

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

*(An Autonomous Institute, Ministry of Health and Family Welfare,
Government of India)*

**Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018,
Meghalaya**

No. ESTT-I-APSOPA/1/2024-Estt.I-Part(1) Dated May 2025.

ORDER

The Director, NEIGRIHMS is pleased to invite **Applications** for considering of promotions under the Assessment Promotion Scheme from eligible faculty members who fulfill eligibility conditions (as per APS guidelines -copy enclosed **Annexure-I**) as on **30.6.2025**.

The last date for receipt of application is fixed on **30th June 2025**.

The applications in the specific format can be downloaded from the Institute website or collect from the Establishment Section - I, NEIGRIHMS. Additionally, the faculty is required to submit the following details alongwith with the application format separately for easy reference at time of screening:-

1. The details of publications as per format attached herein - **Annexure-II**.
2. To submit the details of the projects (extramural/intramural) with documentary proof as per format attached - **Annexure-III**.

Digitally signed by
David Teirylang Umdor

Date: 29.05.2025

Shri. D.T. Umdor
17:50:45
Superintending Engineer &

Deputy Director (Admn) I/c

NEIGRIHMS, Shillong

Memo No. ESTT-I-APSOPA/1/2024-Estt.I-Part(1) Dated May 2025.

Copy for information and necessary action to:-

1. All Heads of Departments for circulation to all faculty members of NEIGRIHMS
2. The P.A. to Director for information of the Director NEIGRIHMS, Shillong.
3. The PA to the Dean/MS for information of the Dean / Medical Superintendent NEIGRIHMS, Shillong.
4. Shri. S.N. Lal, Programmer for uploading in the Institute website.

Shri. D.T. Umdor

Superintending Engineer &
Deputy Director (Admn) I/c
NEIGRIHMS, Shillong

C

No. U.12012/10/2014-NE
Government of India
Ministry of Health and Family Welfare
(NE Section)

Nirman Bhawan, New Delhi
Dated the, 02nd May, 2019

To,

The Director
NEIGRIHMS, Shillong
Meghalaya

Subject: Implementation of Assessment Promotion Scheme (APS) for Faculty Members of NEIGRIHMS, Shillong – reg.

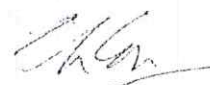
Sir,

The undersigned is directed to refer to the proposal for implementation of Assessment Promotion Scheme (APS) for faculty members of NEIGRIHMS. The matter has been, carefully, examined in the light of clarification furnished by Director, NEIGRIHMS requesting this Ministry that, in order to avoid legal complications in seniority, APS Scheme may be implemented prospectively and detailed guidelines forwarded by the Institute for implementation of the scheme.

2. The administrative approval of the Competent Authority is hereby conveyed to implement the Assessment Promotion Scheme for faculty members of NEIGRIHMS, Shillong.
3. The scheme will be effective from the date of issue of this letter.
4. NEIGRIHMS may make immediate concerted efforts for implementation of APS in the Institute as per the detailed guidelines attached herewith.
5. The above approval may be placed in the next meeting of Governing Council of NEIGRIHMS, Shillong for ratification.
6. Discrepancy, if any, may be brought to the notice of this Ministry, forthwith.
7. This has the approval of the Competent Authority.

Encl.: As above.

Yours faithfully,



(C.S. Bahuguna)
Under Secretary to the Govt. of India
Tel: 01123061875

Assessment Promotion Scheme in NEIGRIHMS, Shillong

1. Criteria for promotion of Faculty Members to different levels under APS will be as under:

Level from which promotion is to be granted (Feeder Grade)	Level to which promotion is to be granted (Promotional Grade)	Minimum Requirements		
		Qualifying Service In Feeder Grade	Number of Publications	Number of Research Projects
Assistant Professor	Associate Professor	3 years	A minimum of 3 publications of which at least 1 should be as First Author.	One intramural grant for an approved project of Rs. 2-5 lakh per year to be provided by the Institute as seed money at the time of joining the Institute. New Faculty should apply for grants within three months of joining.
Associate Professor	Additional professor	3 years	A minimum of 3 papers during the assessment period of which at least 1 should be first / corresponding author original article.	One Extramural Grant ✓
Additional Professor	Professor	4 years	A minimum of 5 papers during the assessment period of which at least 2 should be first / corresponding author original article.	One Extramural Grant.
Professor	Senior Professor (HAG)	7 years	A minimum of 5 papers during the assessment period of which at least 3 should be first / corresponding author original article. The publications should be focused in a particular research area.	Professors need not have mandatory projects like other grades. However, preference would be given to the Professors having Research Projects.

