Service rendered by the existing CSSD Assistant Grade II will be counted from the date of joining for promotion to the post of Sr. Technician (CSSD)
3	CSSD Supervisor PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	-	CSSD Asst. GD I with 10 years exp. B.Sc. Microbiology or Pharmacology or Medical Technology with 3 year exp. Or Staff Nurse (A Grade) with 2 years exp. In OT. Or Theatre Asstt with 4 year exp.	50% by Promotion 50 % by DR	Supervisor CSSD PB -2, Rs. 9300-34800/- GP Rs. 4800/- (Level - 8 of Pay Matrix)	2	100% By permanent transfer from existing CSSD Supervisor to Supervisor CSSD and Promotion. From Sr Technician (CSSD	By Promotion: From Sr. Technician (CSSD) with 2 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4800/- and re-designate the post of CSSD Supervisor to Supervisor CSSD Service rendered by the existing CSSD Assistant Grade I will be counted from the date of joining for promotion to the post of Supervisor (CSSD)
4	CSSD Officer PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	-	CSSD Supervisor with 5 years exp.	By Promotion	Superintendent (CSSD) PB-3 Rs. 15600-39100/- GP Rs.5400/- (Level - 10 of Pay Matrix)	1	100% by Promotion	By Promotion: From Supervisor CSSD with 2 (two) years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600/- to GP 5400/- and re-designate the post of CSSD Officer to Superintendent CSSD Service rendered by the existing CSSD Supervisor will be counted from the date of joining for promotion to the post of Superintendent (CSSD)
	Total	9	-				9			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: HINDI DEPARTMENT

Sl. No.	Existing Cadre of Hindi Department at NEIGRIHMS					Revised Cadre of Hindi Department at NEIGRIHMS				Justifications, if any
	Existing post of Hindi Department cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Hindi Typist PB -1, Rs. 5200 - 20200/- GP Rs.1900/- (Level - 2 of Pay Matrix)	1	-	-	-	-	-	-	-	Post merged with LDC.
2	Junior Hindi Translator PB -1, Rs. 5200 - 20200/- GP Rs.2800/- (Level - 5 of Pay Matrix)	1	-	Master Degree in Hindi//English OR Bachelor Degree in Hindi and English plus Diploma /Certificate in translation or 2 years exp. In translation work.	By DR	Junior Translation Officer PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	100% By permanent transfer failing which by DR	By Direct Recruits: Master Degree in Hind/English with Eng/Hindi as a main subject at the Degree level. Or Master Degree in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at Degree level etc. Or Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject. And Recognized Diploma/Certificate course in translation from Hindi to English & vice versa. Or 2 years exp of translation work from Hindi to English & vice versa in Central/State Govt. office including GOI undertaking/Autonomous Bodies. Ability to use computers- Hands on exp in office application, spread sheets and presentations, Typing speed of 35 wpm in English and 30 wpm in Hindi.	<ul style="list-style-type: none"> to upgrade the pay scale from GP 2800/- to GP 4200/-.

3	Senior Hindi Translator PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	-	Junior Hindi Translator with 6 years in GP 2800/-	By Promotion	Senior Translation Officer PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	100% By permanent transfer failing which by Promotion failing which by Deputation	By Promotion: From Jr. Hindi Translator with 5 (Five) years regular service in the grade. Must undergone once in every two years short term course/orientation programme 'in-service' or at any recognized academy/Institute.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4600/-. Service rendered by the existing Junior Hindi Translator will be counted from the date of joining for promotion to Senior Hindi Translator.
4	Hindi Officer PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	-	Senior Hindi Translator with 5 years in GP 4200/-	By Promotion	Hindi Officer PB-3, (Rs. 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion Failing which by Deputation	By Promotion: From Sr. Hindi Translator with 3 (three) years regular service in the grade. Must undergone once in every two years short term course/orientation programme 'in-service' or at any recognized Academy/Institute, for upgrading their skills for the post to which they are being considered for promotion.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600/- to GP 5400/-. Service rendered by the existing Senior Hindi Translator will be counted from the date of joining for promotion to Senior Hindi Officer.
	Total	4	-				4			

Note- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt(RCT) Dated 13.6.2017.

Department /Service/Cadre: WARDEN / HOUSE KEEPING

Sl. No.	Existing Cadre of Warden/Housekeeping at NEIGRIHMS					Revised Cadre of Warden/Housekeeping at NEIGRIHMS				Justifications, if any
	Existing post of Warden/Housekeeping cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	House Keeper PB -1, Rs. 5200 -20200/- GP Rs. 2800/- (Level - 5 of Pay Matrix)	8	-	Bachelor Degree. Certificate/Diploma in Hotel Management/ Housekeeping/ Material Management. 4 years exp. in housekeeping.	By DR	Deputy Warden PB -1, Rs. 5200 - 20200/- GP Rs. 4200/- (Level – 6 of Pay Matrix)	8	By DR	By Direct Recruits : 1. Bachelor Degree in Hotel Management/ Housekeeping/Material Management/Pub. Relation/Estate Management.. 2. Two years exp in Pub Relation/Estate Mngt/ House Keeping.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 2800/- to GP 4200/- and re-designate the post of House Keeper to Dy. Warden
2.	Warden/Lady Warden PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	6		Housekeeper with 6 years in GP 2800/-. Bachelor Degree. Certificate/Diploma in Hotel Management /Housekeeping/ Material Management. 4 years exp. as Asstt. Warden or 6 years as Housekeeper.	2/3 rd By Promotion 1/3 rd by DR	Warden PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	4	100% By Promotion	By Promotion: Promotional grade from Deputy Warden with 5 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the Pay scale from GP 4200/- to GP4600/- and re-designate the post of Warden / Lady Warden to Warden Service rendered by existing House keeper will be counted from date of joining for promotion to the post of Warden.
3.	-	-				Senior Warden PB -3, Rs. 15600-39100/- GP Rs. 5400/- (Level – 10 of Pay Matrix)	2	100% By Promotion	By Promotion: From Warden with 3 years regular service in the grade.	<ul style="list-style-type: none"> Service rendered by the existing Warden / Lady Warden will be counted from the date of joining for promotion to Senior Warden
	Total	14					14			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view the structure as proposed by AIIMS vide letter F-12-6/2017-Estt (RCT) Dated 13.6.2017.

2. The cadre has proposed to re-designate the post of House Keeper to Deputy Warden in the Grade Pay 4200/- and the post of Warden/Lady Warden to Warden in Grade Pay 4600/-.

3. The cadre has also proposed for the post of Senior Warden in PB -3, Rs. 15600-39100/- with GP Rs. 5400/- to supervise the works and will be over all incharge for the Hostels of Nursing (Boys & Girls), MBBS Hostel (Boys & Girls), RMO Hostel and Institute's Guest House respectively and to coordinate with the Security Incharge

Department /Service/Cadre: DENTAL HYGIENIST CADRE

Sl. No.	Existing Cadre of Dental Hygienist at NEIGRIHMS					Revised Cadre of Dental Hygienist at NEIGRIHMS				Justifications, if any
	Existing post of Dental Hygienist cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Dental Hygienist PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	3	-	Matriculation/ Dental/Certificate in Dental Hygienist of 2 years duration. Registered as Dental Hygienist in Dental Council of India.	By DR	Dental Hygienist Gr-II PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	2	100% By permanent transfer failing which by DR	DR: i) Degree in Science (Biology) from a recognized University ii) Diploma of 2 years duration in Dental Hygiene from recognized Institutions. The course should be approved by the Dental Council of India. iii) Two years experience as a Dental Hygienist.	<ul style="list-style-type: none"> To upgrade the pay scales from GP 2400/- to GP 4200/- and re-designate the post of Dental Hygienist to Dental Hygienist Gr. II
2	-	-	-	-	-	Dental Hygienist Gr-I PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	1	100% By Promotion	By Promotion: From Dental Hygienist Gr-II with 5 years of regular service in the grade.	<ul style="list-style-type: none"> Service rendered by the existing Dental Hygienist will be counted from the date of joining for promotion to Dental Hygienist Gr-I
	Total	3					3			

Note- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: PERFUSIONIST

Sl. No.	Existing Cadre of Perfusionist at NEIGRIHMS					Revised Cadre of Perfusionist at NEIGRIHMS				Justifications, if any
	Existing post of Perfusionist cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Junior Perfusionist PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	-	B.Sc. 2 years PG course in perfusion technology. 1 year compulsory internship and minimum of 1 year exp.	By DR	Perfusionist PB -2 (Rs. 9300-34800) GP Rs. 4800/- (Level - 8 of Pay Matrix)	1	By DR	MSc in Perfusion Technology Or BSc .in Perfusion Technology + 2 years experience in clinical perfusion.	<ul style="list-style-type: none"> • Touprgrade the pay scale from GP 4200/- to GP 4800/- and re-designate the post of Junior Perfusionist to Perfusionist
2.	Senior Perfusionist PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	1		B.Sc. 2 years PG course in perfusion technology. 1 year compulsory internship and minimum of 3 years exp.	By Promotion failing which by DR	Senior Perfusionist PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By permanent transfer failing which by Promotion	By Promotion: From Perfusionist with two years of regular service in the Grade.	<ul style="list-style-type: none"> • To upgrade the pay scale from GP4600/- to GP 5400/-
	Total	2	-				2			

