

Draft 1- Recruitment rules for the various positions at AIISH, Mysore

1Introduction: The staff members of AIISH are integral to achieve the Institutes goals of excellence in academics, clinical, research and administration. The staff members perform multiple roles across departments and administrative sections and therefore have to be competent and up to date in their knowledge and skills. To evolve and consider recruitment rules for each category of posts for promotional avenues at each level and implement them duly getting the approval of competent authority. A draft recruitment rules is proposed.

1.11Term of reference: The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Govt. of India, New Delhi in the Office Memorandum bearing No. AB.14017/61/2008.Estt. (RR) dt: 17.03.2016 has stated that the recruitment rules should be reviewed once in five years with a view to effecting such change as necessary to bring them in conformity with the changed positions, including additions or reductions in the strength of lower and higher level posts. Keeping this in mind, the present recruitment rules are framed for the staff members of AIISH as per requirement after due approval from the competent authority keeping in mind the sustainability of staffs and expenditure on this account.

1.2 Classification of staff members of the institute: The classification is made in accordance with the statues of the organization as well as the DoPT guidelines.

A. Academic staff; B. Technical Staff; C. Administrative staff

Classification of post such as Group A, B, C and C (MTS) will be in accordance with the instructions of GOI from time to time.

2Recruitment rules

2.1Title and commencement: These rules may be called the “All India Institute of Speech and Hearing, Mysore Recruitment Rules 2021” here after termed as “AIISH RR 2021”. These rules shall come into force with effect from the date of approval by the competent authority of AIISH Mysore.

2.2Definitions: In the present rules unless the context otherwise requires:

2.2.1Byelaws means the All India Institute of Speech and Hearing, Mysore ()

2.2.2Applicants means the candidate(s) who apply against the advertised post(s)

2.2.3 EC means the Executive Council of All India Institute of Speech and Hearing, Mysore

2.2.4 Chairman means the Chairman of All India Institute of Speech and Hearing, Mysore.

2.2.5 Director means the Director of All India Institute of Speech and Hearing, Mysore

2.2.6 Internal candidate means regular employee of All India Institute of Speech and Hearing, Mysore who applies for the post(s).

2.2.7 Rules means the All India Institute of Speech and Hearing, Mysore Recruitment Rules 2021.

2.2.8 Employees of All India Institute of Speech and Hearing, Mysore means the personnel recruited under the rules including recruited prior to the implementation of these rules.

2.2.9 Screening committee means the committee constituted by the Competent authority for scrutinizing the applications and shortlisting candidates for particular post(s).

2.2.10 Shortlisted candidate means the candidate(s) shortlisted by the screening committee for the next stage of selection process.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

2.2.11 Selected candidate means the candidate selected for the post(s).

2.2.12 Selection committee means the committee constituted by the Competent authority for the selection of candidate(s) for a particular post(s).

2.2.13 Selection means the selection of the candidates as per the recruitment rules.

2.2.14 Statutes means the statutes of the institute.

2.2.15 Competent authority means the appointing authority for the said post(s).

2.2.16 Research project means projects funded by Research Funding Agencies at institutional/ National/International levels such as AIISH Research Fund/DST/ICMR/DHR/SERB/NH Grants/WELCOME DBT etc. These includes the original project written and executed by the investigators. The projects taken by the Institute and funded by the Ministry of Health and Family Welfare approved by the SFC of AIISH, shall not form the basis for research projects. Further, nomination of any staff as a part of such projects will not be considered as an investigator.

2.3 Objectives: The main objective of the recruitment rules henceforth called as AIISH RRs is

2.3.1 Appointment of the best suitable candidate for a post(s) by identifying appropriate eligibility norms and following appropriate method of recruitment in line with the recruitment rules of post(s).

2.3.2 To ensure fair process of selection in accordance with the byelaws and statutes of the institute. The guidelines/directions issued by the GOI from time to time have also been taken into consideration.

2.3.3 To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their performance thereby attaining their carrier goals.

2.4 Sanctioned strength: the number of total post(s) sanctioned at AIISH are as given below.

Group A-97 posts; Group B- 91 posts; Group C- 54 posts

2.5 Amendments: Any relaxation/amendment in these rules shall need the approval of EC of AIISH, Mysore.

2.6General Principles:

2.6.1Under these rules the staff of AIISH have been classified into three categories.

