



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM - 695 011, INDIA.

(An Institute of National Importance under Govt. of India)

Phone - (91) 0471-2443152 Fax - (91) 0471-2446433, 2550728

Email - sct@sctimst.ac.in Web site - www.sctimst.ac.in

Personnel & Administrative Division - Revision of Recruitment Rules and MFCP stages of certain Non-Academic posts - Orders issued.

**PERSONNEL & ADMINISTRATIVE DIVISION**

No. P&A.I/X/3A /SCTIMST/2013

Dated: 15 .07.2013

Read: 1.Order No. P&A I/X/37/SCTIMST/2010 dated 22.07.2010  
2.Pay Structure Review Committee report dated 11.05.2011 and its review report dated 27.08.2011.  
3.DST Letter No. A1/Admn/1-56/SCT/211 dated 11.04.2012  
4.Governing Body Resolution No.3 dated 30.06.2012.  
5.Governing Body Resolution No.3 dated 13.03.2013  
6.Observation of the 2 member committee dtd.22.05.13 & 05.07.13 and Note from P&A Division dtd.06.06.13 & 12.07.2013 and orders of the Director thereon.

**ORDER**

The Governing Body vide its resolution read (4) above has approved the implementation of recommendations of the Pay Structure Review Committee Report (PSRC) for all the posts with a starting salary below Rs.7450/- (pre-revised scale) together with the DST's recommendations read (3) above with effect from 01.07.2012 and referred the rest of the cases to be discussed by the Director in the Finance Committee.

The Governing Body vide its resolution read (5) above approved the recommendations of the Pay Structure Review Committee (PSRC) for the rest of the posts.

The Director has also considered the paper read (6) above and accordingly, the Revised Recruitment Rules of all Non-Academic Staff and MFCP Stages of posts in the pre-revised Scale of pay of Rs. 7450/- and above are ordered as contained in Annexure I and II of this order respectively. This order will take effect from 01.07.2012. The existing orders on this subject stand amended to this extent.

**DIRECTOR**

Encls: As above

To

Notice Boards (HOS/AMC/BMT Wing)/Institute Website

**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Cleaning Attendant – A	Cleaning Attendant – A	5200-20200	1800	25 yrs	1) Pass in std. X. [Direct – WT, TT & Interview]
2.	Plumbing Attendant – A Note: As per GOI Norms, Group 'D' Staff is upgraded to Group 'C' after multiskilling. Therefore once the present incumbent retires, it is advisable to see if Cleaning Attendant category can be made use of for this job.	Plumbing Attendant – A	5200-20200	1800	25 yrs	1) Pass in std. X. 2) 1 year experience in minor plumbing work in a reputed organisation. [Direct – WT, TT & Interview]
3.	Electrical Attendant – A Note: As per GOI Norms, Group 'D' Staff is upgraded to Group 'C' after multiskilling. Therefore once the present incumbent retires, it is advisable to see if Cleaning Attendant category can be made use of for this job.	Electrical Attendant – A	5200-20200	1800	25 yrs	1) Pass in std. X. 2) 1 year experience in minor electrical work in a reputed organisation. [Direct – WT, TT & Interview]
4.	Animal Handler – A	Animal Handler – A	5200-20200	1800	25 yrs	1) Pass in std. X. 2) Certificate course in the field OR 1 year experience in the field from a reputed organisation. [Direct – TT & Interview]
5.	Office Attendant – A	Office Attendant – A	5200-20200	1800	25 yrs	1) Pass in std. X. [Direct – WT & Interview]
6.	Lascar-A	Lascar-A	5200-20200	1800	NA	Phasing out category
7.	Security Guard – A	Security Guard – A	5200-20200	1800	30 yrs Age limit relaxable to Ex-servicemen as per GoI rules	1) Pass in std. X. 2) Ex servicemen only. [Direct – WT & Interview]
8.	Gardener-A	Gardener-A	5200-20200	1800		Phasing out Category – To be outsourced
9.	Unit Helper – A	Unit Helper – A	5200-20200	1900	NA	Selection from the applicants belonging to other junior categories of staff having 5 years experience in the Institute. [VOP- TT, Interview]
10.	Technical Helper (Sewerage)-A Note: Possibility for outsourcing may be explored in future.	Technical Helper (Sewerage)-A	5200-20200	1900	NA	Selection from the applicants belonging to other junior categories of staff having 5 years experience in the Institute. [VOP- TT, Interview]
11.	Manifold Operator-A Note: May merge with Unit Helper category when the present incumbent vacates	Manifold Operator-A	5200-20200	1900	NA	Phasing Out Category
12.	Jr. Projectionist – A	Jr. Projectionist – A	5200-20200	1900	NA	Selection from junior categories, having 5 years experience in the Institute with proficiency in projection work, public addressing system etc. If required, suitable training may be imparted. [VOP – WT, TT & Interview]

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13.	Animal Caretaker – A	Lab. Animal Caretaker – A	5200-20200	1900	NA	Selection from the applicants having 5 years service as Animal Handler in the Institute. [VOP – WT, TT & Interview]
14.	Driver – A	Driver – A	5200-20200	1900	30 yrs	1) Pass in std. X. 2) Should have valid driving licence for light & heavy vehicles. 3) Five years experience in driving motor vehicles out of which 3 years experience in driving heavy passenger/goods carrier with public service badge in a reputed organisation. [Direct – WT, TT & Interview]
15.	Tailor – A Job to be outsourced when the present incumbent vacates.	Tailor – A	5200-20200	2000	NA	Phasing out category
16.	Cook – A	Cook – A	5200-20200	2000	30 yrs	1) Pass in std. X. 2) Certificate Course in Cooking/Catering. 3) 2 years experience in cooking in a large hospital of 100 or more beds or hostel with 100 or more inmates. [Direct – WT, TT & Interview]
17.	Duplicating Machine Operator-A	Phasing Out Category	-	-	-	Phasing out category. Special allowance of Rs. 300/- p.m. to be given to the Office Attendant attending to this function. Added to the strength of Office Attendant category
18.	Electrician-A /Lift Opnr.-A/Elect.-cum-Lift Opnr.- A Note: Make lift operation an essential function/ duty of Technician (Electrical).	Technician (Electrical) – A {Electrician, Lift Opnr./Elect.-cum-Lift Opnr. posts clubbed together}	5200-20200	2000	30 yrs	1) Pass in std. X. 2) ITI Electrician Trade Certificate. 3) 2 years experience in the job. [Direct – WT, TT & Interview]
19.	Fitter – A	Technician (Fitter) – A	5200-20200	2000	30 yrs	1) Pass in std. X. 2) ITI Fitter Trade Certificate. 3) 2 years experience in the job. [Direct – WT, TT & Interview]
20.	Plumber – A	Technician (Plumber) – A	5200-20200	2000	30 yrs	1) Pass in std. X. 2) ITI Plumbing Trade Certificate. 3) 2 years experience in the job. [Direct – WT, TT & Interview]