Note- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: ENGINEERING (CIVIL & ELECTRICAL)

Sl. No.	Existing Cadre of Engineering (Electrical) at NEIGRIHMS					Revised Cadre of Engineering (Electrical) at NEIGRIHMS				Justifications, if any
	Existing post of Engineering (Electrical) cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Jr. Engineer (Electrical) PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	1	Bachelor Degree in Electrical Engineering from a recognized University or Institute	By DR	Jr. Engineer (Electrical) PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	By DR	Bachelor Degree in Electrical Engineering from a recognized University or Institute	-
2.	Assistant Engineer (Civil & Electrical) PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	-	Bachelor Degree in Electrical Engineering from a recognized University or Institute with 5 years practical experience in relevant field.	By Promotion failing which by DR	Assistant Engineer (Civil & Electrical) PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	100% By Promotion	By Promotion: From Junior Engineer (Electrical) with 5 years regular service in the grade	
3	Executive Engineer (Civil & Electrical) Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (Level - 11 of Pay Matrix)	2	-	-	-	Executive Engineer (Civil & Electrical) Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (Level - 11 of Pay Matrix)	2	100% By Promotion	By Promotion: Promotional grade from Assistant Engineer (Electrical) possessing Bachelor's Degree in Electrical Engineering with seven years regular service in the grade	
4	Superintending Engineer Pay Band -4, Rs. 37400- 67000/- with Grade Pay of Rs. 8700/- (Level - 14 of Pay Matrix)	1	-	Promotion from Executive Engineer (Civil)/Executive Engineer (Elect) in the PB-3 Rs.15600-39100 with GP Rs.6600/- with 10 years regular service in the grade.	Promotion failing which by Deputation	Superintending Engineer Pay Band -4, Rs. 37400- 67000/- with Grade Pay of Rs. 8700/- (Level - 14 of Pay Matrix)	1	Promotion failing which by Deputation	Promotion from Executive Engineer (Civil)/Executive Engineer (Elect) in the PB-3 Rs.15600-39100 with GP Rs.6600/- with 10 years regular service in the grade.	
	TOTAL	6					6			

Department /Service/Cadre: SECRETARIAL STAFF

Sl. No.	Existing Cadre of Secretarial Staff at NEIGRIHMS					Revised Cadre of Secretarial Staff at NEIGRIHMS				Justifications, if any
	Existing post of Secretarial cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Junior Stenographer PB -1(Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	4	-	12 th class with skill test norm. Dictation:10 mins at the rate of 80 words per min. Transcription: 50 mins (English) or 65 mins (hindi) on computer.	By DR	Stenographer PB -1(Rs. 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	4	100% By permanent transfer failing which by LDCE from Group C	<p>By LDCE: i)Eligibility: All Group C employees who possess the following:- a)12th Class pass or equivalent from recognized Board/ University. ii) Skill Test Norm. Dictation:10 mins at the rate of 80 words per min. Transcription: 50 mins (English) or 65 mins (Hindi) on a computer.</p> <p>By DR i) 12th class pass from a recognized Board/ University. ii) Skill Test Norm. Dictation:10 mins at the rate of 80 words per min. Transcription: 50 mins (English) or 65 mins (hindi) on a computer.</p>	<ul style="list-style-type: none"> To redesignate the post of Junior Stenographer to Stenographer
2.	Senior Stenographer PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	27		<p><u>Promotion:</u> Junior Stenographer with 10 years in GP 2400/-.</p> <p><u>By DR:</u> 12th class with skill test norm. Dictation: 10 mins at the rate of 100 words per min. Transcription : 40mins (English) or 55 mins (hindi) on computer.</p>	05% By Promotion 95% by DR	Personal Assistant PB-2 (Rs.9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	22	25% By permanent transfer and Promotion and 75% by DR	<p>25% By Promotion: Stenographer with 15 years regular service in the grade.</p> <p>By DR Graduate in Arts / Science / Commerce Skill Test Norm. Dictation:10 mins at the rate of 100 words per min. Transcription: 55 mins (English) or 70 minutes (Hindi) on a computer.</p>	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4600/- and re-designate the post of Senior Stenographer to Personal Assistant Service rendered by the existing Junior Stenographer will be counted from the date of promotion to the post of Personal Assistant.

3.	Private Secretary PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	-	Senior Stenographer with 5 years in GP 4200/-.	By Promotion	Private Secretary PB -2 (Rs. 9300-34800) GP 4800/- (Level - 8 of Pay Matrix) and NFSG in GP 5400/- after 5 years	4	100% By Promotion	By Promotion: From Personal Assistant with 2 (two) years regular service in the grade..	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4600/- to GP 4800/- PS for Director's Office, DDA, MS, SE etc Service rendered by existing Sr. Stenographer will be counted from date of joining for promotion to the post of Private Secretary.
4.						Principal Private Secretary PB-3(Rs.15600-39100) GP Rs.6600/- (Level - 11 of Pay Matrix)	3	100% By Promotion	By Promotion: From Private Secretary possessing Bachelor Degree with 6 (Six) years regular service in the grade .	<ul style="list-style-type: none"> PPS, for the Director, Dean's Offices and DDA.
	Total	33	-				33			

Note:- 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt (RCT) Dated 13.6.2017.

2. The proposal of 2 additional posts of Private Secretary and 2 Principal Secretary is earmarked for the Offices of the Director, DDA, MS, Dean & Superintending Engineer etc.

3. The cadre has proposed for 3 (three) Posts of Principal Private Secretary in PB-3 (Rs.15600-39100/- with GP Rs.6600/- by adjusting from within the sanctioned strength of the cadre of Secretarial Staff.

Department /Service/Cadre: Radiotherapy Cadre

Sl. No.	Existing Cadre of Radiotherapy at NEIGRIHMS					Revised Cadre of Radiotherapy at NEIGRIHMS				Justifications, if any
	Existing post of Radiotherapy cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Radiotherapy Technician PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	6	-	BSc In Medical Technology (Radiotherapy) <u>Desirable</u> -One years' exp in Radiotherapy	DR	Technician (Radiotherapy) PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	6	100% By permanent transfer from existing Radiotherapy Technician failing which by DR	<u>By Direct Recruit:</u> BSc In Medical Radiation Technology (3 yrs course) from a recognized University. Or Institute approved by AERB with 2 years exp in operating Radio diagnosis/Radiotherapy equipments in an established centre.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 2800/- to GP 4200/- and re-designate the post of Radiotherapy Technician to Technician (Radiotherapy)
2	Radiation Supervisor PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	2	-	Pending RR		Technical Officer (Radiotherapy) PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	2	100% By Promotion	<u>By Promotion:</u> From Technician (Radiotherapy) with 5 years of regular service in the grade.	<ul style="list-style-type: none"> To re-designate the post of Radiation Supervisor to Technical Officer (Radiotherapy) Service rendered by existing Radiotherapy Technician will be counted from date of joining for promotion to the post of Technical officer (Radiotherapy).
	Total	8					8			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt(RCT) Dated 13.6.2017.

