



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT**  
A Central Autonomous Institute of National Importance under PMSSY, MoH & FW, Government of India  
**शैक्षणिक अनुभाग / ACADEMIC SECTION**

# **ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT (GUJARAT)**



## **STANDARD OPERATING PROCEDURES**

**For**

**Non-Academic Senior Resident**



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**1. Prepared by SOP Committee:**

Name and Designation	Signature with date

**2. Reviewed by Dean Committee:**

Name and Designation	Signature with date

**3. Standard Operating Procedures (SOPs) Approved by:**

Name and Designation	Signature with date



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## **Non-Academic Senior Residents**

### **ELIGIBILITY CRITERIA**

- Indian Citizens as per Govt. of India's Residency Scheme
- Valid Medical Registration certificate is mandatory before joining, if selected.
- Total tenure of Senior Residency (Non-Academic) is 3 years. This includes any period spent as a Senior Resident (Non-Academic) in the same speciality in any other teaching institution prior to joining AIIMS, Rajkot.
- For the post of Senior Residents/Senior Demonstrators in the departments of Anatomy, Biophysics & Biochemistry, both Medical as well as non-medical candidates can apply. For other departments (except Medical Physics) only medical candidates can apply. For the post of Senior Demonstrators in Medical Physics, only non-medical candidates can apply.
- Non-medical candidates will be called Senior Demonstrators while medical candidates are called Senior Residents.
- To be eligible for selection for these posts, the candidate should pass the qualifying examination/interview.
- The tenure of the qualifying degree should also be completing the latest before joining the institute.
- Only those candidates who have been / are declared successful in their qualifying degree exam/viva and will be completing their tenure for the same on or before the specified date will be eligible to the considered for these posts.
- In case of those who have appeared for exam / viva voce and the result is yet to be declared, the applicant will be allowed to appear in theory and/or interview provisionally.
- In cases where the result of the qualifying exam is declared after the specified date, their candidature will stand cancelled and no claim for selection on the basis of the theory exam and Interview allowed provisionally will be considered.
- The candidates who are in service in any Govt. Hospitals/ Institutions are required to submit their application through the proper channel only. The candidates will not be permitted for an Interview if they fail to produce a no objection certificate on the day of the interview during the scrutiny of documents. They may be allowed provisionally only if they produce a certificate of informing to the HOD/Head of Organization of the Institute in which they are employed. If it is brought to the notice of authorities at any stage that the candidate had not submitted an application through proper channel, then the candidature will stand cancelled and in the case of the selected candidate, services will be terminated immediately.



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## AGE LIMITS

- The upper age limit for applying for these posts is 45 years on the specified date. (Authority: Ministry of Health and Family Welfare Letter U.12016/10/2019-ME dated 02/01/2020)

***The maximum permissible relaxations are:***

SC/ST candidates	5 years
OBC candidates	3 years
Persons with Benchmark Disabilities [PWBD] General Category	10 years
Persons with Benchmark Disabilities [PWBD] OBC Category	13 years
Persons with Benchmark Disabilities [PWBD] SC/ST Category	15 years

- The upper age limit in case of Ex-servicemen and Commissioned Officers including ECOs/SSCOs/Government servants shall be relaxed by Five years' in addition to the relaxation above, subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on the closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on Selection from the date of receipt of the offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission at the time of the Interview at AIIMS Rajkot.

- Ex-Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-serviceman for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any, for Ex-Serviceman in Central Govt. jobs.

### ESSENTIAL QUALIFICATIONS For Medical Candidates (Senior Residents)

- A postgraduate medical degree viz. MD/MS/MDS/DNB in the respective discipline from a recognized University/Institute/or equivalent qualification thereto.

For the post of Emergency Medicine & Casualty

- A postgraduate medical degree viz. MD (Medicine) or MD (Emergency Medicine) or MD (Geriatric Medicine) or MD (Anaesthesia) or MD (Pulmonary Medicine) or a qualification recognized equivalent thereto in the discipline/subject.



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For the post of Plastic Surgery & Reconstructive Surgery

- MS/DNB Degree in Surgery/ENT/Orthopaedics from any University recognized by MCI

For the post of Pulmonary Medicine

- A Postgraduate medical degree viz. MD in Medicine/ Pulmonary Medicine/ Chest Medicine/ Respiratory Medicine from a recognized University/Institute.

For Laboratory Medicine

- A postgraduate medical degree viz. MD in Laboratory Medicine / Pathology / Microbiology / Biochemistry from a recognized University/Institute.

For Critical & Intensive Care

- MD/DNB Degree in Anaesthesiology or DM/DNB Degree in Critical Care Medicine from any University recognized by MCI.

Medicine (Trauma Centre) • MD Medicine/ Emergency Medicine/ Geriatric Medicine

For Non-Medical Candidates (Senior Demonstrators) For Anatomy, Biophysics, & Biochemistry (Both medical as well as non-medical candidates can apply)

- The candidate should possess M.Sc./M. Biotech. Degree in the subject concerned and • Ph.D. in the subject concerned/allied subject from a recognized University/Institute.