(3)

2. Processes & Time Schedule for Promotion under APS

Applications for consideration under APS shall be invited every year in the month of May. There shall be four levels for granting promotion under APS:

- a. Internal Screening Committee (ISC)
- b. Peer Review
- c. Standing Selection Committee (SSC): Composition of SSC for APS may be different from that meant for Direct Recruits and the committee may co-opt Subject Expert as deemed appropriate.
- d. Approval of President, Governing Council on recommendations of SSC.

2.1 In the first stage, ISC shall be constituted for each department for evaluation of work done by the individual Faculty Member during the assessment period vis-à-vis the relevant benchmarks. The report prepared by ISC will be sent for peer review. For this purpose at least 4/6 peer review needed; 2/3 will be proposed by concerned faculty member and other 2/3 will be decided by Director. Comments from 4 (four) peer reviewers are mandatory before placing reports to SSC. The peer review to be assessed and graded as under:

Outstanding	= A+
Very Good	= A
Good	= B+
Average	= B
Poor	= C

2.2 The ACR/APAR of the relevant period would also be assessed as per the extant guidelines and grading as mentioned above. The ACR/APAR grading, report on work done and outcome of peer review would be submitted to SSC for consideration.

Minimum benchmark for promotion will be "Very Good" or "A".

2.3 The recommendations of Standing Selection Committee will be placed before President, Governing Council for approval and for granting the benefits of APS to the concerned faculty members.

3. Appeals against promotion order(s)

Appeals / representation, if any, shall be filed within a period of 6 months of the promotion orders(s). Director, NEIGRIHMS will examine all such appeals and will submit the appeals with full facts before President, Governing council, NEIGRIHMS within a period of 2 months of submission of the Appeal.

4. Review of candidates found unfit for promotion under APS

There would be no bar / ban for consideration of a candidate, found unfit for promotion under APS in a year, in the succeeding year(s).

(A)

5. Period of absence from the Institute

The qualifying service for the promotion under APS shall be counted by considering the period of absence from the Institute as per the detailed guidelines mentioned below:

5.1. The APS requires a minimum period of service (as mentioned in para 1 above) at each level for a faculty to be eligible for promotion to next level. Therefore faculty members taking assignments outside the institute would normally not be eligible for consideration under the APS unless they have put in the required years of service in the Institute. While relieving faculty for taking up such assignments the relieving order must clearly specify whether the period of absence from the Institute would count towards eligibility under the APS or not.

5.2. Period of training /service with national/international/multinational agencies dealing in health sector (services) which is treated as duty would, however, be counted for eligibility under APS.

5.3. The period of leave including leave on medical grounds, EOL, etc. availed on personal grounds shall not count towards the minimum residency period.

5.4. Child care leave of maximum six (06) months duration could be considered for assessment purposes under APS.

6. Time Management

Institute can categorize its various departments into three groups according to the work assigned to these departments (Basic Sciences Departments, Para Clinical Departments and Clinical / HealthCare Departments) and can distribute time to various activities such as Teaching & Training, Research, Patient Care and Corporate Activities. The Department wise allocation of time is as under:

S. No.	Activities	Distribution of Time (% wise)		
		Basic Sciences Departments	Para Clinical Departments	Healthcare providers /Clinical Departments
1.	Teaching and Training	45%	30%	30%
2.	Research	45%	30%	30%
3.	Patient Care	-----	-----	30%
4.	Corporate Activities	10%	10%	10%
5.	Service Delivery	-----	30%	-----

**North Eastern Indira Gandhi Regional Institute of Health & Medical
Sciences, Shillong**

(An Autonomous Institute, Ministry of Health & Family Welfare, Government of India)

Application for the post of under Assessment Promotion Scheme for faculty.