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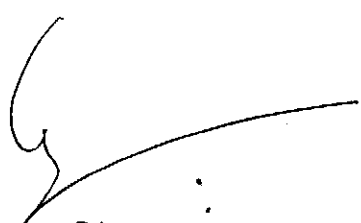
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21.	Ref. & A/C Mech.-cum-Plant Optr.-A	Technician (MRAC) – A	5200-20200	2000	30 yrs	1) Pass in std. X. 2) ITI Trade Certificate in MRAC. 3) 2 years experience in operation and maintenance of Central A/C Plants and Allied Installations and Refrigerator. [Direct - WT, TT & Interview]
22.	Jr. Technical Asst. (CSR) – A	Technician (CSR) – A	5200-20200	2000	30 yrs	1) Pass in std. X. 2) ITI Certificate in Instrument Mechanics/ Mechanical Medical Electronics. 3) 2 years experience in sterilization work in a hospital of minimum 100 beds. [Direct - WT & Interview]
23.	Artist-A	Artist-A	5200-20200	2000	NA	Phasing out category  To be outsourced when the present incumbent vacates
24.	Asst. Laundry Supervisor – A	Asst. Laundry Supervisor – A	5200-20200	2400	NA	Selection from those Unit Helpers/ Cleaning Attendants having: 1) Pass in std. X. 2) ITI Trade Certificate relevant to the job. 3) 7 years working experience as Unit Helper/ Cleaning Attendant. Desirable: Knowledge in computer operation. [VOP - WT, TT & Interview]
25.	Transport Supervisor – A	Transport Supervisor – A	5200-20200	2400	NA	Selection from those having std. X pass and 10 years of experience as Driver in the Institute. [VOP- WT, TT & Interview]
26.	Upper Division Clerk-A/ Stenographer Gr. III - A	Upper Division Clerk-A (Stenographer Gr. III post integrated with UDC category)	5200-20200	2400	30 yrs	1) 50% marks in Degree from a recognised University. 2) Proficiency in computer operation and knowledge in various Office Packages relevant to office management. [Direct- WT, TT & Interview]
27.	Telecommunications Assistant – A/ Jr. Technical Asst. (Telecom.)	Jr. Technical Asst. (Telecommunications) – A Telecom. Asst. and JTA (Telecom.) posts clubbed together)	5200-20200	2800	30 yrs	1) 60% marks in 3 year (full time) Diploma in Electronics and Communications or equivalent from a recognised institution. 2) 2 years experience in the job. [Direct- WT, TT & Interview]

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28.	Jr. Machine Operator – A	Jr. Technical Asst. (Machine Operation) – A	5200-20200	2800	30 yrs	1) Pass in std. X. 2) ITI Certificate in Machinist Trade. 3) 2 years CIPET Diploma or equivalent from a recognised institution. 4) 2 years experience in plastic injection moulding/ extrusion. Desirable: Experience in CNC machining and knowledge in computer operation.  OR 1) Pass in std. X. 2) ITI Certificate in Machinist Trade. 3) 4 years experience in machining in a reputed tool room. Desirable: Experience in CNC machining and knowledge in computer operation. [Direct- WT, TT & Interview]
29.	Jr. Technical Asst. (Electronics)	Jr. Technical Asst. (Electronics) – A	5200-20200	2800	30 yrs	1) 60% marks in 3 year (full time) Diploma in Electronics/ Communication/ Instrumentation / Bio medical Engg. 2) 2 years experience in repair and maintenance of electronic equipments. Desirable: Knowledge in computer operation. [Direct- WT, TT & Interview]
30.	Jr. Technical Assistant (MRAC)	Jr. Technical Assistant (MRAC) – A	5200-20200	2800	NA	Selection from those having 5 years experience as Technician (MRAC) in the Institute. [VOP – WT, TT & Interview]
31.	Jr. Technical Asst. (Civil)	Jr. Technical Asst. (Civil) – A	5200-20200	2800	30 yrs	1) 60% marks in 3 year (full time) Diploma in Civil Engg. or equivalent. 2) 2 years experience in the job. Desirable: Knowledge in CAD. [Direct- WT & Interview]



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32.	Jr. Technical Asst. (Electrical)	Jr. Technical Asst. (Electrical) – A	5200-20200	2800	NA  30 yrs	Selection from Technician (Electrical) in the Institute having 3 year Diploma in Electrical Engineering or equivalent. [VOP - WT, TT & Interview] failing which, <u>Direct Recruitment:</u> 1) 60% marks in 3 year (full time) Diploma in Electrical Engg. or equivalent. 2) 2 years experience in the job. Desirable: Knowledge in computer operation. [Direct - WT, TT & Interview]
33.	Medical Records Asst. – A	Medical Records Asst. – A	9300-34800	4200	35 yrs	1) B.Sc. (Biological Science). 2) DMRSc./BMRSc. (1 year Course). 3) 3 years experience in the job in a multi speciality hospital. Desirable: Knowledge in computer operation. <u>Note:</u> If DMRSc./BMRSc. is of two years duration, only 2 years experience is required [Direct - WT & Interview]
34.	Rec.-cum-Social Worker-A / Rec.-cum-Tel.Opnr.-A	Jr. Social Worker – A Rec.-cum-Tel.Opnr. – A *	9300-34800	4200*	35 yrs	1) 60% marks in 2 year Masters Degree in Social Work (MSW). Desirable: 1 year experience in the job. Knowledge in computer operation. Job Description: The recruitee may be engaged in the reception work in front office, handling electronic communication systems (Telephone Exchange, paging etc.) interaction with patients/ bystanders and assisting them for registration, external financial support, evaluation of patient satisfaction level, assessment of income for levying hospital charges etc. etc. [Direct - WT & Interview]
	<p>(*Note:-The GP of those recruited with M.S.W as minimum qualification will be upgraded to GP ₹ 4200/- and re-designated as Jr. Social Worker. Willing Rec.-cum-Tel.Opnr. can be trained for a specified period with a view to impart skills to function as Jr. Social Worker and can be elevated to the corresponding FCP Grade and designation by selection process. When the post of Rec.-cum-Tel.Opnr. is vacated, the vacancy will be filled as Jr. Social Worker. However, the duties of Jr. Social Worker will continue to include reception/telephone operation work in front office management etc.)</p>					
35.	Laundry Supervisor – A	Laundry Supervisor – A	9300-34800	4200	35 yrs	1) 60% marks in 3 year (full time) Diploma in Textile Technology or equivalent. 2) 4 years experience in wet processing. Desirable: Experience in an established Institute with large mechanized laundry. Knowledge in computer operation. [Direct - WT, TT & Interview]