For Medical Physics

- M.Sc. in Medical Physics with one-year experience OR its equivalent recognized qualification OR M.Sc. in Physics with Diploma in Radiological Physics.
- In the event any candidate possesses the qualification of M.Sc. with Ph.D., the pay scale will be similar to that of Non-Medical candidates with Ph.D

## PAY SCALES

**For Medical candidates:**

Senior Resident (Medical): ₹ 18,750 + 6,600 (Grade Pay) + NPA (Non-Practicing Allowance) plus other usual allowance or revised pay scale as per 7th CPC as applicable. (Level – 11 of the Matrix (Pre-revised PB – 3, entry pay of ₹ 67,700/- per month + NPA plus other usual allowance admissible under rules). NPA is applicable only for medical candidates.

**For non-medical candidates**

M.Sc. with Ph.D. Rs.56100/- in level 10 under 7th CPC plus other usual Allowances.

For post of Senior Demonstrators in Medical Physics (those with M.Sc.): Rs.12090+4200 (Grade Pay) plus other usual Allowance.



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### NUMBER OF SEATS

- Number of seats available is informed in the recruitment advertisement, with walk-in interviews if a significant number of vacancies exist.

Reservation of posts - The reservation for OBC/SC/ST/EWS and PWBD candidates is as per the existing Central Govt. rules.

Persons with Disabilities:

- 4% seats are reserved on a horizontal basis. However, the candidate shall be allowed to join only after medical fitness certification by the duly constituted Medical Board. The candidate must possess a valid document certifying his/her physical disability conforms to the judgment of the Supreme Court of India. The disability certificate should be signed by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions & countersigned by Medical Superintendent. The constitution of the Medical Board will include consultants from related disciplines.
- Candidate applying in OBC / SC / ST Category, must possess the caste certificate issued by competent authority, valid for admission / Job in Central Govt. Institutions issued before the date of interview, failing which he / she shall not be allowed to appear in the interview for the same category. However, he / she can be treated as UR Candidate.
- OBC certificate must have been issued in the last one year.
- Candidate should belong to the non-creamy layer of Central Govt. List of OBC.
- In case a candidate fails to produce a valid OBC certificate for admission / Job in a Central Government Institution or issued within one year at the time of interview / document verification his candidature will stand as cancelled.
- Reservation for Economically Weaker Sections (EWS's): Persons who are not covered under the scheme of reservation for SC's, ST's and OBC's and whose family has gross annual income below ₹ 8 lakh (Rupees eight lakh only) are to be identified as EWS's for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Such candidates should have a valid income certificate on the date of application in the prescribed format or on the letterhead of the issuing authority to this effect before filling out the application and submit the same at the time of document verification, failing which their candidature will be rejected. *For more information, please download office order No. 36039/1/2019-Estt (Res), dated: 31st January, 2019 from Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training.*





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### SELECTION

- Selection will be through either by a competitive 2-stage procedure consisting of a Computer Based Competitive Entrance Examination Test and/or an Interview.
- The Candidate can apply only in any one subject/ specialty
- The Competitive Entrance Examination will have one paper in English language consisting of (Eighty) Objective Type (Multiple Choice type) questions covering the concerned specialty.
- The total number of candidates eligible to be called for the interview will be five times the number of advertised seats in the respective group for various categories. Candidates qualifying under PWBD category may be over and above this number.
- The merit list(s) for all categories i.e. SC/ST/OBC/UR/EWS shall be prepared on the basis of combined marks of online test and interview.
- All tie-cases (more than one candidate having same marks) will be resolved on the basis of date of birth with the older candidate (earlier date of birth) ranked above the younger candidate.
- After filling available posts, all remaining otherwise eligible candidates called for interview shall be kept in the waiting list which will be valid till the next recruitment.
- Any vacancy arising because of non-joining or resignation of candidates selected in this selection process will be offered to candidates from the waiting list according to their merit/category.
- Candidates already working in other organization/hospital are required to submit relieving order from concerned organization/hospital before joining. Without the relevant documents, no acceptance/joining to the post of Senior Resident will be allowed under any circumstances.

### TENURE:

- The appointment is initially for a period of One (01) year extendable up to Three (03) years. This appointment will not vest any right to claim by the candidate for permanent absorption in the institute OR for continued appointment which may be renewed or terminated as decided by the Institute.
- The renewal of the contract will depend on SR performance evaluation over the period of 1 (one) year, which has to be submitted by the departmental faculties in the prescribed format issued by the Academics Section.
- Performance evaluation will consist of Objective and Subjective parameters including Clinical competency, Academic contributions, Teaching performance, Work ethics and Professionalism, and Patient outcomes.





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### LEAVE:

Leave Entitlement: As per CCS (Leave) Rules, 1972. For CL, RH and maternity benefits as per AIIMS Jodhpur.