Department /Service/Cadre: COMPUTER UNIT

Sl. No.	Existing Cadre of Computer Unit at NEIGRIHMS					Revised Cadre of Computer Unit at NEIGRIHMS				Justifications, if any
	Existing post of Computer Unit cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Data Processing Assistant Grade II PB -1, Rs. 5200 - 20200/- GP Rs. 2400/- (Level - 4 of Pay Matrix)	4	-	Bachelor's Degree. 1 year Diploma / Certificate in Computer Application. 1 year experience. Should possess speed of not less than 8000 keys depression.	By DR	Data Processing Assistant Grade II PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	4	100% by DR	<u>Direct Recruit:</u> Bachelor's Degree. 1 year Diploma/Certificate in Computer Application. 1 year experience. Should possess speed of not less than 8000 keys depression. Per hour for Data entry work.	<ul style="list-style-type: none"> To upgrade the pay scales from GP 2400/- to GP 4200/-
2.	Data Processing Assistant Grade I PB -2, Rs. 9300-34800/- GP Rs. 4200/- (Level - 6 of Pay Matrix)	2	-	DPA GD II with 10 years in GP 2400/-	By Promotion	Data Processing Assistant Grade I PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7 of Pay Matrix)	2	100% By Promotion	<u>By Promotion:</u> From DPA Gr-II with 5 years regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scales from GP 4200/- to GP 4600/- Service rendered by the existing Data Processing Assistant Gr-II will be counted from the date of joining for promotion to the post of Data Processing Assistant Gr-I
3	Programmer PB -3, Rs. 15600-39100/- GP Rs. 5400/- (Level - 9 of Pay Matrix)	1	-	DPA GD I with 8 years experience in GD pay 4200/- For DR MCA/M.Tech or BE/B.Tech with 3 year exp. OR BCA or Degree in Electronic and Commn Engg. With 5 years exp	By Promotion/ By Deputation/ By DR	Programmer PB -3, Rs. 15600-39100/- GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	<u>By Promotion:</u> From DPA Gr-I with 3 years regular service in the grade.	
4	System Analyst PB -3, Rs. 15600-39100/- GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	-	1. Masters Degree in Computer Application/Computer Science or M.Tech (with specialization in Computer Application) or BE/B. Tech in Computer	By Promotion/ BY Deputation / By DR	System Analyst PB -3, Rs. 15600-39100/- GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion /Deputation, failing which by Direct Recruitment	<u>Promotion</u> from Programmer with 5 years regular service in the grade possessing the following qualification prescribed for DR. <u>Direct Recruitment.</u> 1.Masters Degree in Computer Application/Computer Science	

				<p>Engineering / Computer Science / Computer Technology of a recognised University or equivalent.</p> <p>2. Five years' experience of Electronic Data Processing, out of which at least two years' experience should be in actual programming.</p> <p>Or</p> <p>1. Degree in computer Application / Computer Science or Degree in Electronic / Electronics and Communication Engineering from a recognised University or equivalent.</p> <p>Seven years' experience of Electronic Data Processing work, out of which at least three years experience should be in actual programming.</p>				<p>or</p> <p>M.Tech (with specialization in Computer Application)</p> <p>or</p> <p>BE/B. Tech in Computer Engineering / Computer Science / Computer Technology of a recognised University or equivalent.</p> <p>ii. Five years' experience of Electronic Data Processing, out of which at least two years' experience should be in actual programming.</p> <p>OR</p> <p>i. Degree in computer Application / Computer Science or Degree in Electronic / Electronics and Communication Engineering from a recognised University</p> <p>ii. Seven years' experience of Electronic Data Processing work, out of which at least three years experience should be in actual programming.</p>	
	Total	8	-			Total	8		

Department /Service/Cadre: Administration Cadre

Sl. No	Existing Cadre of Administration at NEIGRIHMS					Revised Cadre of Administration at NEIGRIHMS				Justifications, if any
	Existing post of Personnel cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Lower Division Clerk PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	22		12 th Pass & Typing speed of 35 words per minutes in English on computer	75% By DR 25% by Promotion from MTS Staff	Jr. Assistant PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix) NFSG GP 2400/- after 6 years regular service in the grade of Jr. Assistant	23	a) 75% By DR b)10% By LDCE from Office Attendant (MTS) of any grade of the Institute with 5 years of service who possess 10+2 qualification c)15% from Office Attendant (MTS) who possess the qualification of Matriculation with 8 years of service on the basis of Seniority cum Fitness.	75% By Direct Recruitment i)10+2 or equivalent qualification from recognized Board/Institution. ii)Typing speed of 35 wpw in English or 30 wpm in Hindi on Computer NB: 35 wpm correspond to 10,500 KDPH/9000 KDPH on an average of 5 key depressions for each word.	<ul style="list-style-type: none"> The posts of LDC, Diet Clerk and Hindi Typist have been merged together due to similar nature of duties, EQ and the Grade Pay. To up grade the pay scale from GP 1900/- to GP 2400/- and the post is re-designate to Jr. Assistant.
2	Diet Clerk PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	01	-	Matriculation or its Equivalent with knowledge of typing & maintenance of Diet Register/Stock Ledger etc in a reputed Hospital.	By DR					
3.	Hindi Typist PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	01		1. 12 th Class Pass or equivalent qualification from a recognized Board or University. 2. Proficiency in Hindi Type writing with a speed of 30 words per minute in Hindi on computer. (NB:30 wpm correspond to 9000 KDPH in an average of 5key depressions for each word).						
4	Upper Division Clerk PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	19	-	-	100% By Promotion	Assistant PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix) NFSG 4200/- after 6 years of regular service in the post of Assistant.	19	75% By Promotion 25% LDCE	By Promotion: From Jr. Assistant in the NFSG GP 2400/- with 5 years of regular service LDCE Grade: Jr. Assistant with 2 years regular service in the NFSG GP 2400/-.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 2400/- to GP 2800/- and re-designate the post of Upper Division Clerk to Assistant Service rendered by the existing Lower Division Clerk, Diet Clerk and Hindi Typist will be counted from date of joining for promotion to the post of Upper Division Clerk.

5	Office Assistant PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	08	-	1. Graduate in Arts/Science/Commerce 2. At least 5 year's exp as UDC. 3.Should have thorough knowledge in Central Govt Rules (as per old RRs)	75% By Promotion 25% By DR	Sr. Assistant PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	9	75% By Promotion 25% LDCE	By Promotion: From Assistant in the NFSG GP 4200/- with 5 years regular service LCDE Grade: Assistant with 3 years regular service in the NFSG GP 4200/-.	To upgrade the pay scale from GP4200/- to GP 4600/- and re-designate the post of Office Assistant to Sr. Assistant
6	Office Superintendent PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	05	-	For Deputation Graduate in Arts/Sc/Commerce Person working in Central/PSU etc.on regular basis or as Assistant in the scale of Rs.5000-8000 for at least 3 years. (old RRs)	100% By Promotion Failing which by Deputation	Asst. Admn Officer PB-2 (Rs 9300-34800) GP 4800/- (Level - 8 of Pay Matrix)	9	100% By Promotion	By Promotion: From Senior Assistant with 2 years of regular service in the grade Or Senior Assistant with 6 years combined regular service in the GP 4200/- and GP4600/- at least 1 year in the GP of 4600/-	To upgrade the pay scale from GP 4200/- and GP 4600/- to GP 4800/-. The post of Office Supdt has been merged with Asst. Administrative Officer and Service rendered by existing Office Asst and Office Supdt will be counted from date of joining for promotion to Assistant Admn Officer.
7	Asst. Admn Officer PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	4	-	-	100% Promotion Failing which Deputation					
8	Administrative Officer PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1		Graduate in Arts/Sc/Com With three years regular service in PB-2, Rs.9300-34800/-GP Rs.4600/-, At least five years exp in Estt & Admn works (For DR only)	By Promotion Failing which Deputation/ DR	Administrative Officer PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	3	100% By Promotion failing which by Deputation (without absorption)	By Promotion: From Asst Admn Officer with 2 years regular service in the grade. By Deputation: Officers of the Central/State/Union Territories Govt/Universities/ PSU/ Autonomous Bodies/Research Development Organization: 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/-) GP 4600/- or above.	The posts of Assts Registrar stands merged and re - designate to Admn Officer.
9	Assistant Registrar PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	2		Must be Graduate, Preferably post Graduate in Science. 3 years exp in the PB -2, Rs 9300-34800/-with GP of Rs.4800/-in a University/Teaching Institution	By Promotion failing which by Deputation (including short term contract/ Direct Recruitment					

10	Deputy Registrar PB-3 (Rs 15600-39100) GP 6600/- (Level – 11 of Pay Matrix)	1		Must be Graduate, Preferably post Graduate in Science. 5 years exp in the PB - 3, Rs 15600-39100/- with GP of Rs.5400/- in a University/Teaching Institution	By Promotion failing which by Deputation (including short term contract/ Direct Recruitment	Sr. Administrative Officer PB-3 (Rs 15600-39100) GP 6600/- (Level –11 of Pay Matrix)	1	100% By Promotion failing which Deputation	<u>By Promotion:</u> From Administrative Officer possessing Degree with 5 (five) years regular service in the grade or 8 years of combined regular service in the grade of Administrative Officer of which at least 3 years of regular service should be in the grade of Administrative Officer. <u>Deputation:</u> Officers of the Central/State/Union Territories/ Universities/PSU/Autonomous Bodies/Research Development Organization: i) Holding analogous posts on regular basis Or ii) With 5 years regular service in the post in Pay Matrix Level-10 (Rs.56,100/-) OR above holding a supervisory post possessing the following qualification & experience: MBA (HR) OR PG Diploma in Personnel Management or Labour Law or Degree in Law,	To re-designate the post of Dy Registrar to Senior Administrative Officer. Service rendered by existing Administrative Officer/Asst Registrar will be counted from date of joining for promotion to the post of Senior Administrative Officer.
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									Experience is administration establishment and preferably in accounts matters Period of Deputation: Shall not ordinarily exceed 3 years.	
	Total	64					64			

- Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt (RCT) Dated 13.6.2017.**
- 2. The posts of Lower Division Clerk, Diet Clerk and Hindi Typist has been merged together and re-designated to the post of Junior Assistant in GP 1900/-due to same Grade Pay, EQ and similar nature of duties.**
- 3. The post of Assistant Registrar has been merged and re-designated to Administrative Officer due to same Grade Pay and qualification, similarly the post of Deputy Registrar has been re-designated to Senior Administrative with the same GP 6600/-**

Department /Service/Cadre: ACCOUNTS CADRE

Sl. No.	Existing Cadre of Accounts at NEIGRIHMS					Revised Cadre of Accounts at NEIGRIHMS				Justifications, if any
	Existing post of Accounts cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Cashier PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	3	2	Graduate preferably Commerce	By DR	Junior Accounts Officer PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	6	100% By Promotion, failing which by DR	By Promotion: From Assistant Cashier with 11 years regular service who have completed the Cash & Accounts training course conducted by ISTM, New Delhi.	• To upgrades the pay scale from GP 2400/- to GP 4200/- The post of Cashier is merged with Jr. Accounts Officer
2	Junior Accounts Officer PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	4	-	PG in Commerce 2 years cash handling. Cashier with GP 2400/- with 10 years	50% By Promotion 50% by DR					
3	Asst. Accounts Officer PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	3	-	PG in Commerce 2 years in cash handling. JAO with 5 years in GP 4200/-	2/3 rd By Promotion 1/3 rd by DR	Asst. Accounts Officer PB -2 (Rs. 9300-34800) GP Rs. 4800/- (Level - 8 of Pay Matrix)	3	100% By Promotion	By Promotion: From Jr. Accounts Officer with 2 years regular service in the grade.	
4	Accounts Officer PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10 of Pay Matrix)	1	-		By Promotion	Accounts Officer PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10 of Pay Matrix)	2	100% By Promotion Failing which by Deputation	By Promotion: From Assistant Accounts Officer with 2 (two) years regular service in the grade. Deputation: Officers of the Central/State/Union Territories Govt/Universities/ PSU/Autonomous Bodies/Research Development Organization/ Statutory Bodies. i) Holding analogous posts on regular basis Or ii) With 3 years regular service in a post.	
5	Sr. Accounts Officer PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	-	AO with 5 years in GP 5400/-	By Promotion	Sr. Accounts Officer PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion Failing which by Deputation (without absorption)	By Promotion: From Accounts Officer with 5 (five) years regular service in the grade of Accounts officer Or 8 years of combined regular	

									service in the grade of Accounts officer & Asst Accounts Officer of which at least 3 years of regular service should be in the grade of Accounts officer. Deputation: Officers of the Central/State/Union Territories Govt/Universities/PSU/ Autonomous Bodies/Research Development Organization/ Statutory Bodies. i) Holding analogous posts on regular basis Or ii) With 3 years regular service in a post.	
	Total	12					12			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt (RCT) Dated 10.6.2017.

Department /Service/Cadre: TELEPHONE OPERATOR

Sl. No.	Existing Cadre of Telephone at NEIGRIHMS					Revised Cadre of Telephone at NEIGRIHMS				Justifications, if any
	Existing post of Telephone cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	EPABX Operator PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	4	1	Matriculation or equivalent from a recognized University /Board. Six months experience as Telephone Operator on PBX/PABX Board with capacity preferably 20x200 lines in a reputed firm or Govt. Orgn.	By DR	Telephone Operating Assistant Gr-I PB -1 (Rs. 5200-20200) GP Rs. 2000/- (Level - 2 of Pay Matrix)	4*	Promotion from MTS Failing which by DR	Matriculation or equivalent from a recognized University /Board. Six months experience as Telephone Operator on PBX/PABX Board with capacity preferably 20x200 lines in a reputed firm or Govt. Orgn.	To upgrade the pay scale from GP Rs. 1900/- to GP Rs. 2000/- and re-designate the post of EPABX Operator to Telephone Operating Assistant Gr-I
2.	-	-	-	-	-	Telephone Operating Assistant Gr-II/Section Supervisor PB-2 (Rs 9300-34800) GP 4200/- (Level - 4 of Pay Matrix)	4*	100% By Promotion	-	Promotion will be made from the Telephone Operating Assistant Grade-I on completion of 16 years of service in basic grade as per the Biennial Cadre Review Scheme as adopted at AIIMS, New Delhi. Service rendered by EPABX Operator will be counted from date of joining for promotion to the post of Telephone Operating Assistant Gr-II.
3	-	-	-	-	-	Telephone Operating Assistant Gr-III/Sr. Section Supervisor PB-2 (Rs 9300-34800) GP 4200/- (Level - 4 of Pay Matrix) Telephone Operating Assistant Gr-IV PB-2 (Rs 9300-34800) GP 4600/- (Level - 5 of Pay Matrix) 10% of the posts in the pay scale of Rs 9300-34800 GP 4200/- will be in the pay scale of Rs 9300-34800 GP 4600/-	4*	100% By Promotion	-	Promotion will be made from the Telephone Operating Assistant Grade-II/Section Supervisor on completion of 26 years of service in basic grade (including time spent in higher scales / O.T.B.P) as per the Biennial Cadre Review Scheme as adopted at AIIMS, New Delhi.
	TOTAL	4					4			

*The time bound promotion is on in-situ basis without linkage to vacancies as per Biennial Cadre Review Scheme in operation at AIIMS, New Delhi for the cadre of posts in Telephone wing.

Department /Service/Cadre: Driver Cadre

Sl. No.	Existing Cadre of Driver at NEIGRIHMS					Revised Cadre of Driver at NEIGRIHMS				Justifications, if any
	Existing post of Driver cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Van Driver/Driver Gr.III PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	9		Should possess valid driving license for heavy vehicles, Knowledge of Motor Mechanism, Exp of Driving motor vehicles for at least three years	DR	Driver Ordinary Grade PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	3	By DR	Matriculation or its equivalent. Should possess valid driving license for heavy vehicles, Knowledge of Motor Mechanism (candidates should be able to remove minor defects in vehicles) Exp in driving motor vehicle (including heavy vehicles) for 3-5 years.	To re-designate the post as per Promotion Scheme for Staff Car Drivers vide DOPT OM. mentioned at bottom.
2	Driver Gr.II PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	2	-	-	By Promotion	Driver Grade - II PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	3	100% By Promotion	By Promotion: From Driver Ordinary Grade with 8 (eight years) regular service in the grade.	• Service rendered by existing Van Driver / Driver Gr-III will be counted from date of joining for promotion to the post of Driver Gr-II.
3	-	-	-	-	-	Driver Grade - I PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	4	100% By Promotion	By Promotion: From Driver Gr-II with 5 (five) years regular service in the grade.	•Service rendered by the existing Driver Grade – II will be counted from the date of joining for promotion to Driver Grade - I
4	-	-	-	-	-	Driver Special Grade PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	1	100% By Promotion	By Promotion: From Driver Gr-I with 6 (Six) years regular service in the grade.	
	Total	11					11			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt (RCT) Dated 13.6.2017.

2. The above proposed hierarchy structure and pay scales for Driver cadre is as per the promotion scheme for Staff Car Drivers issued vide DoPT OM.No.43019/54/96-Estt (D) Dt.13.2.2002. The percentage is arrived at by taking the total sanctioned strength for the posts of Drivers. The Scheme is in operation in AIIMS, New Delhi. The strength at each hierarchy is as per percentage fixed by DoPT instructions/promotion scheme of Drivers.

3. The 14th SFC held on 7th March 2003 vide Agenda Item No.9 the Scheme has already been implemented in the case of one eligible Driver.