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36.	Lib.-cum-Documentation Asst. – A	Lib.-cum-Documentation Asst. – A	9300-34800	4200	35 yrs	1) 60% marks in Degree. 2) 60% marks in BLISc. 3) 3 years experience in the job. Desirable: Knowledge in computer operation. [Direct – WT & Interview]
37.	Pharmacist – A	Pharmacist – A	9300-34800	4200	35 yrs	1) 60% marks in Degree in Pharmacy (B.Pharm). 2) 3 years experience in the job in a pharmacy of a multi speciality Hospital of minimum 200 beds. Desirable: Knowledge in computer operation. [Direct – WT & Interview]
38.	Machine Operator – A	Technical Assistant (Machine Operation) – A	9300-34800	4200	NA	Selection from those with 5 years experience as Jr.Technical Assistant (Machine Operation) in the Institute. [VOP – WT, TT & Interview]
39.	Jr. Technical Asst. (Animal Lab)	Technical Asst. (Animal Lab) – A	9300-34800	4200	35 yrs	1) 60% marks in B.Sc. 2) MLT Diploma 3) 3 years working experience in care and management of Lab. Animals. Desirable: Knowledge in computer operation.  OR 1) 60% marks in B.Sc. (MLT). 2) 3 years working experience in care and management of Lab. Animals. Desirable: Knowledge in computer operation. [Direct – WT, TT & Interview]
40.	Technical Asst. (Instruments) – A	Technical Asst. (Instruments) – A	9300-34800	4200	35 yrs	1) 60% marks in M.Sc. in relevant field. Desirable: 1 year experience in the job. Knowledge in computer operation.  OR 1) 60% marks in 3 year (full time) Diploma in Engg. in the relevant field or equivalent. 2) 3 years experience in the relevant field. Desirable: Knowledge in computer operation. [Direct – WT & Interview]

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41.	Technical Assistant (IS&IR) – A	Technical Assistant (IS&IR) – A	9300-34800	4200	35 yrs	<p>1) Pass in Pre-degree or equivalent examination.</p> <p>2) 2 years Diploma/Certificate course for Radiographers conducted by a Medical College or a recognised institution (DRT/CRA or equivalent).</p> <p>3) 2 years Diploma in Advanced Imaging Technology or equivalent with 3 years experience in the job in a multi speciality hospital of not less than 200 beds. OR 5 years experience in the job in a multi speciality hospital of not less than 200 beds.</p> <p>Desirable: (1) Hands on experience in DSA/ Angiographic System. (2) Knowledge in computer operation.</p> <p style="text-align: center;">OR</p> <p>1) B.Sc. (3 year course) in Radiography from a recognised institution.</p> <p>2) 4 years experience in the job in a multi speciality hospital of not less than 200 beds.</p> <p>Desirable: (1) Hands on experience in DSA/ Angiographic System.</p> <p>(2) Knowledge in computer operation.</p> <p>[Direct - WT, TT &amp; Interview]</p>
42.	Technical Asst. (Lab) – A	Technical Asst. (Lab) – A	9300-34800	4200	35 yrs	<p>1) 60% marks in B.Sc.</p> <p>2) 1 year Diploma in Medical Lab. Technology from a recognised institution.</p> <p>3) 3 years experience in a clinical lab of a multi speciality hospital of not less than 200 beds or a Nationally reputed Research Institute.</p> <p>Desirable: Knowledge in computer operation.</p> <p style="text-align: center;">OR</p> <p>1) 60% marks in B.Sc. (MLT) – (4 year course).</p> <p>2) 3 years experience in a clinical laboratory of a multispeciality hospital of not less than 200 beds or a Nationally reputed Research Institute.</p> <p>(Note: If B.Sc.(MLT) is of 3 year course, experience required will be 4 years).</p> <p>Desirable: Knowledge in computer operation.</p> <p>[Direct - WT &amp; Interview]</p>

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43.	Technical Asst. (Neurology) – A	Technical Asst. (Neurology) – A	9300-34800	4200	35 yrs	1) B.Sc. 2) 1 year Certificate/ Diploma in Neuro Technology or its equivalent. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) B.Sc. 2) 2 year Certificate/Diploma in Neuro Technology or its equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. [Direct - WT & Interview]
44.	Technical Asst. (Cardiology) – A	Technical Asst. (Cardiology) – A	9300-34800	4200	35 yrs	1) B.Sc. 2) Post Degree 1 year Certificate in ECG Lab. Tech./Cardiac Cath Lab. Technology Course or equivalent. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) B.Sc. 2) Diploma in Cardiac Cath Lab. Technology of 2 year duration or equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. [Direct - WT & Interview]
45.	Technical Asst. (CSR) – A Note: In the absence of experienced candidates in the feeder category, this post may be operated at the feeder category level Technician (CSR).	Technical Asst. (CSR) – A	9300-34800	4200	NA	Selection from those with 10 years experience as Technician (CSR) in the Institute. [VOP - WT & Interview]



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46.	Technical Asst. (Anaesthesia) – A	Technical Asst. (Anaesthesia) – A	9300-34800	4200	35 yrs	1) B.Sc. 2) Recognised 1 year certificate course of specialization in Anaesthesia. 3) 3 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) Diploma in Electronics/ BME/ Instrumentation (3 year course). 2) 2 year Diploma in Operation Theatre Technology or equivalent. 3) 2 years experience in the job in a hospital of not less than 200 beds. Desirable: Knowledge in computer operation. [Direct – WT & Interview]
47.	Programmer Asst./Technical Assistant (Computer)-A  Note: In case recruitment of fresh Diploma holder in Computer is required, the entry grade should be with ₹2800/- GP with the designation of Jr. Technical Assistant (Computer Programmer).	Technical Assistant (Computer Programmer)-A	9300-34800	4200	35 yrs	1) 60% marks in 3 year (full time) Diploma in Computer Engineering OR 60% marks in 3 year (full time) Diploma in Computer Hardware Maintenance. 2) 4 year experience in programming and hardware/ software maintenance. [Direct – WT, TT & Interview]
48.	Technical Assistant (Blood Bank) – A	Technical Assistant (Transfusion Medicine) – A	9300-34800	4200	35 yrs	1) B.Sc. with 1 year certificate in MLT or B.Sc. (MLT). 2) 3 years experience in the Blood Bank of a multi speciality hospital of not less than 200 beds. Desirable: Knowledge in computer operation. OR 1) B.Sc. 2) 1 year Certificate in Blood Bank Technology or equivalent 3) 3 years experience in the Blood Bank of a multi speciality hospital of not less than 200 beds. Desirable: Knowledge in computer operation.  (Note: If Certificate/ Diploma in Blood Bank technology is of 2 years duration, only 2 year experience is required.) [Direct – WT & Interview]
49.	Asst. Dietician – A	Asst. Dietician – A	9300-34800	4200	35 yrs	1) 60% marks in M.Sc. (Nutrition/Dietetics). Desirable: 1 year experience in the job. Knowledge in computer operation. [Direct – WT & Interview]