Academic, technical and administrative staff. The post(s) have been organized into cadres which consists of multiple grades/levels of employees within the work domain. The RR is presently aligned to the existing nomenclature, pay bands with level as per 7th CPC scales and will undergo modification as may be notified by GOI.

2.6.2 The post specified in each category are approved by EC of the institute from time to time based on the sanctioned strength.

2.6.3 Reservation provisions will be followed as per the guidelines issued by GOI time to time.

2.6.4 General age limit recommended for direct recruitment for departmental candidates.(DoPT OM 31.12.2010) and any other the guidelines issued by GOI time to time.

Group A- 50 years for all the post(s); Group B- 45 years for all the post(s)

Group C- 40 years for all the post(s)

The EC of AIISH Mysore may relax the age limits.

2.6.5 Age limit for internal candidates applying for the direct recruitment post(s) as per DoPT guidelines.

2.6.5.1 No age limit for internal candidates applying for the promotional post(s).

2.6.6 Crucial date for calculation of age limit will be the closing date for receipt of application from the candidates.

2.7 Method of recruitment, procedure of recruitment and other requirements

2.7.1 Method of recruitment

- A. Direct recruitment: (DOPT OM dt:31.12.2010)
- B. Deputation
- C. Absorption
- D. Appoint on contract
- E. Appointment on tenure basis.
- F. Promotion: The educational qualifications are not generally insisted upon in case of promotion to the posts of Non-technical nature: but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of Group A posts in the Pay band-3, Grade pay ₹6,600/- and above. Sometimes the qualifications for junior Group A posts and Group B posts may not be insisted upon in full but only the basic qualification in the discipline may be insisted upon. (Ref. No. AB.14017/13/2013-Estt. (RR) (1349)). Nature of all the feeder post(s) are selection, based on the Limited Departmental Competitive Examination (LDCE) as and where applicable.
- G. Ad-hoc: Ad-hoc appointment is purely temporary vacancy and case to case basis. Ad-hoc appointment is purely for administrative reasons and should be held for less than a year, Promotion of the officers in the feeder grade may be made on seniority cum fitness basis even if 'selection' method is prescribed for regular promotion after proper screening to ensure satisfaction of the eligibility condition. If there are no eligible officers, relaxation by the Competent Authority in exceptional circumstances, is necessary. The order should clearly mention that the promotion is purely on Ad-hoc basis and does not confirm any right on the officer for a regular promotion and that he/she may be reverted to his lower post at any time. (Ref- Swamy's handbook 2021 Pg. No 442).

2.7.2 Procedure for Direct recruitment

- A. Direct recruitment: The following procedure shall be followed for making direct recruitment to the post(s), wherever it is prescribed in the recruitment rules.
 1. Institute shall invite application for the post(s) through an advertisement in National, regional, employment newspaper and also on the web portals of Institute and Ministry.
 2. The applicants will undergo written/skill test as applicable. Based on the cut off marks, the candidates qualified will be considered for further selection process.
 3. The application of the qualified candidates shall be scrutinized for eligibility by a screening committee constituted by the competent authority in accordance with the statutes where qualified applicants are more than 10 times the number of post(s) advertised, the screening committee may formulate additional criteria for shortlisting based on academic performance and or years of experience of the applicant(s) or any other.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

4. A selection committee will be constituted by the competent authority of AIISH in accordance with the statutes.
5. Recommendation of the selection committee shall be placed before the appointing authority for approval.
6. Relaxation in age for persons with SC/ST/OBC/EWS/PwD or any other category as per GOI notification time to time.
7. Reservations as per the GOI notifications from time to time.

2.7.3 Qualification, experience and other requirements for direct recruitment

2.7.3(a) Direct recruitment: For all the post(s) identified for direct recruitment, the qualification, experience are as laid down by the Ministry of Health and Family Welfare, DoPT, Rehabilitation Council of India, National Medical Commission, All India Council for Technical Education, Education Ministry or any other statutory body shall apply to such post(s) to the extent applicable.