Last date for submission of application: **30th June 2025**

Department/Speciality : Basic Sciences/Clinical-Health Care Provider/Para Clinical

P R O F O R M A

1. Name of the officer :
2. Designation with date of joining :
3. Department :
4. Age and Date of Birth :
5. Date of Initial Regular appointment in NEIGRIHMS :
(Assistant Professor/Associate Professor)
6. Leave including CCL taken during Period under review :

7. Academic qualifications (degree onwards)

Name of Examination	University/ Institution	Month & Year

8. Field of Specialization :
9. The Department you work in belongs to : *Basic Sciences/Para-Clinical Services/Clinical
**Tick mark whichever is applicable*

10. Service experience:

Name of Institution/ Organization	Name of position held and Nature of duties in brief	From	To	Remarks

11. Request of significant contribution during the period under review, which you
Consider entitled you to the promotion (not more than 500 words)

12. Percentage of time spent during the period under review:

*Basic Sciences Departments

Teaching and Training% of time
Research% of time
Corporate activities% of time

*Para Clinical Services

Teaching and Training% of time
Service Delivery% of time
Research% of time
Corporate activities% of time

*Health Care Providers/Clinical Department

Teaching and Training% of time
Patient Care% of time
Research% of time
Corporate activities% of time

*Strike out whatever is not applicable

Note :

- (i) *Self reporting log/proforma on Teaching and Training (which is to be made available to Internal Screening Committee) may be attached alongwith this application.*
- (ii) *Result of Students Feedback may be made available on request by Director/Screening Committee.*

13. List of research projects during the period of review. Please indicate.

(APS guidelines – Asst. Prof. one intramural grant as seed money, Assoc. & Addl. Professors – one extramural grants to be held either as Principal Investigator or Co-PI)

Peer reviewed ethics committee approved non funded grants would also be given the same weight-age considered for evaluation under APS.

- (a) Titles of project:
- (b) Funding agency:
- (c) Your role as Principal Investigator or Co-PI:
- (d) Duration of Project :
- (e) Total grant
- (f) Outcome of the project (publication/patents etc.)

14. Publications during the period under review (Publication in Pub. Med/indexed journal is mandatory as per APS guidelines) :

15. List of papers presented at conferences/Seminars/Symposia/ Workshops/CME etc. during the review period.

16. Patient Care Service during period under review (applicable for faculty of Clinical Departments only) :-

- (i) OPD's clinics attended per month:
- (ii) IPD duties assigned and done per month:
- (iii) Procedures/surgeries undertaken:
- (iv) New techniques developed:
- (v) New Services started Creation of disease management programs for care-continuum:
- (vi) Destination programs (High excellence):
- (vii) Interdisciplinary clinical treatment that are pace setters for other systems to adopt:
- (viii) Development of new models/care delivery methods:

17. Service Delivery during period under review (applicable for faculty of Para-Clinical Departments only) :-

- (i) Work Load:
- (ii) New Diagnostic test/techniques introduced:

18. Corporate Activities :

- (i) Involvement in Institutional work, National and International Scientific, educational and health care institutions/organizations etc :
- (ii) Involvement in organizing CME/ Conferences/Seminars/Symposia/ Training Course/ Workshop during the review period (either as organizer /Co-organizer/organizing committee member).

Sl No	Name of the activity	International /national/ Regional/ Departmental	Sponsored by	Dates Conducted From To	Organizer/ Co-organizer /member of organizing Committee

19. Awards, distinctions and prizes etc received during the review period.

20. Fellowships/ Memberships of National, International/ Scientific societies, Academics/ Scientific committees etc during the review period.

21. Visits abroad during the period under review.

22. Future plans (Clinical, Academic, Research Activities)

23. Any other relevant information.

24. Names of three faculty members (with address, Telephone, Fax, Cell Phone and E mail) who will undertake peer review on request. The name of faculty for peer review as suggested should be equal or senior to the applicant in their designation.

Name of Faculty

No. 1

No. 2

No. 3

I hereby declare that the information provided in this application form is true.

Date :

Signature of the Candidate

Remarks of the Head of the Department

Date :

Signature :

Designation:

Annexure – II

[illegible]

Annexure – III

[illegible]