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50.	Occupational Therapist (Rehabilitation)-A	Occupational Therapist -A	9300-34800	4200	35 yrs	1) 60% marks in Bachelor of Occupational Therapy (BOT) Degree from a recognised institution. 2) 3 years experience in the job in a multi speciality hospital of minimum 100 beds. Desirable: Knowledge in computer operation. [Direct - WT & Interview]
51.	Physiotherapist - A	Physiotherapist - A	9300-34800	4200	35 yrs	1) 60% marks in Bachelor's Degree in Physiotherapy from a recognised institution. 2) 3 years experience in the job in a multi speciality Hospital of minimum 100 beds. Desirable: Knowledge in computer operation. [Direct - WT, TT & Interview]
52.	Perfusionist - A	Perfusionist - A	9300-34800	4200	35 yrs	1) B.Sc. in Biological Science. 2) 1 year Certificate Course in Clinical Perfusion/Perfusion Technology or equivalent. 3) 3 years experience in the job with minimum 100 perfusions. Desirable: Knowledge in computer operation. OR 1) B.Sc. in Biological Science. 2) 2 years Certificate/Diploma Course in Clinical Perfusion/Perfusion Technology or equivalent. 3) 2 years experience in the job with minimum 100 perfusions. Desirable: Knowledge in computer operation. [Direct - WT & Interview]
53.	Assistant-A/PA/Stenographer Gr. II - A (PA/Stenographer Gr. II post integrated with Assistant category)	Executive Assistant-A	9300-34800	4200	NA	Promotion from amongst UDCs with 5 years experience in the Institute. [VOP - WT & Interview]
54.	Jr. Hindi Translator-cum-Typist Gr.II-A	Jr. Hindi Translator-cum-Typist -A  <i>Note: Next promotion will be to the Asst. Officer category</i>	9300-34800	4200	30 yrs	1) 60% marks in M.A.Hindi/English with Hindi as a compulsory/elective subject or either of the two as medium of examination at Degree level from a recognised University. 2) 1 year experience of translation work from Hindi to English, Hindi to Malayalam and vice versa. 3) Proficiency in computer operation and knowledge in relevant Office Packages (eg. Word processing in English and Hindi etc.). [Direct - WT, TT & Interview]

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55.	Asst. Medical Records Officer – A	Medical Records Officer – A	9300-34800	4600	NA	Selection from those with 5 years experience as Medical Records Assistants in the Institute. [VOP - WT & Interview]
56.	Libr. – cum – Doc. Officer – A	Libr. – cum – Doc. Officer – A	9300-34800	4600	NA	Selection from those with 5 years experience as Librarian – cum – Documentation Asst. in the Institute. [VOP - WT & Interview]
57.	Dietician – A	Dietician – A	9300-34800	4600	NA  35 yrs	Selection from Asst. Dietician with 5 years experience in the Institute, (VOP)  failing which: <u>Direct Recruitment:</u> 1) 60% marks in M.Sc. (Dietetics/ Nutrition). 2) 5 years experience in the job in a dietary of a multi speciality hospital of not less than 200 beds. Desirable: Knowledge in computer operation. [VOP/Direct - WT & Interview]
58.	Medico Social Worker – A	Medico Social Worker – A	9300-34800	4600	NA	Selection from those with 5 years experience as Jr. Social Worker in the Institute. [VOP - WT & Interview]
59.	Jr. Programmer – A	Programmer – A	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst. (Computer Programmer) in the Institute. [VOP - WT, IT & Interview]
60.	Speech Therapist – A	Speech Therapist – A	9300-34800	4600	35 yrs	1) M.Sc. (Speech & Hearing). 2) 1 year experience in the job. OR 1) B.Sc. (Speech & Hearing). 2) 4 years experience in the job. Desirable: Knowledge in computer operation. [Direct - WT & Interview]
61.	Psychologist – A	Psychologist – A	9300-34800	4600	35 yrs	1) 60% marks in M.A. (Psychology) or equivalent. 2) 5 years experience in a hospital of not less than 100 beds. Desirable: Knowledge in computer operation. [Direct - WT & Interview]

  
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(1)	(2)	(3)	(4)	(5)	(6)	(7)
62.	Foreman (Tool Room) – A	Foreman (Tool Room)	9300-34800	4600	NA  35 yrs	Selection from Tech.Asst.(Machine Operation) with 5 years experience in the Institute, (VOP)  failing which: <u>Direct recruitment:</u> 1) 60% marks in 3 year (full time) Diploma in Mechanical Engg. 2) 6 years experience in the job in a reputed tool room/ machine shop. 3) Experience in operating Computer Numeric Control Machines. [VOP/Direct - WT & Interview]
63.	Jr. Engineer (Civil) – A/ Jr. Engr. (Water & Sewerage) - A	Jr. Engineer (Civil) – A (Jr. Engr. (Civil) and Jr. Engr. (Water & Sewerage) posts clubbed together)	9300-34800	4600	NA  35 yrs	Selection from those with 10 years experience as Jr. Technical Asst. (Civil) in the Institute, (VOP)  failing which: <u>Direct Recruitment:</u> 1) 60% marks in B.Tech. (Civil). Desirable: Knowledge in CAD. [VOP/Direct - WT & Interview]
64.	Jr. Engineer (Electrical) – A	Jr. Engineer (Electrical) – A	9300-34800	4600	NA  35 yrs	Selection from those with 10 years experience as Jr. Technical Asst. (Electrical) in the Institute, (VOP)  failing which: <u>Direct recruitment:</u> 1) 60% marks in B.Tech. (Electrical). [VOP/Direct - WT & Interview]
65.	Jr. Engineer (Instrumentation) – A	Jr. Engineer (Instrumentation) – A	9300-34800	4600	35 yrs	1) 60% marks in 3 year (full time) Diploma in Electronics/ Instrumentation Engg. 2) 6 years experience in the maintenance of electrical instruments/instrumentation in a reputed Manufacturing or maintenance unit. Desirable: Knowledge in computer operation. [Direct - WT & Interview]