Department /Service/Cadre: PHARMACIST CADRE

Sl. No.	Existing Cadre of Pharmacist Unit at NEIGRIHMS					Revised Cadre of Pharmacist Unit at NEIGRIHMS				Justifications, if any
	Existing post of Pharmacist cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Pharmacist PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	7	6	Bachelor Degree in Pharmacy	By DR	Pharmacist Gr.II PB -1 (Rs. 5200-20200) GP Rs. 4200/- (Level - 6 of Pay Matrix)	4	By Permanent transfer failing which by DR	i) Degree in Pharmacy from recognized Institution. ii) Should be registered Pharmacist under the Pharmacy Act 1948.	To upgrade the pay scale from GP 2800/- to GP 4200/- and re-designate the post of Pharmacist to Pharmacist Gr. II.
2.	-	-	-	-	-	Pharmacist Gr. I PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	3	100% By permanent transfer and by Promotion	By Promotion: From Pharmacist Gr-II with 5 years of regular service in the grade.	Service rendered by the existing Pharmacist will be counted from the date of joining for promotion to the post of Pharmacist Gr. I
3.	Pharmaceutical Chemist/ Superintendent Pharmacist PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	3	-	Degree or equivalent in Pharmaceutica l Chemistry or organic Chemistry or Pharmacy from recognized University	By Promotion	Sr. Pharmacist PB -2 (Rs. 9300-34800) GP Rs. 4800/- (Level - 8 of Pay Matrix)	2	100% By Promotion	By Promotion: From Pharmacist Gr-I with 2 years regular service in the grade.	To upgrade the pay scale from GP 4600/- to GP 4800/- and re-designate the post of Pharmaceutical Chemist/ Superintendent Pharmacist to Sr. Pharmacist.
4.						Chief Pharmacist PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	100% By Promotion	By Promotion: From Sr. Pharmacist with 2 years regular service in the grade.	Service rendered by the existing Pharmaceutical Chemist / Superintendent Pharmacist will be counted from the date of joining for promotion to the post of Chief Pharmacist
	Total	10					10			

Note- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: STATISTICIAN CADRE

Sl. No	Existing Cadre of Statistician at NEIGRIHMS					Revised Cadre of Statistician at NEIGRIHMS				Justifications, if any
	Existing post of Statistician cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Statistical Assistant PB-2 (Rs.9300-34800) GP Rs.4200/- (Level - 6 of Pay Matrix)	4		Bachelor's Degree with Maths or Statistics or Economics or Sociology with Statistics, DCA	By DR	Jr. Statistician PB-2 (Rs.9300-34800) GP Rs.4600/- (Level - 7 of Pay Matrix)	4	100% By Permanent transfer failing which by DR	DR: Post Graduate Degree in Biostatistics/ Statistics from a recognized University.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4600/- and re-designate the post of Statistical Assistant to Jr Statistician.
2	Statistical Officer PB-3 (Rs.15600-39100) GP Rs.5400/- (Level - 9 of Pay Matrix)	2		Post Graduate Degree in Statistics, PGDCA, 2 years exp in Statistical works	By DR failing which by Deputation	Statistician PB-3 (Rs.15600-39100) GP Rs.5400/- (Level - 10 of Pay Matrix)	2	100% by Promotion	By Promotion: From Jr. Statistician with 3 years regular service in the grade.	<ul style="list-style-type: none"> To re-designate the post from Statistical Officer to Statistician. Service rendered by the existing Statistical Assistant will be counted from the date of joining for promotion to the post of Statistician.
3	Sr. Statistical Officer PB-3 (Rs.15600-39100) GP Rs.6600/- Level - 11 of Pay Matrix)	1				Sr. Statistician PB-3 (Rs.15600-39100) GP Rs.6600/- Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Statistician with 5 years of regular service in the Grade.	<ul style="list-style-type: none"> To re-designate the post of Sr. Statistical Officer to Sr. Statistician. Service rendered by existing Sr Statistical Officer will be counted from date of joining for promotion to the post of Senior Statistician.
	Total	7					7			

Note- The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scale Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: LAUNDRY CADRE

Sl. No.	Existing Cadre of Laundry at NEIGRIHMS					Revised Cadre of Laundry at NEIGRIHMS				Justifications, if any
	Existing post of Laundry cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Laundry Mechanic PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	-	Matriculation / ITI Diploma in Mechanical Engineering. Two year's experience in Mechanical Laundry.	By DR	Laundry Mechanic PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	By DR	Matriculation /ITI Diploma in Mechanical Engineering. Two year's experience in Mechanical Laundry.	
2	Asst Laundry Supervisor PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	-	Matriculation /ITI Diploma in Mechanical Engineering. Two year's experience in Mechanical Laundry.	By DR	Asst Laundry Supervisor PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	100% By Promotion	By Promotion: From Laundry Mechanic with 8 (eight) years of regular service in the grade	To upgrade the scale from GP 1900/- to GP 2400/-
	Total	2					2			

Note: The post of Laundry Mechanic does not exist in AIIMS, New Delhi and PGIMER, Chandigarh and the qualification of Asst. Laundry Supervisor is not matching with the qualification of Asst. Laundry Supervisor of AIIMS, New Delhi, as the qualification of Asst. Laundry Supervisor of AIIMS is much higher i.e Bachelor Degree in Mechanical Engineering with experience in Dry cleaning/Laundry Technology. Therefore, the Institute propose to retain the existing cadre structure & hierarchy except to upgrade the Grade Pay of Asst. Laundry Supervisor to GP Rs.2400/-considering the functional supervisory aspect.

Department /Service/Cadre: TRANSPORT SECTION

Sl. No.	Existing Cadre of Transport at NEIGRIHMS					Revised Cadre of Transport at NEIGRIHMS				Justifications, if any
	Existing post of Transport cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Motor Mechanic PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	2		Matriculation ITI Diploma in Automobile Engineering	By DR	Motor Mechanic PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	2	By DR	Matriculation ITI Diploma in Automobile Engineering	
2.	Transport Supervisor PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	1		12 th Pass Diploma in Automobile Engg 1 year experience	By Promotion	Transport Supervisor PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	1	100% By Promotion	By Promotion: From Motor Mechanic with 18 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 2800/- to GP 4200/-
3	Transport In-Charge PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	1		12 th Pass Diploma in Automobile Engg 2 years experience	By Promotion failing which by DR	Technical Officer (Vehicle) PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	1	100% By Promotion	By Promotion: From Transport Supervisor with 5 years of regular service in the grade.	<ul style="list-style-type: none"> To upgrade the pay scale from GP 4200/- to GP 4600/- and re-designate the post of Transport In-Charge to Technical Officer (Vehicle) Service rendered by the existing Transport Supervisor will be counted from the date of joining for promotion to Technical Officer (Vehicle)
	Total	4					4			

Note- The pay scale to the post of Transport Supervisor has been proposed to upgrade the pay scale of PB -2 (Rs. 9300-34800) GP Rs. 4200/- in line with PGIMER and the post of Transport In-charge is proposed to re-designate to the post of Technical Officer (Vehicle) in PB -2 (Rs. 9300-34800) GP Rs. 4600/-due to same qualification at par with PGIMER.

Department /Service/Cadre: PUBLIC RELATIONS

Sl. No.	Existing Cadre of Public Relation at NEIGRIHMS					Revised Cadre of Public Relation at NEIGRIHMS				Justifications, if any
	Existing post of Public Relation cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Receptionist PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	6	1	Graduate	By DR	Public Relations Executive PB -2 (Rs. 9300-34800) GP Rs. 4600/- (Level - 7 of Pay Matrix)	4	100% By permanent transfer from existing receptionist failing which by DR	By DR: Post Graduate Degree in Mass Communication.	To upgrade the pay scales from GP Rs.2400/- to GP Rs 4600/- and re-designate the post of Receptionist to Public Relations Executive
2.	-					Junior Public Relations Officer PB -3 (Rs. 15600-39100) GP Rs. 5400/- (Level - 10of Pay Matrix)	1	100% By Promotion	By Promotion: From PRE with 3 years regular service in the grade and possessing Post Graduate Diploma in Public Relations Management.	Service rendered by existing Receptionists will be counted from date of joining for promotion to Jr. Public Relation Officer. Receptionist who does not possess Post Graduate Diploma in Public Relations Management shall have to undergo the above diploma course, from a recognized university / institute
3.	-					Asst. Public Relations Officer PB -3 (Rs. 15600-39100) GP Rs. 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Jr. PRE with 5 (five) years regular service in the grade.	
	Total	6	-				6			

Note: The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt(RCT) Dated 10.6.2017 (Copy enclosed at Annexure-VI).

Department /Service/Cadre: PROSTHETIC & ORTHOTIC TECHNICIAN

Sl. No.	Existing Cadre of Prosthetic & Orthotic Technician at NEIGRIHMS					Revised Cadre of Prosthetic & Orthotic Technician at NEIGRIHMS				Justifications, if any
	Existing post of Prosthetic & Orthotic Technician cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Prosthetic & Orthotic Technician Pay Band -2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (Level - 6 of Pay Matrix)	1	-	Degree in Prosthetic & Orthotic Engg. OR Diploma in Prosthetic & Orthotic Engg with 3 years exp.	By DR	Technician (Prosthetics & Orthotic) Pay Band -2, Rs. 9300-34800/- with Grade Pay Rs. 4600/- (Level - 7 of Pay Matrix)	1	By DR	i) Bachelor Degree in Prosthetics & Orthotics from recognized Institution/University recognized by Rehabilitation Council of India. ii)Registration with the Rehabilitation Council of India.	To re-designate the post of Prosthetic & Orthotic Technician to Technician (Prosthetic & Orthotic) and to upgrade the pay scale from GP-4200 to GP-4600/-
	Total	1	-				1			

1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017.