No salary will be paid for any kind of unauthorized absence from duty even by the name of strike.

*CME/ Conference/ Symposium/ Workshop*

Academic leave:

- Senior Residents will be granted permission to attend academic activities i.e. CMEs, workshops, Conferences, Symposiums etc and they can be granted a total 07 days of special leave for this purpose in one completed year of Senior Residency.
- Such leaves will be granted only after the recommendation of the concerned HOD and approval of the Dean (academics). Leave approval will be subject to the discretion of competent authority. Dean (academics) will be the sanctioning authority. There will be no financial obligations to the institute.
- The balance leaves if any, at the end of the year will not be carried forward to next year. This leave cannot be encashed.

Extraordinary leave (EOL)

- EOL (without pay) will be granted: 1. When no other leave is admissible 2. When other leave is admissible but SRs apply in writing for EOL (without pay). This will be subject to the discretion of competent/ appropriate authority. The period of EOL will not count as experience.
- SRs may request for an extension of senior residency for a period equal to the period of EOL (without pay) to enable them to complete their tenure of 3 years of Senior Residency. Such requests will be considered subject to the recommendation of the HoD and approval of the Dean.

### RULES and REGULATIONS:

This appointment is full time and private practice of any kind is prohibited.

He / She will have to work in shifts and can be posted at any place in the Institute as per instructions of competent / appropriate authority.

He / She should also note that he/she will have to conform to the rules of discipline and conduct as applicable to the Institute employees.

The senior residents working in any speciality/department may be required to perform duties in Accident and Emergency services as per requirements of patient care and the Institute.

The Private Practice of any kind whatsoever is strictly prohibited. Besides the candidates will not work simultaneously as SR in any other hospital. Breach of this condition will result in termination of appointment & necessary proceedings may also be initiated in consultation with the medical council for cancellation of the certificate of Registration.



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Adherence to the office order, office memorandum, office circular issued by the institute and competent/appropriate authority will be taken in to account during the course of service. Any violation of these orders shall be viewed seriously and suitable disciplinary action shall be taken as deemed fit.

In case of any disputes, jurisdiction will be Rajkot only.

### RESIGNATION/TERMINATION:

The appointment is on a tenure basis, officials are required to give one-month prior notice for resignation otherwise are required to deposit one month salary in lieu of the prior notice.

In case of unsatisfactory work and conduct report from the concerned department, the appointment shall be terminated and no correspondence shall be entertained in this regard.

If termination of services is made due to continue absence of the appointee and/or on disciplinary grounds, the last day of working may be treated as starting day of continuous absence & one month salary will be deducted. Disciplinary actions shall be initiated as per the institute policy and CCS conduct rules will be taken deemed fit.

### Do's for Senior Residents (SRs)

#### 1. Code of Conduct

Maintain professionalism, punctuality, and ethical behaviour at all times.

Treat patients, caregivers, and colleagues with respect, empathy, and fairness.

Ensure patient confidentiality and adhere to medical ethics in all clinical and academic activities.

Act as role models for JRs and medical students in terms of attitude, knowledge, and practice.

#### 2. Rules and Regulations

Duty Hours: Follow the duty roster assigned by the department. Ensure timely reporting for ward rounds, clinics, and emergency duties.

Attendance: Keep a minimum of 90% attendance in clinical duties, academic sessions, and departmental meetings.

Documentation: Complete and verify all medical records, discharge summaries, and case notes promptly and accurately.

Leave Policy: Leave requests should be submitted well in advance and approved by the Head of Department (HOD). Emergency leaves must be informed immediately.



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### 3. Work and Responsibilities

#### *Clinical Responsibilities*

Supervise and guide JRs and interns in patient care, including history taking, examination, diagnosis, and management plans.

Perform complex procedures (e.g., central line insertions, intubations) and assist JRs with learning such skills.

Conduct daily rounds in wards, ICUs, and emergency areas, ensuring comprehensive care.

Handle referrals from other departments and coordinate multidisciplinary care when needed.

#### *Academic and Teaching Duties*

Conduct bedside teaching, case presentations, and journal clubs for JRs and medical students.

Participate actively in departmental academic programs, including lectures, CMEs, and workshops.

Mentor JRs in research projects, audits, and academic writing.

#### *Administrative Responsibilities*

Ensure smooth functioning of the department during shifts, resolving issues as they arise.

Act as the point of contact for escalations from JRs, nurses, or other staff.

Ensure adherence to institutional protocols, including infection control and patient safety measures.

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### General Provisions

**Uniform and Identification:** Wear the designated uniform and display identity cards at all times during duty hours.

**Patient Care:** Ensure patients' safety, dignity, and comfort in all clinical interactions.

**Conflict Resolution:** Resolve any conflicts or disagreements professionally and escalate unresolved issues to the HOD.

**Feedback and Evaluation:** Participate in regular performance evaluations and address feedback constructively.