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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
66.	Jr. Engineer (Incinerator & A/C) – A	Jr. Engineer (MRAC) – A  Note: Incinerator work to be added in the job	9300-34800	4600	NA  35 yrs	Selection from those with 10 years experience as Jr. Technical Asst. (MRAC) in the Institute having Diploma in MRAC/ Mechanical Engg. with MRAC as a subject, (VOP)  failing which <u>Direct recruitment:</u> 1) 60% marks in 3 year (full time) Diploma in the specialty MRAC/ Mechanical Engg. with MRAC as a subject. 2) 6 years experience in the field. Desirable: Knowledge in computer operation. Job Description: A/c & Refrigeration installation/ maintenance including package unit, Central Plant, Chilled water plants etc., maintenance of Boiler/ Incinerator etc. etc. [VOP/Direct - WT & Interview]
67.	Chief Technician (Pathology) – A	Scientific Assistant (Pathology)	9300-34800	4600	NA	Selection from those with at least 5 years experience as Technical Assistant (Lab) in the relevant field in the Institute. [VOP - WT & Interview]
68.	Chief Technician (Blood Bank) – A / Scientific Assistant (Blood Bank) – A  Scientific Asst (BB) and Chief Technician (BB) posts clubbed together	Scientific Assistant (Transfusion Medicine)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst. (Transfusion Medicine) in the Institute. [VOP - WT & Interview]
69.	Chief Technician (Med. Illstrn.) – A	Scientific Assistant (Med. Illstrn.)	9300-34800	4600	35 yrs	1) 60% marks in Bachelor's Degree. 2) 1 year Diploma/Certificate course in Photography. 3) 6 years experience in clinical photography, digital imaging, microsoft office, etc.  OR 1) 60% marks in Bachelor's Degree. 2) 2 year Diploma course in Photography. 3) 5 years experience in clinical photography, digital imaging, microsoft office, etc. [Direct - WT, TT & Interview]
70.	Scientific Asst. (Anaes.) – A	Scientific Asst. (Anaesthesia)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Assistant (Anaesthesia) in the Institute. [VOP - WT & Interview]

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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
71.	Scientific Asst. (Cath Lab) – A	Scientific Asst. (Cath Lab)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst. (Cardiology) in the Institute. [VOP - WT & Interview]
72.	Scientific Asst. (Lab) – A	Scientific Asst. (Lab)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst. (Lab.) in the Institute. [VOP - WT & Interview]
73.	Scientific Asst. (Instruments) – A	Scientific Asst. (Instruments)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst. (Instruments) in the Institute. [VOP - WT & Interview]
74.	Scientific Asst. (Perfusion) – A	Scientific Asst. (Perfusion)	9300-34800	4600	NA	Selection from those with 5 years experience as Perfusionist in the Institute. [VOP - WT & Interview]
75.	Scientific Asst. (Neurology)	Scientific Asst.(Neurology)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst.(Neurology) in the Institute [VOP - WT & Interview]
76.	Scientific Asst.(IS&IR)	Scientific Asst.(IS&IR)	9300-34800	4600	NA	Selection from those with 5 years experience as Technical Asst.(IS&IR) in the Institute [VOP - WT & Interview]
77.	Office Superintendent-A	Asst. Officer -A  <i>(Function based designation can be provided as Asst. Administrative Officer, Asst. Accounts Officer, Asst. Purchase &amp; Stores Officer etc. with interchangeability)</i>	9300-34800	4600	NA	Promotion from Executive Assistant/Jr. Hindi Translator-cum-Typist possessing graduation with 5 years experience in the Institute in the feeder category OR 10 years combined or individual experience in the Institute as Executive Assistant/Jr. Hindi Translator-cum-Typist/UDC [VOP - WT & Interview]
78.	Asst. Security Officer-A	Asst. Security and Safety Officer-A	9300-34800	4600	35 yrs  <i>Age limit relaxable to Ex-service men as per Govt Rules</i>	1) Graduate or equivalent qualification. 2) Ex-servicemen with 5 years experience as JCO or equivalent in Paramilitary Force. Desirable: 1) Knowledge in computer operation. 2) Experience in House Keeping/ Security and Safety. [Direct]

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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
79.	Public Relations Officer-A	Public Relations Officer-A	9300-34800	4600	35 yrs	1) 60% marks in Degree from a recognised University. 2) P.G. Diploma in Public Relations/ Journalism. 3) 5 years experience in Front Office Management/ Public Relations in a reputed large Institution. Desirable: Knowledge in computer operation and publications. [Direct]
80.	Staff Nurse – A	Staff Nurse – A	9300-34800	4600	35 yrs	1) B.Sc. (Nursing). 2) Registration with Nursing Council. Desirable: Experience in Cardiac/ Neuro bedside Nursing. Knowledge in computer operation. OR 1) "A" Grade Diploma in Nursing & Midwifery. 2) 2 years experience in bedside nursing. Or 2-year Post-Basic Nursing Diploma Course. 3) Registration with Nursing Council. Desirable: Experience in Cardiac/Neuro bedside Nursing. Knowledge in computer operation. [Direct - WT & Interview]
81.	Ward Sister – A	Ward Sister – A	9300-34800	4800	NA	Selection from Staff Nurses with minimum 5 years experience in the Institute (out of which 2 years in a Ward). [VOP - WT & Interview]
82.	Theatre Sister – A	Theatre Sister – A	9300-34800	4800	NA	Selection from Staff Nurses with minimum 5 years experience in the Institute (out of which 2 years in a Theatre). [VOP - WT & Interview]
83.	Security Officer-A	Security & Safety Officer-A	9300-34800	4800	N.A  40 yrs Age limit relaxable to Ex-service men as per Gol Rules	Selection from Asst. Security & Safety Officer with 5 years experience in the Institute, (VOP) failing which, <u>Direct Recruitment</u> 1) Graduate or equivalent qualification. 2) Ex-servicemen with 10 years experience as JCO or equivalent in Paramilitary Force. Desirable: 1) Knowledge in computer operation. 2) Experience in House Keeping/ Security and Safety. [VOP/Direct - WT & Interview]