Department /Service/Cadre: SECURITY SECTION (A)

Sl. No.	Existing Cadre of Security Section at NEIGRIHMS					Revised Cadre of Security Section at NEIGRIHMS				Justifications, if any
	Existing post of Security cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Security Guard PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	8	8	Matriculation with good physique (Ex-serviceman will be preferred)	By DR	Security Guard Gr. II PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	5	100% By Permanent transfer failing which by DR	<p>By Direct Recruit Essential:</p> <p>1. Matriculation from recognized Board/University (relaxable upto middle standard pass in case of ex-serviceman)</p> <p>2. Following Physical Standards:</p> <p>a) Height : 167 cms</p> <p>b) Chest : 80 cms</p> <p>Provided that for residents of hill areas height may be 162 cms and chest 76 cms with an expansion of 5 cms.</p> <p>3. Qualifying a test in Physical Efficiency.</p> <p>Desirable:</p> <p>i) Service in Armed Forces/Para-Military Forces/Police.</p> <p>ii) Exp of performing security duties, preferably in a hospital of repute.</p> <p>Notes: The standards of Physical Efficiency test may be relaxed by the Director in the case of Ex-serviceman and any other category of persons for the reasons to be recorded in writing.</p>	<ul style="list-style-type: none"> Re-designate the post of Security Guard to Security Guard Gr-II.
2.	-	-	-	-	By DR	Security Guard Gr-I PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	3	100% By Promotion	<p>By Promotion:</p> <p>On seniority cum fitness from Security Guard Gr-II with 8 years of regular service in the grade.</p>	<ul style="list-style-type: none"> Service rendered by existing Security Guard will be counted from date of joining for promotion to the post of Security Gr-I.

3	-	-	-	-	-	Security Supervisor PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	3	100% By Promotion	By Promotion: On seniority cum fitness from Security Guard Gr-I possessing matriculate certificate with 5 years of regular service in the grade failing which with 7 years of combined regular service as Security Gr-II and Gr-I out of which at least one year shall be as Security Guard Gr-I.	<ul style="list-style-type: none"> Security Supervisors for entire campus covering different units (hospital, residential areas, Director's Block, Students/ Sisters Hostels etc) for 3 shifts.
	Total	8				Total	8			

Note: 1. The above cadre structure/hierarchy has been proposed keeping in view of the report of the Coordination Committee approved by MoHFW, New Delhi for uniformity in pay scales, Recruitment Rules and nomenclature for AIIMS, PGIMER & JIPMER in respect of Non faculty posts as notified vide AIIMS letter No.F-12-6/2017-Estt (RCT) dated 10.6.2017 upto the level of Sr. Security Advisor.

4. The cadre has proposed to re-designate the Security Guard to Security Guard Gr-II in PB-1, Rs.5200-20200/- with GP Rs.1900 and promotional grade upto the level of Security Guard Gr-I in PB-2, (Rs.5200-20200/- with GP Rs.2800. The 8 (eight) Security Guard Gr-II have already drawn MACP and another 4 (four) will be due for MACP in 2018 to GP 2400/- hence there will be no financial 3implement to upgrade 4 (three) posts to Security Guard Gr-I.

Department /Service/Cadre: SECURITY SECTION (B)

Sl. No.	Existing Cadre of Security Section at NEIGRIHMS					Revised Cadre of Security Section at NEIGRIHMS				Justifications, if any
	Existing post of Security cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Security Officer PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	1		Bachelor Degree. Must possess good physique with 5 years exp. in supervisory level.	By DR	Security Officer PB-3, (Rs. 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	By DR	Direct Recruit Bachelor Degree. Must possess good physique with 8 years exp. in supervisory level in the Para Military/Police/Armed Forces.	•To upgrade the pay scale from GP 4600/- to GP 5400/-
2.	Chief Security Officer PB-3,(Rs.15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	1		Deptl. Security Officer with 7 years in GP 4600/-	By Promotion	Chief Security Officer PB-3, (Rs. 15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Security Officer with 5 (five) years of regular service in the grade.	
	Total	2				Total	2			

Note: 1. The structure for the posts from Security Officer to Chief Security Officer is based on existing posts at AIIMS, New Delhi.

Department /Service/Cadre: Pump Mechanic Cadre

Sl. No.	Existing Cadre of Pump Mechanic at NEIGRIHMS					Revised Cadre of Pump Mechanic at NEIGRIHMS				Justifications, if any
	Existing post of Pump Mechanic cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Pump Mechanic PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	-	Matriculate Certificate in trade of Electrician, Should possess valid Electrical Workman permit/License .	DR	Pump Mechanic PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	By DR	Matriculate Certificate in trade of Electrician, Should possess valid Electrical Workman permit/License	To upgrade the Pay Scale from GP-1900 to GP-2400 /
	Total	1				Total	1			

Note: * The post of Pump Mechanic is an isolated post and does not exist in AIIMS, PGIMER & JIPMER. However, the Institute needs to be retained on functional consideration being a new Institute.

Department /Service/Cadre: ANIMAL HOUSE

Sl. No.	Existing Cadre of Animal House at NEIGRIHMS					Revised Cadre of Animal House at NEIGRIHMS				Justifications, if any
	Existing post of Animal House cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Animal Keeper PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	2	-	10 th with Science. 2 years experience	By DR	Animal Keeper PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	2	By DR	10 th with Science. 2 years experience	
2.	Animal Supervisor PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	1	-	12 th with Science. 3 years experience	By Promotion Failing which DR	Animal Supervisor PB -1 (Rs. 5200-20200) GP Rs. 2800/- (Level - 5 of Pay Matrix)	1	100% By Promotion failing which by DR	By Promotion: From Animal Keeper with 13 (thirteen) years regular service in the grade of GP Rs.1900/- as per existing RR of NEIGRIHMS By Direct Recruits: 12 th with Science with 3 years experience	
	Veterinary Officer PB-3 (Rs. 15600-39100) GP-6600/- (Level - 11 of Pay Matrix)	1	-	Bachelors Degree in Veterinary Science from a recognized university or equivalent. Eight years practical experience in Scientific breeding and acquaintances and care of laboratory animals. Desirable A post Graduate Degree or Diploma in genetics from a recognized University or equivalent		Sr. Veterinary Officer PB-3 (Rs. 15600-39100) GP-6600/- (Level - 11 of Pay Matrix)	1	By DR	By Direct Recruits: Bachelors Degree in Veterinary Science from a recognized university or equivalent. Eight years practical experience in Scientific breeding and acquaintances and care of laboratory animals. Desirable A post Graduate Degree or Diploma in genetics from a recognized University or equivalent	To re-designate the post of Veterinary officer to Sr. Veterinary Officer
	Total	4					4			

Note: The post of Animal Supervisor has been filled up by Direct Recruitment, as the present incumbent of Animal Keeper has just completed two years of service.

Department /Service/Cadre: Gas Keeping Cadre

Sl. No.	Existing Cadre of Gas Keeping at NEIGRIHMS					Revised Cadre of Gas Keeping at NEIGRIHMS				Justifications, if any
	Existing post of Gas Keeping cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Gas Keeper PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	2	-	Matriculate, Two years Exp in Gas Plant.	DR	Gas Keeper PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	2	By DR	Matriculate, Two years Exp in Gas Plant.	
2	Gas Mechanic PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	-	Matriculate, Trade Certificate/ITI Diploma in Mechanical Engineering, Two years Exp with Oil/Gas Generator	DR	Gas Mechanic PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	100 % By Promotion	By Promotion: From Gas Keeper with 8 (eight) years regular service in the grade	<ul style="list-style-type: none"> To upgrade the pay scale from Grade Pay 1900/- to GP Rs.2400/-
3	Gas Officer PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	1	-	Matriculate, Diploma/Certificate in Mechanical Engineering, Three years Exp with Oil/Gas Generator or its repair.	DR	Gas Officer PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	1	100 % By Promotion	By Promotion: From Gas Mechanic with 5 (Five) years regular service in the grade	
	Total	4				Total	4			

Note: The cadre of Gas Keeping though a dying cadre as proposed by AIIMS needs to be retained in NEIGRIHMS on functional consideration being a new Institute.