2.7.3 (b) Experience: Experience in State/Central Government/ Govt. Autonomous bodies/ statutory bodies/PSUs/Corporate/Private sector with an evidence of having worked. The evidence includes experience certificate carrying details of last pay drawn from the organization along with traces of TDS/EPF/NPS/ESI details.

2.7.3 (c) Promotion: Proposed recruitment and promotional scheme is based on the current foreseeable scenario of the institute.

1. Vacancy based: All promotions and direct recruitment are subject to availability of vacancy.
2. Percentage for promotion and direct recruitment: Considering the current situation various percentage for direct recruitment and promotion have been mentioned against the various post(s). For example, if prescription is 50%:50% it implies that 50% of the post(s) will be by promotion and 50% of the post(s) will be filled by direct recruitment.
3. Review of percentage: Lower level post will form feeder post for higher post to which promotion or direct recruitment is to be made.
4. Filling up of promotional post(s) through direct recruitment: AIISH Mysore, should ensure that sufficient promotional avenues, opportunities are created to fill up the post(s) on promotional basis. In the rarest of the rarest case direct recruitment may be carried out.
5. Assessment of vacancy for promotion and direct recruitment: Vacancy as on the 1st January of every calendar year will be assessed. Further vacancies likely to arise during the calendar year will also be estimated.
6. Meeting of promotion committee: There will be periodic meeting of the promotion committee nevertheless there will be at least two meeting of the promotion committee in a calendar year.
7. Performance evaluation and bench mark for promotion: Assessment of performance shall be through APAR work report. Minimum bench mark for eligibility for consideration for promotion for PB 2 and PB 3 up to Grade Pay ₹ 6,600/- “GOOD” and for Grade Pay ₹ 7,600/- and above “VERY GOOD” with a grading to be given by DPC as fit/unfit based on the bench mark. The benchmark should be applicable as and when the DoPT revises the criteria. The employee will tender self-assessment, the concerned immediate officer will evaluate the performance, the Head of the Department/Section will review the evaluation of performance done by immediate officer and arrange communication of remarks and also the grading. The employee reported on may tender a signed return request to the appointing authority against adverse remarks and also the grading. Such requests shall be in polite language contains specific reason, shall not cost aspersions on anyone shall be submitted within 15 days of receipt of communication of remarks and grading. The appointing authority

- shall consider the request and may decide on expunction of one or more remarks and also decide on modification of grading duly recording reasons for the decision.
8. Past cases: In respect of past years during which scheme of assessment of performance had not been in existence, summary self-assessment report shall be submitted by the employee and the same will be considered by the immediate officer and the Director as per methodology stipulated immediately preceding paragraph (Sl. No7)
 9. Time table for performance evaluation: The time table for assessment of performance shall be prescribed by the institute from time to time.
 10. Qualification and experience for direct recruitment: Based on the recommendation of the EC, these will be finalised and approved by the EC of AIISH.
 11. Qualification and experience requirement for promotion basis as stated in Recruitment Rules of AIISH, Mysore.
 12. Minimum length of service in feeder cadre post(s) for promotion: Will be as stated in the structure of cadre.
 13. For promotion, must have been in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion.
 14. Composition of selection committee for promotion: The following committee may be constituted.
 - I. Chairperson
 - II. Member - HOD/Section Heads
 - III. Member
 - IV. Member
 - V. Representative of SC/ST/OBC in case of any candidate(s) is from said community.
 15. Selection committee for promotion will only state whether candidate is "Recommended" or "Not Recommended".

2.8 Effective date of implementation:

2.8.1 All other service condition including qualifications, experience, recruitment, promotions, publications, training and any other requirement shall come into force with effect from the date of implementation of these rules and regulations and approved by the EC of AIISH Mysore.

2.8.2 The qualifications, experience, recruitment, promotions, publications, training and any other requirement till the issue of these guidelines shall be governed by the earlier guidelines approved by EC of AIISH Mysore bearing ref. No.____ .

2.8.3 Those who are eligible for promotion after the approval from EC for these guidelines shall have to meet the necessary conditions such as additional qualifications, undergoing regular training, publication of research papers, minimum marks at UG and PG levels as specified against each position(s).