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## REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	---	Sr. Security & Safety Officer-A  Note: In view of the need to develop a cadre, it is decided that out of two posts of Security & Safety Officer, one may be upgraded to the level of GP ₹ 5400/- (PB II). Till such time the present position may continue.	9300-34800	5400	N.A  45 yrs  Age limit relaxable to Ex-servicemen as per Gol Rules	Selection from Security & Safety Officer with 5 years experience in the Institute OR individual or combined service of 10 years as Asst. Security & Safety Officer/ Security & Safety Officer in the institute, (VOP) failing which, <u>Direct Recruitment</u> 1) Graduate or equivalent qualification. 2) Ex-servicemen with 12 years experience as JCO or equivalent in Paramilitary Force. Desirable: 1) Knowledge in computer operation. 2) Experience in House Keeping/ Security and Safety. [VOP/Direct - WT & Interview]
84.	Stores & Purchase Officer Gr.II-A	Officer -A  Note: Function based designation can be provided as Administrative Officer, Accounts Officer, Purchase & Stores Officer etc. with interchangeability.	9300-34800	4800	NA	Selection from those with 5 years service in the Institute as Asst. Officer possessing PG Diploma/MBA/ CA/ICWA or equivalent OR 10 years combined or individual experience in the Institute as Asst. Officer/Executive Assistant possessing the above qualifications. [VOP - WT & Interview]
85.	Administrative Officer Gr.II-A					
86.	Accounts Officer Gr.II-A					
87.	Purchase Officer Gr.I-A  Note: Area wise specialisation begins at this level and hence not interchangeable.	Sr. Purchase & Stores Officer-A	9300-34800	5400	NA	Selection from those with 5 years experience in the Institute as Officer or 10 years combined or individual experience in the Institute as Officer/Asst. Officer. [VOP]
88.	Accounts Officer Gr.I-A  Note: Area wise specialisation begins at this level and hence not interchangeable.	Sr. Accounts Officer-A				Remarks:- Wherever Sr. Officer is not available at present (eg: HR & Admn., OMS, Academic Division etc.), Institute may consider induction at this level as and when need arises.
89.	Nursing Supervisor - A	Nursing Supervisor - A	9300-34800	5400	NA	Selection from Ward Sister/Theatre Sister with minimum 5 years experience in the Institute. [VOP - WT & Interview]
90.	Dy. Nursing Superintendent - A	Dy. Nursing Superintendent	15600-39100	5400	NA	Selection from Nursing Supervisor with 5 years supervisory experience in the Institute OR Ward Sister/ Theatre Sister with 10 years experience in the Institute. [VOP]

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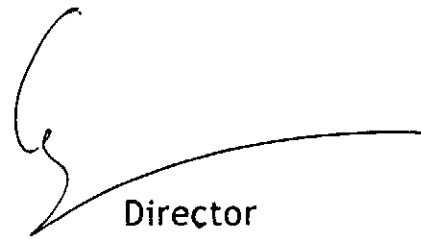
**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
91.	Senior Medical Records Officer - A	Senior Medical Records Officer - A	15600-39100	5400	NA  45 yrs	Selection from those with 5 years experience as Medical Records Officer in the Institute having Degree and BMRS <sub>c</sub> /DMRS <sub>c</sub> , (VOP) failing which <u>Direct Recruitment</u> 1) Degree (Biological Science). 2) BMRS <sub>c</sub> ./DMRS <sub>c</sub> . Course. 3) 10 years experience (out of which 5 years at Supervisory level) at a reputed Medical Institution.
92.	Librarian-cum-Information Officer Gr.I	Librarian-cum-Information Officer - A	15600-39100	5400	NA  45 yrs	Selection from those with 5 years experience as Lib-cum-Doc. Officer in the Institute having MLIS <sub>c</sub> or an equivalent degree, (VOP) failing which <u>Direct Recruitment</u> 1) MLIS <sub>c</sub> or an equivalent degree. 2) 10 years experience in the job in a research/ scientific library of a reputed organisation of which 5 years in supervisory capacity. Desirable: Experience in implementation and management of digital libraries.
93.	Secretary to Director	Secretary to Director-A	15600-39100	5400	NA  40 yrs	Promotion from Officer Category with 3 years experience in the Institute (VOP) failing which <u>Direct Recruitment</u> 1) Post Graduate Degree from a recognised University. OR Degree plus PG Diploma in Management from a recognised University. 2) 5 years relevant experience under a Head of Govt. Dept./Govt. undertaking/University or under a Senior Executive. Candidates who have worked under Heads of National Institutes of Science/ Medical Colleges/ Institute of Technology will be preferred. 3) Proficiency in computer operation and knowledge in various Office Packages relevant to office management.

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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

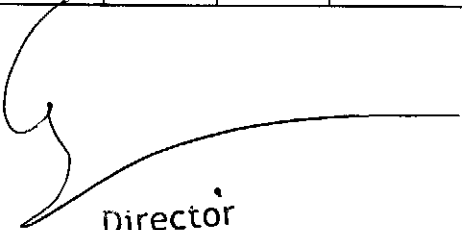
Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
94.	Nursing Superintendent	Nursing Officer-A	15600-39100	6600	NA  45 yrs	Deputy Nursing Superintendent with 3 years experience in the Institute or 8 years combined or individual service as DNS/ Nursing Supervisor in the Institute, (VOP) failing which, <u>Direct Recruitment</u> 1) B.Sc. (Nursing). 2) Registration with Nursing Council. 3) Ten years experience in Nursing of which atleast a minimum of 5 years in supervisory capacity in a hospital of not less than 200 beds. Experience in Cardiac and Neurologic Nursing will be considered as additional qualification.
95.	Exe.Secy. to Director-cum-EC Co-ordr.  Note: When the present incumbent vacates, the post may be converted as Principal Private Secretary and co-ordination work wherever the Director is the Secretary/Chairman of any Committee, may be added to the duties and responsibilities of the Principal Private Secretary.	Principal Private Secretary to Director-A	15600-39100	6600	NA  45 yrs	Promotion from Secretary to Director or Officer category of equivalent grade with 3 years experience in the Institute, (VOP) Failing which by <u>Direct Recruitment</u> 1) Post Graduate Degree from a recognised University. OR Degree plus PG Diploma in Management from a recognised University. 2) 8 years relevant experience under a Head of Govt. Dept./ Govt. undertaking/ University or under a Senior Executive. Candidates who have worked under Heads of National Institutes of Science/ Medical Colleges/ Institute of Technology will be preferred. 3) Proficiency in computer operation and knowledge in various Office Packages relevant to office management.