Department /Service/Cadre: – AC Mechanic Cadre

Sl. No.	Existing Cadre of AC Mechanic at NEIGRIHMS					Revised Cadre of AC Mechanic at NEIGRIHMS				Justifications, if any
	Existing post of AC Mechanic cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	AC Mechanic PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	-	Matriculate, ITI Diploma in Refrigerator and AC Mechanic, One year's exp as Air Conditioning or refrigerator serviceman.	DR	Mechanic (AC&R) PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	By DR	1.10 +2 or equivalent from a recognized University / Board. 2.ITI/Diploma certificate in Air Conditioning & Refrigeration from a recognized Polytechnic/ITI of a minimum of 12 months duration. Or Two year's experience in maintenance and installation of water coolers, Refrigerator, Room Air Conditioners and small air conditioning and cool storage plant.	To upgrade the Pay Scale from GP-1900 to GP Rs.2400/-
	Total	1					1			

Note-1. The above cadre structure/hierarchy has been proposed in view of the AIIMS, New Delhi for uniformity in pay scales, Recruitment Rules in respect of Non faculty posts as notified vide AIIMS letter F-12-6/2017-Estt(RCT) Dated 13.6.2017.

Department /Service/Cadre: PLUMBER

Sl. No.	Existing Cadre of Plumber at NEIGRIHMS					Revised Cadre of Plumber at NEIGRIHMS				Justifications, if any
	Existing post of Plumber cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Plumber PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	1	1	Matriculation or equivalent from recognized University/Board. Diploma in plumbing or Certificate Course in plumbing from recognized Institute	By DR	Plumber PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	1	By DR	For DR Matriculation or equivalent from recognized University/Board. Diploma in plumbing or Certificate Course in plumbing from recognized Institute	To upgrade the Pay scales from GP-1900 to GP Rs.2400/-.
	TOTAL	1					1			

Note: * 1.The Plumber Unit is manned by a single regular manpower/incumbent who had served the Institute more than 19 years of service with no promotion scope and due for 2nd MACP.

2. The cadre of Plumber needs to be retained on the lines of AIIMS, New Delhi due to functional consideration in the Institute.

Department /Service/Cadre: CARPENTRY

Sl. No.	Existing Cadre of Carpentry at NEIGRIHMS					Revised Cadre of Carpentry at NEIGRIHMS				Justifications, if any
	Existing post of Carpentry cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Carpenter PB -1 (Rs. 5200-20200) GP Rs. 1900/- (Level - 2 of Pay Matrix)	1	1	Matriculation or equivalent from recognized University/Board. Certificate Course in carpentry trade from recognized Institute	By DR	Carpenter PB -1 (Rs. 5200-20200) GP Rs. 2400/- (Level - 4 of Pay Matrix)	1	By DR	By Direct Recruits: Matriculation or equivalent from recognized University/ Board. Certificate Course in carpentry trade from recognized Institute	To upgrade the Pay Scales from GP-1900 to GP Rs.2400/-
	TOTAL	1					1			

Note: * 1. The Carpentry Unit is manned by a single regular manpower/incumbent who had served the Institute more than 19 years of service with no promotion scope and due for 2nd MACP. Hence, upgrading the post held by him to Senior Carpenter will not have any financial implication.

2. The cadre of carpentry though a dying cadre as proposed by AIIMS needs to be retained in NEIGRIHMS on functional consideration being a new Institute.

Department /Service/Cadre: PLASTER CUTTING TECHNICIAN

Sl. No.	Existing Cadre of Plaster Cutting Technician at NEIGRIHMS					Revised Cadre of Plaster Cutting Technician at NEIGRIHMS				Justifications, if any
	Existing post of Plaster Cutting Technician cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Plaster Cutting Technician Pay Band -1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (Level - 4 of Pay Matrix)	1	-	HSLC with Science. 3 years exp. in the relevant field.	By DR	Plaster Technician Pay Band -1, Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (Level - 5 of Pay Matrix)	1	By DR	HSLC with Science as a subject from a recognized University / Board. 3 years exp. in the relevant field in a teaching Institute/Hospital	<ul style="list-style-type: none"> To re-designate the post of Plaster Cutting Technician to Plaster Technician and to up[grade the Pay Scale GP from GP Rs-2400 to GP Rs.2800/-
	Total	1	-				1			

Note : The Institute presently has only one post and the lone incumbent is unable to handle the workload since Orthopedics Deptt has 3 (Three) faculty members besides the Resident Doctors. The role of this Unit is taking care of orthopedics patients, academic instructions to MBBS/BSc Nursing Students etc, attending emergency/ward duties etc.

Department /Service/Cadre: FIRE SECTION

Sl. No.	Existing Cadre of Fire Section at NEIGRIHMS					Revised Cadre of Fire Section at NEIGRIHMS				Justifications, if any
	Existing post of Fire cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Fire Guard PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	6	-	Matriculation. Certificate for 6 months in Fire Fighting. Physical Fit	By DR	Fire Supervisor PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	6	By DR	Matriculation. Certificate for 6 months in Fire Fighting from a reputed Institute. Physical Fit and capable of performing strenuous duties	<ul style="list-style-type: none"> To re-designate the post of Fire Guard to Fire Supervisor.
2.	Chief Fire Guard PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	1		Fire Guard with 10 years in GP 2400/- Certificate of Station Officer, Possess valid heavy vehicle Driving license.	By Promotion	Fire Officer PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	1	100% By Promotion	By Promotion: From Fire Supervisor with 10 years of regular service.	<ul style="list-style-type: none"> The post may be re-designated from Chief Fire Guard to Fire Officer. Service rendered by existing Fire Guard will be counted from date of joining for promotion to the post of Fire Officer.
	Total	7					7			

Department /Service/Cadre: HOOVER OPERATOR

Sl. No.	Existing Cadre of Hoover Operator at NEIGRIHMS					Revised Cadre of Hoover Operator at NEIGRIHMS				Justifications, if any
	Existing post of Hoover cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Hoover Operator PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	10	-	Matriculation/ITI Diploma in Electrical/Mechanical Engg.	By DR	Hoover Operator Gr - II PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	6	By DR	Matriculation/ITI Diploma in Electrical/Mechanical Engineering. Desirable: Five years' experience as Hoover Operator in a Medical Institute/Hospital.	<ul style="list-style-type: none"> To re-designate the post of Hoover Operator to Hoover Operator Gr. -II
2.	-	-	-	-	-	Hoover Operator Gr - I PB -2 (Rs. 9300-34800) GP Rs. 4200/- (Level - 6 of Pay Matrix)	4	100% By Promotion	By Promotion: From Hoover Operator Gr – II with 6 (six) years of regular service in the grade	<ul style="list-style-type: none"> Service rendered by existing Hoover Operator will be counted from date of joining for promotion to the post of Hoover Operator Gr - I
	Total	10					10			

Note : This post is available in PGIMER, Chandigarh at the level of Hoover Operator Gr.I, Gr. II & Gr. III in pay scale PB-1, GP-1900/-, GP-2400/- and GP – 2800/- respectively. Keeping in view the functional requirements the Institute would like to propose creation of one more level in the hierarchy of Sr. Hoover Operator as reflected in the above proposal.

Department /Service/Cadre: Electrical Cadre (Wireman& Electrician)

Sl. No.	Existing Cadre of Wireman & Electrician at NEIGRIHMS					Revised Cadre of Wireman & Electrician at NEIGRIHMS				Justifications, if any
	Existing post of Wireman & Electrician cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Wireman PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	4		Matriculate, ITI Diploma in Wireman Trade, Should possess valid Electrical Workman	By DR	Wireman PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	3	By DR	Matriculate, ITI Diploma in Wireman Trade, Should possess valid Electrical Workman	
2	Electrician PB-1 (Rs 5200-20200) GP 1900/- (Level - 2 of Pay Matrix)	1	1	Matriculate, Diploma/ITI certificate in Trade of Electrician with field exp of two years. Electrical Supervisory Certificate of competence.	By DR	Electrician PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	100 % By Promotion	By Promotion: From Wireman with 8 (Eight) years regular service in the grade. Should possess Electrical Supervisory certificate of competency issued from the competent authority.	<ul style="list-style-type: none"> To upgrade the pay scales from GP 1900/- to GP 2400/-
3						Senior Electrician PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	1	100% By Promotion	By Promotion: From Electrician with 5 (five) years regular service in the grade.	<ul style="list-style-type: none"> Service rendered by the existing Electrician will be counted from date of joining for promotion to the post of Senior Electrician.
	Total	5					5			

Note- The cadre of Technician (Electrical) though a dying cadre as proposed by AIIMS, New Delhi, the Institute needs to be retained the posts of Wireman & Electrician on functional consideration basis being a new Institute.