2.8.4 In case where in interviews are already conducted either for direct recruitment or for promotions of candidate/s did not join, such candidate/s may be allowed to join. Their further upgradation will be governed by this notification.

2.8.5 In cases where advertisement was published, applications invited but interviews/skill test have not been conducted till the publication of this notification, the institute is required to publish a

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

corrigendum and processing of application must be done in accordance with the provisions given in this notification.

3 Designations: A uniform designation based on the grade pay have been provided for administrative, technical and academic staff(s).

3.1 Administrative Position(s): The position(s) till level 7 of VII CPC have been combined and placed under a common designation i.e. both administration as well as accounts. This is to bring uniformity in designation, broaden the skills of staff(s) and to create better feeder positions from promotional point of view.

Sl. No	Designation	Criteria	Remarks
1.	Administrative Assistant Gr. III	Level 2 of VII CPC with Grade pay of ₹1,900/-	These staff members will be placed in different departments/ sections to provide the administrative assistance. Further, they shall be rotated once in two years in order to learn and get acquainted to the various skills required in different departments/sections.
2.	Administrative Assistant Gr. II	Level 4 of VII CPC with Grade pay of ₹2,400/-	
3.	Administrative Assistant Gr. I	Level 5 of VII CPC with Grade pay of ₹2,800/-	
4.	Executive Assistant	Level 6 of VII CPC with Grade pay of ₹4,200/-	
5.	Executive Officer	Level 7 of VII CPC with Grade pay of ₹4,600/-	
6.	Stores and Purchase Officer	Level 10 of VII CPC with Grade pay of ₹5,400/-	-
7.	Administrative Officer	Level 11 of VII CPC with Grade pay of ₹6,600/-	-
8.	Chief Accounts Officer	Level 11 of VII CPC with Grade pay of ₹6,600/-	-
9.	Chief Administrative Officer	Level 12 of VII CPC with Grade pay of ₹7,600/-	-

3.2 Technical Position (s)

Sl. No	Designation	Criteria	Remarks
1.	Technical Assistant Gr. III- Driver	Level 2 of VII CPC with Grade pay of ₹1,900/-	-
2.	Technical Assistant Gr. II- Driver	Level 4 of VII CPC with Grade pay of ₹2,400/-	-
3.	Technical assistant Gr. II	Level 4 of VII CPC with Grade pay of ₹2,400/- *	-
4.	Technical assistant Gr. II (Civil)	Level 4 of VII CPC with Grade pay of ₹2,400/- *	-
5.	Junior Technical Officer	Level 5 of VII CPC with Grade pay of ₹2,800/-	-
6.	Technical assistant Gr. I-Technician	Level 5 of VII CPC with	-

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		Grade pay of ₹2,800/-	
7.	Electronics Engineer	Level 7 of VII CPC with Grade pay of ₹4,600/-	-
8.	Assistant horticulture Officer	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
9.	Special Educator	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
10.	Audiologist/Speech-Language Pathologist Gr. II	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
11.	Clinical Psychologist Gr. II	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
12.	Medical Social Worker	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
13.	Junior Engineer (Civil)	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
14.	Senior Library and Information Assistant	Level 6 of VII CPC with Grade pay of ₹4,200/-	-
15.	Nursing Officer	Level 7 of VII CPC with Grade pay of ₹4,600/-	-
16.	Sign Language Interpreter	Level of VII CPC with Grade pay of ₹4,600/-	-
17.	Assistant Engineer	Level of VII CPC with Grade pay of ₹4,600/-	-
18.	Assistant Library and Information Officer	Level of VII CPC with Grade pay of ₹4,600/-	-
19.	Audiologist/Speech-Language Pathologist Gr. I	Level 8 of VII CPC with Grade pay of ₹4,800/-	-
20.	Clinical Psychologist Gr. I	Level 8 of VII CPC with Grade pay of ₹4,800/-	-
21.	Senior Nursing Officer	Level 8 of VII CPC with Grade pay of ₹4,800/-	-
22.	Senior Audiologist/Speech-Language Pathologist	Level 10 of VII CPC with Grade pay of ₹5,400/-	-
23.	Assistant Executive Engineer	Level 10 of VII CPC with Grade pay of ₹5,400/-	-
24.	Assistant Registrar(Academics)	Level 10 of VII CPC with Grade pay of ₹5,400/-	-
25.	Library and Information Officer	Level 11 of VII CPC with Grade pay of ₹6,600/-	-
26.	Registrar(Academics)	Level 11 of VII CPC with Grade pay of ₹6,600/-	-
27.	Dean (Academics)	Level 12 of VII CPC with Grade pay of ₹7,600/-	-

* Proposed for GP 2,800/- of VII CPC in order to bring uniformity for all diploma level positions.