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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
96.	Chief Accounts Officer	Chief Accounts Officer-A	15600-39100	6600	NA 45 yrs	Promotion from Sr.Accounts Officer category with 3 years experience. (VOP) failing which by <u>Direct Recruitment</u> 1) CA/ICWA OR M.Com/MBA (Financial Management) from a recognised University. 2) 10 years supervisory experience in the maintenance of accounts, budget/ budgetary control, Final Accounts and Balance Sheet and also in various areas of financial management in Govt. Departments/ Autonomous Bodies/ Commercial Institutions/ Organisations of repute. 3) Should be conversant with Computerised Accounting System.
97.	Deputy Registrar	Deputy Registrar (Academic Affairs)-A	15600-39100	6600	NA 45 yrs	Promotion from Officer category possessing Masters Degree and 5 years experience. (VOP) failing which by <u>Direct Recruitment</u> 1) Masters Degree/ MBA/ LLB from a recognised University. 2) 10 years of supervisory experience in an Educational Institute. Must be conversant with various functions of university including academic administration, conduct of examinations and management of students hostel etc. 3) Proficiency in computer operation and knowledge in various Office Packages relevant to office management.



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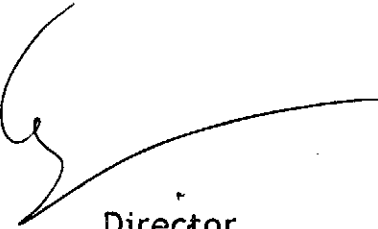
Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
98.	Administrative Officer Gr.I  When the present incumbent demits position, the scale will revert back to the original grade.	Chief Administrative Officer-A	15600-39100	6600	NA  45 yrs	Promotion from Sr.Officer category with 3 years experience or Officer Category with 5 years experience. (VOP) failing which by <u>Direct Recruitment</u> 1) Masters Degree/ MBA from a recognised University. 2) PG Diploma in Labour Law/ LLB with Labour Laws from a recognised University. 3) 8 years supervisory experience in the Personnel Administration/ HR Division of a Government Department/ Autonomous Body Corporate or a large private organisation. Experience in accounting and purchase/stores procedures will be considered as an additional qualification.
99.	Administrative Medical Officer	Administrative Medical Officer-A	15600-39100	6600	45 yrs	1) MBBS from a recognised University. 2) Masters Degree in Hospital Administration from a recognised University. 3) 3 years experience in Hospital Administration from a reputed hospital. [Direct]
100.	Registrar (Academic Affairs)	Registrar (Academic Affairs)-A	15600-39100	7600	NA  45 yrs	Promotion from Deputy Registrar (Academic Affairs) category with 3 years experience. (VOP) failing which by <u>Direct Recruitment</u> 1) Masters Degree/ MBA/ LLB from a recognised University. 2) 12 years of supervisory experience in University/ Teaching Institutions dealing with Post Graduate courses and admissions, conduct of examination, award of degrees, other university procedures etc.



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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101.	Financial Adviser	Financial Adviser-A	15600-39100	7600	NA  55 yrs	Promotion from Chief Accounts Officer category with 3 years experience. (VOP) failing which by <u>Direct Recruitment</u> 1) CA/ICWA or M.Com/MBA (Financial Management) from a recognised University. 2) 12 years practical experience in Maintenance of Accounts, Budget/Budgetary Control, Final Accounts and Balance Sheet and also in various areas of Financial Management in Govt. Dept./ Autonomous Bodies / Commercial Institutions/ Organisations of repute. 3) Should be conversant with Computerised Accounting System.
102.	Deputy Director (Admn.)	Deputy Director (Admn.)-A	37400-67000	8700	NA  50 yrs	Promotion from those having minimum of 3 years experience in a senior position drawing GP of Rs.7600/- or at least Rs.6600/-. (VOP) failing which by <u>Direct Recruitment</u> 1) Masters Degree/ MBA/ LLB from a recognised University. 2) 15 years of supervisory experience, in Group 'A' Administrative position in a large organisation of repute drawing GP of ₹ 7600/- or atleast ₹ 6600/- or above and its equivalent. Should have span of control of large number of administrative staff in different functional areas such as Administration, Purchase, Stores etc.



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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

Sl. No.	Existing Designation of entry level	Revised Designation of entry level	Pay Band	GP (₹)	Maximum age limit	Minimum qualification and experience of entry grade and mode of recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
103.	Medical Superintendent	Medical Superintendent	37400-67000	10000	NA	An academic staff member who is relatively senior and has an administrative acumen may be given charge of the Medical Superintendent as is being done now, (VOP) failing which by <u>Direct Recruitment</u> 1) DM/ MCh or equivalent qualification. 2) 15 years of experience of which 10 years should be in discharging administrative functions of a hospital/ research Institute.  OR 1) MBBS from a recognised University. 2) Masters Degree in Hospital Administration from a recognised University. 3) 15 years experience as Administrative Medical Officer in the Institute.
	Note: Possibility and viability of encadring this senior position in the Academic staff may be considered. Practices being followed in AIMS/PGI may also be taken into account in deciding the mode of recruitment.				50 yrs	

VOP = Vacancy Oriented Promotion; WT=Written Test; TT=Trade Test.

**Note (Applicable to non-academic staff):**

- In the absence of candidates meeting all the prescribed criteria for eligibility, the appointing authority may relax age, qualification and/or experience with justification in writing in the matter of Direct Recruitment.
- Apprenticeship/ training will not be considered as experience.
- Experience wherever prescribed means experience gained after acquiring the prescribed essential qualification. However age may be relaxed in respect of internal candidates by the appointing authority.
- At the discretion of the Appointing Authority short listing may be done wherever required based on the percentage of marks secured for the qualifying examination.
- Reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, OBC, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- Before resorting to Direct Recruitment for posts carrying GP of ₹ 4800/- in PB II or below, details of vacancies will be notified in the Institute Notice Board for information of the employees of the Institute and those who possess the requisite qualification and satisfy all other requirements (age limit prescribed will not be insisted upon) will first be considered. Only suitable and meritorious internal candidates will be selected against vacancies meant for direct recruitment. When suitable internal candidates are not available, the post will be notified as per the Institute rules existing from time to time.
- When suitable internal candidates in the feeder categories are not available for recruitment against vacant selection/promotion post, such selection/promotion post will also be filled up treating that selection/promotion post as Direct Recruitment.
- Validity period of Panel for Promotion posts will be 1 year and for Direct Recruitment for selections made by JSSC will be kept for 2 years.