Department /Service/Cadre: ENGINEERING CADRE (Electrical & Mechanical) - Generator Mechanic

Sl. No.	Existing Cadre of Generator at NEIGRIHMS					Revised Cadre of Generator at NEIGRIHMS				Justifications, if any
	Existing post of Generator cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1	Generator Mechanic PB-1 (Rs 5200-20200) GP 2400/- (Level - 4 of Pay Matrix)	1	-	Matriculate, Diploma/Certificate in Mechanical Engineering with three years exp in the field.	DR	Generator Mechanic PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	1	By DR	Matriculate, Diploma/Certificate in Mechanical Engineering with three years exp in the field.	<ul style="list-style-type: none"> To upgrade the pay scale from GP Rs.2400 to GP Rs.2800/-
	Total	1				Total	1			

Department /Service/Cadre: TECHNICIANS CADRE IN CARDIOLOGY

Sl. No.	Existing Cadre of Technician in Cardiology at NEIGRIHMS					Revised Cadre Technician in Cardiology at NEIGRIHMS				Justifications, if any
	Existing post of Technician Cardiology cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Technical Assistants/Technician (4)/Technical Asst (Cath Lab) (2) PB-1 (Rs 5200-20200) GP 2800/- (Level - 5 of Pay Matrix)	6	-	B.Sc with physics with 1 year exp. in handling of Cardiology Equipment. OR Diploma of 3 years in electronic/electrical commn engg with 1 year exp in handling cardiology equipment	By DR	Technician (Cardiology) PB-2 (Rs 9300-34800) GP 4200/- (Level - 6 of Pay Matrix)	4	100% By permanent transfer from existing Technical Assistants/ Technician /Technical Asst (Cath Lab)and ECG Technician failing which by DR	By Direct Recruit: B.Sc with physics with 1 year exp. in handling of Cardiology Equipment. OR Diploma of 3 years in electronic/electrical commn engg with 1 year exp in handling cardiology equipment	<ul style="list-style-type: none"> To merge the post of Technical Assistant / Technician / Technical Assistant (Cath Lab) / ECG Technician to Technician (Cardiology). To upgrade the pay scale of Technical Assts from GP 2800/- to PB-2, GP-4200/- and re-designate the post of ECG Technician, Technical Assistant, Technical Assistant (Cath Lab) to Technician (Cardiology). The seniority will be as per the original pay scale.
2.	ECG Technician PB-1 (Rs 5200-20200) GP 4200/- (Level - 6 of Pay Matrix)	3	-	B.Sc with physics with 1 year exp. in handling of Cardiology Equipment. OR Diploma of 3 years in electronic/electrical commn engg with 1 year exp in handling cardiology equipment	By DR					
3	-	-	-	-	-	Sr. Technician (Cardiology) PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	3	100% by Promotion	By Promotion: From Technician (Cardiology) with 5 years regular service in the grade.	<ul style="list-style-type: none"> Service rendered by existing Technical Asst / ECG Technician / Technical Assistant (Cath Lab), will be counted from date of joining for promotion to the post of Sr. Technician (Cardiology).
4	Chief Technician PB-2 (Rs 9300-34800) GP 4600/- (Level - 7 of Pay Matrix)	1	-	-	-	Technical Officer (Cardiology) PB-3 (Rs 15600-39100) GP 5400/- (Level - 10 of Pay Matrix)	1	100% by Promotion	By Promotion: From Sr. Technician (Cardiology) with 3 years regular service in the grade.	<ul style="list-style-type: none"> To re-designate the post and upgrade the pay scale from GP 4600/- to GP 5400/-
5	-	-	-	-	-	Sr. Technical Officer (cardiology) PB-3 (Rs 15600-39100) GP 6600/- (Level - 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Technical Officer (Cardiology) with 5 years regular service in the grade.	

6						Chief Technical Officer (Cardiology) PB-3 (Rs 15600-39100) GP 7600/- (Level - 11 of Pay Matrix)	1			
	Total	10	-				10			

Note: *The prescribed qualifications as per approved Recruitment Rules for the above posts of ECG Technicians and Technical Assistants in NEIGRIHMS are the same (i.e. Degree holder/Diploma in Engineering/ECG). Posts may be re-designated as suggested above to streamline the cadre structure.

The post of ECG Technician & Technical Assistant in Cardiology has been re-designated and clubbed together and upgrade the pay scales PB-2 (Rs 9300-34800) GP 4200/- in view of same EQ. The seniority amongst holders of ECG Technician & Technical Assistants will in order of date of joining in the Institute. The Institute is having a separate cadre like ECG Technician, Technical Assistant (Cath Lab), Technical Assistant unlike AIIMS, New Delhi. There are no posts by nomenclature of ECG Technicians in AIIMS or PGIMER.

Unlike AIIMS/PGIMER etc there are no separate posts of ECG Technician, Technical Assistant (Cath Lab). These cadres are basically posted in Cardiology Dept. keeping in view their unique qualification meant for Cardiology service only, these cadres cannot be merged with other Technical posts. Therefore, the structure needs to be organized separately with proper hierarchy for efficient delivery of service and to avoid the stagnation.

Department /Service/Cadre: LEGAL CELL

Sl. No.	Existing Cadre of Legal Cell at NEIGRIHMS					Revised Cadre of legal Cell at NEIGRIHMS				Justifications, if any
	Existing post of Legal cell cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Legal Assistant PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7of Pay Matrix)	1	-	Degree in Law or equivalent, should be registered in the Bar Council of India and should be qualified practitioner having practiced for a minimum period of three years.	By DR	Legal Assistant PB -2, Rs. 9300-34800/- GP Rs. 4600/- (Level - 7of Pay Matrix)	2	100 % By Promotion failing which by DR	By Promotion: From Secretarial Cadre or Ministerial cadre having 5 years service with Degree in Law. By Direct Recruits: Degree in Law should be registered in the Bar Council of India and should be qualified practitioner having practiced for a minimum period of three years.	
2.	Law Officer Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Level – 9 of Pay Matrix)	1	-	Degree in Law or equivalent, should be registered in the Bar Council of India and should be qualified practitioner having practiced for a minimum period of five years. Desirable : Experience in handling Medico Legal Cases	By DR	Law Officer Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Level – 9 of Pay Matrix)	1	100% By Promotion	By Promotion: From Legal Assistant with 3 years regular service in the grade.	
3	-	-	-			Sr. Law Officer Pay Band -3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (Level – 11 of Pay Matrix)	1	100% By Promotion	By Promotion: From Law Officer with 5 years regular service in the grade	
	TOTAL	2					4			

Department /Service/Cadre: Biomedical Engineering Section

Sl. No.	Existing Cadre of NEIGRIHMS					Revised Cadre of NEIGRIHMS				Justifications, if any
	Existing post of Legal cell cadre with Pay Scale	Sanctioned Strength	Staff already in higher scale under ACP/MACP	Qualification	Mode of Recruitment	Name of post pay scales	Sanctioned Strength	Mode of Recruitment	Qualification	
1.	Biomedical Engineer (Level 10)	1	-	B.Tech in Biomedical Engg with 3 years work experience	By DR	Biomedical Engineer (Level 10)	1	By DR	B.Tech in Biomedical Engg with 3 years work experience	
2.	-	-	-	-	-	Sr. Biomedical Engineer /Executive Engineer (Biomedical)/Hospital Engineer (Level 10)	1	100% By Promotion	By Promotion: 8 (eight) years of regular service in the grade, failing which by deputation	Considering the increased workload and upcoming RCC & other projects like MGPS/modular OTs
3	Hoover Operator PB-I (Rs. 5200-20200) GP-2800/- (Level-5)	10	-	Matriculation with ITI/Diploma in Electrical/Mechanical Engineering	By DR	Junior EngineerGr-II (Biomedical) PB-I (Rs. 5200-20200) GP-2800/- (Level-5)	5	By DR	Matriculation with ITI/Diploma in Electrical/Mechanical Engineering Desirable: 5 years experience as Hoover Operator in a Medical Institute/Hospital	1. To redesignate the Post of Hoover Operator top Junior Engineer Gr-II (Biomedical) as they have been working under biomedical engineering dept. of the Institute and trained in biomedical equipment since joining. As of now there is no similar post of Hoover Operator in other Institute like AIIMS/PGIMER Chandigarh, Other central Institutes. 2.Non-diploma holder (i.e., ITI holder) will continue to draw the present lower scale till they acquire the qualification or 8 years of regular service in the grade.
4.						Junior EngineerGr-I (Biomedical) Level 6 (GP-4200)	3	100% by promotion	By Promotion: From Junior Engg Gr-II with 6 years regular service in the grade	Service rendered by existing Junior Engineer will be counted from the date of Joining for promotion to the post of Junior Engg Gr-I.
5						Asst. Engineer PB-2 (Level-8) GP-4800/-	1	100% by promotion	By Promotion: From Junior Engg Gr-I with 5 years regular service in the grade	Promotional Grade from Junior Engineer Gr-I(Biomedical) with 5b years regular service in the grade, failing which, by deputation
	TOTAL	11					11			