3.3 Academic (s)

Sl. No	Designation	Criteria	Remarks
1.	Assistant Professor	Level 11 of VII CPC with Grade pay of ₹6,600/-	-
2.	Associate Professor	Level 12 of VII CPC with Grade pay of ₹7,600/-	-
3.	Professor	Level 13 of VII CPC with Grade pay of ₹8,700	-

3.4 Director

Sl. No	Designation	Criteria	Remarks
1.	Director	Level 14 of VII CPC with grade pay ₹10,000/-	-

4 Minimum qualifications for direct recruitment:

4.1 Administrative Position(s):

4.1.1 Administrative Assistant Gr. III: Must hold 10+2/PUC/12th or equivalent certificate from a central/state board or any other regulatory body.

4.1.2 Administrative Assistant Gr. II: Must hold a bachelor's degree or equivalent in any discipline from a recognized university/institution approved by a regulatory body.

4.2 Technical Position(s):

4.2.1 Technical Assistant Gr. III- Driver: Must hold SSLC/10th or equivalent certificate from a central/state board or any other regulatory body.

4.2.2 Technical Assistant Gr. II: Must hold diploma certificate from a recognized university/institution approved by regulatory body.

4.2.3 Technical Assistant Gr. I: Must hold a bachelor's degree or equivalent in any discipline from a recognized university/institution approved by a regulatory body.

4.2.4 Audiologist/Speech-Language Pathologist/ Special Educator/ Senior Library and Information Assistant/Junior Technical Officer: Must hold a bachelor's degree or equivalent in relevant discipline from a recognized university/institution approved by a regulatory body. Technical staff(s) wherever applicable should hold a valid registration from the respective regulatory bodies.

4.2.5 Clinical Psychologist Gr. II: Must hold Master's degree or equivalent in Psychology from a recognized university/institution approved by a regulatory body and must have a valid registration from the respective regulatory body.

4.3 Academic Position(s):

4.3.1 At Assistant Professor level, all faculty should hold a master's degree in respective discipline with minimum of 55% marks or its equivalent degree from a recognized university/institution approved by a regulatory body along with this, the Associate Professor and Professor must hold Ph.D degree in the core field. Wherever applicable, they must hold valid registration from the respective regulatory bodies.

4.3.2 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

4.3.3 No faculty shall be appointed, promoted or designated as Associate Professor and Professor unless he or she possesses a Ph.D in the relevant discipline. However, ENT professionals with M.S degree can move to a higher AGP without a Ph.D degree. Additionally, all faculty and equivalent academic position staff should have the required qualifications as mentioned in the recruitment rules and/ the career advancement scheme.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Administrative Position(s)

Common designation- Administrative Assistant Gr. III (Assistant Gr. III, Assistant Gr. III Hindi, Receptionist, Assistant Gr. III documentation, Assistant Gr. III Library, Laboratory Assistant) All these posts have been placed under a common designation Assistant Gr. III with common RR and common promotional guidelines.