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**REVISED RECRUITMENT RULES OF NON-ACADEMIC STAFF**

9. Internal candidates who are qualified for selection as internal candidate but could not be selected in promotion/recruitment process should also be included in the zone of consideration for selection under Direct Recruitment by open competition along with external candidates, in case such internal candidate applies.
10. In the context of recommendation of some cases pertaining to change in qualification & experience i.e. enhancement in the length of service put in a particular grade for promotion to the next higher grade, the eligibility service shall continue to be the same (i.e. as per the existing rules) for persons holding the feeder posts as on the date of publication of principal rules (i.e. revised rules).
11. The Institute has recruited various categories of staff for specific functions as needed from time to time. The functional relevance of some of these categories is on the wane and some such posts are already vacant. Taking into account such changing functional requirements in tune with the changing times, the Committee has identified certain posts to phase out. Accordingly, such categories fall in phasing out category.

  
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Sl. No.	Present Designation	Revised Designation	Present MFCP stages		Revised MFCP Stages GP (₹)
			Pay Band	GP (₹)	
1.	Accounts Officer Gr. II - A Accounts Officer Gr. II - B	Accounts Officer - A Accounts Officer - B Accounts Officer - C Accounts Officer - D <i>(Function based designation is provided with interchangeability. All incumbents in Officer level are interchangeable)</i>	9300-34800 -do- -do- 15600-39100	4600 4800 5400 5400	4800 5400 (PB-II) 5400 (PB-III) 6600 7600
2.	Purchase Officer Gr. I - A Purchase Officer Gr. I - B	Sr. Purchase & Stores Officer - A Sr. Purchase & Stores Officer - B Sr. Purchase & Stores Officer - C Sr. Purchase & Stores Officer - D	9300-34800 -do- -do- 15600-39100	4600 4800 5400 5400	5400 (PB-II) 5400 (PB-III) 6600 7600 8700 (PB-IV)
3.	Accounts Officer Gr. I - A	Sr. Accounts Officer - A Sr. Accounts Officer - B Sr. Accounts Officer - C Sr. Accounts Officer - D	9300-34800 -do- 15600-39100 -do-	4800 5400 5400 6600	5400 (PB-II) 5400 (PB-III) 6600 7600 8700 (PB-IV)
4.	Note :- Conversion of one vacant post of Administrative Officer Gr.I	Sr. Administrative Officer - A Sr. Administrative Officer - B Sr. Administrative Officer - C Sr. Administrative Officer - D	-	-	5400 (PB-II) 5400 (PB-III) 6600 7600 8700 (PB-IV)
5.	Senior Medical Records Officer - A Senior Medical Records Officer - B Senior Medical Records Officer - C	Senior Medical Records Officer - A Senior Medical Records Officer - B Chief Medical Records Officer - A Chief Medical Records Officer - B	15600-39100 -do- -do- 37400-67000	5400 6600 7600 8700	5400 (PB-III) 6600 7600 8700 8900
6.	Librarian-cum-Information Officer Gr. I Sr. Librarian-cum-Information Officer - A Sr. Librarian-cum-Information Officer - B	Librarian-cum-Information Officer - A Librarian-cum-Information Officer - B Sr. Librarian-cum-Information Officer Chief Librarian-cum-Information Officer	15600-39100 -do- -do- 37400-67000	5400 6600 7600 8700	5400 (PB-III) 6600 7600 8700 8900
7.	Dy. Nursing Superintendent - A Dy. Nursing Superintendent - B	Dy. Nursing Superintendent Nursing Superintendent Sr. Nursing Superintendent Chief Nursing Superintendent	15600-39100 -do- -do- 37400-67000	5400 6600 7600 8700	5400 (PB-III) 6600 7600 8700 8900
8.	Secretary to Director	Secretary to Director - A Secretary to Director - B Staff Officer to Director - A Staff Officer to Director - B	15600-39100 -do- -do- 37400-67000	5400 6600 7600 8700	5400 (PB-III) 6600 7600 8700 8900
9.	Nursing Superintendent	Nursing Officer - A Sr. Nursing Officer Chief Nursing Officer - A Chief Nursing Officer - B	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000
10.	Exe. Secy. to Director-cum-EC Co-ordr. <i>When the present incumbent vacates, the post may be converted as Principal Private Secretary</i>	Principal Private Secretary to Director - A Principal Private Secretary to Director - B Sr. Principal Private Secretary to Director - A Sr. Principal Private Secretary to Director - B	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000
11.	Chief Accounts Officer	Chief Accounts Officer - A Chief Accounts Officer - B Sr. Chief Accounts Officer - A Sr. Chief Accounts Officer - B	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000
12.	Deputy Registrar	Deputy Registrar (Academic Affairs) - A Deputy Registrar (Academic Affairs) - B Joint Registrar (Academic Affairs) - A Joint Registrar (Academic Affairs) - B	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000
13.	Administrative Officer Gr. I  <i>Applicable to the present incumbent only. As per the GB decision dtd.13.03.2013, when the present incumbent demits the position, the scale will revert back to the original grade.</i>	Chief Administrative Officer - A Chief Administrative Officer - B Sr. Chief Administrative Officer - A Sr. Chief Administrative Officer - B	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000

14.	Administrative Medical Officer	Administrative Medical Officer - A Deputy Medical Superintendent - A Deputy Medical Superintendent - B Additional Medical Superintendent	15600-39100 -do- 37400-67000 -do-	6600 7600 8700 8900	6600 7600 8700 8900 10000
15.	Registrar (Academic Affairs)	Registrar (Academic Affairs) - A Registrar (Academic Affairs) - B Sr. Registrar (Academic Affairs) Chief Registrar (Academic Affairs)	15600-39100 37400-67000 -do- -do-	7600 8700 8900 10000	7600 8700 8900 10000 HAC Scale of 67000-79000 (3% Annual Increment)
16.	Financial Adviser	Financial Adviser - A Financial Adviser - B Sr. Financial Adviser Chief Financial Adviser	15600-39100 37400-67000 -do- -do-	7600 8700 8900 10000	7600 8700 8900 10000 HAC Scale of 67000-79000 (3% Annual Increment)
17.	Deputy Director (Admn.)	Deputy Director (Admn.) - A Deputy Director (Admn.) - B Sr. Deputy Director (Admn.) - A Sr. Deputy Director (Admn.) - B	37400-67000 -do- -do- 67000-79000	8700 8900 10000 --	8700 8900 10000 HAC Scale of 67000-79000 (3% Annual Increment)
18.	Medical Superintendent	Medical Superintendent Sr. Medical Superintendent	37400-67000 67000-79000	10000 --	10000 HAC Scale of 67000-79000 (3% Annual Increment)

(IV M FCP stage wherever provided will continue in the same designation as at III MFCP).

Director  
SCTIMST