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Gr. III (Hindi)*	1	Name of the post	Administrative Assistant Gr. III*	As per DoPT handbook 2013 (pg no. 13)
2	No. of posts	12	2	No. of posts	Fifteen	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB1: ₹ 5,200-20,200/-+ GP ₹ 1900	4	Scale of Pay	Level 2: ₹ 19,900 – 63,200 GP ` 1900	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) PUC or equivalent qualification</p> <p>b) Minimum speed of 35 wpm in English Typing and 30 wpm in Hindi typing on computer</p> <p>Desirable: Knowledge of Computer- MS Office, Hindi word processing</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) 10+2/PUC/12th or equivalent qualification</p> <p>b) Minimum speed of 35 wpm in English Typing or 30 wpm in Hindi typing on computer</p> <p>Desirable: Knowledge of computer - MS Office, DTP software packages and Inventory package.</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		packages				
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	1. 75 % by direct recruitment 2. 25% Limited Departmental Competitive Examination. from Group C Staff in the level 1 of VII CPC of the Institute and who fulfils essential qualification and have rendered 3 years regular service	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputati on be made	Promotion among staff with 3 years of service in Grade Pay of Rs.1,800/- on the basis of competitive tests	11	In case recruitment is by promotion, grade from which promotion be made	Staff in the Grade Pay of ₹ 1800 of the Institute and who passes 10+2/PUC/12 th or equivalent qualification and have rendered 3 years regular service in the grade and should have basic computer knowledge with typing skill.	
12	If a DPC exists ,what is its composition	Group “C” DPC	12	If a DPC exists ,what is its composition	Group “C” DPC	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Job requirement/Nature of Job for the post of Administrative Assistant Gr. III- The incumbent are required to provide assistance in the functions of

- A. General administration
- B. Accounts and finance
- C. Stores and purchase
- D. Documentation
- E. Reception/Telephone operator
- F. Typing in Hindi and English
- G. Assistance in Library, Laboratory
- H. Assistance in Academics Section
- I. Secretarial assistance in the department/sections
- J. Assistance in organizing various activities and events of the institute/department/sections
- K. Maintenance of medical records
- L. Any other work assigned by the competent authority

*one each position for Bilingual typing (English and Hindi/Kannada). Rest for English typing. However, should learn additional typing in Hindi or Kannada or any other language before the completion of Probation period.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common designation- Administrative Assistant Gr. II (Assistant Gr. II, Assistant Gr. II Stores, Computer Operator, Medical records technician, Artist cum photographer, Stenographer Gr. III) All these posts have been placed under a common designation Assistant Gr. II with common RR and common promotional guidelines.

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Gr .II (Stores)	1	Name of the post	Administrative Assistant Gr. II*	
2	No. of posts	16	2	No. of posts	Sixteen	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB 1: ₹. 5,200-20,200/- + G.P: ₹2,400/-	4	Scale of Pay	Level 4: ₹25,500-81,100	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	
7	Education and other qualification required for direct recruits	<p>Essential Degree of a recognized University with two years experience in handling stores of Govt. /Semi-Govt./Autonomous Body/Educational Institution. Must be conversant with procedure and accounting of stores</p> <p>Desirable: Knowledge of computers, MS office/Inventory package.</p>	7	Education and other qualification required for direct recruits	<p>Essential 1. 12th Pass from a recognized Board/ University. 2. Two year experience in State/Central Government, autonomous/ statutory organization, PSUs or University/Banks. Or 3. Bachelor's Degree with Commerce/ Economics/ Fine arts/Statistics/ Business Studies/ Science/Public Administration /Journalist or any degree with minimum of 55% marks/ equivalent GPA scores from a recognized University/ institute.</p> <p>Desirable:</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					Knowledge of computer - MS Office, DTP software packages, Inventory package, typing skill, translational skills, accounting package	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	75% Promotion among Assistant Gr. III 25% Direct recruitment.	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores	11	In case recruitment is by promotion, grade from which promotion be made	5years	10+2/ PUC/ 12 th or equivalent through Limited Departmental Competitive Examination (LDCE)
					3years	Bachelor's degree Limited Departmental Competitive Examination (LDCE).
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Group "C" DPC	

**Two posts should possess English shorthand. (Skill Test - Shorthand : Dictation 10 mts. @100 wpm, Transcription 40 mts on computer)*

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Job requirement/Nature of Job for the post of Administrative Assistant Gr. II- The incumbent are required to provide assistance in the functions of

- A. General administration
- B. Accounts and finance
- C. Stores and purchase
- D. Documentation
- E. Typing in Hindi and English
- F. Secretarial assistance
- G. Assistance in Academics Section
- H. Secretarial assistance in the department/sections
- I. Maintenance of medical records
- J. Assistance in organizing various activities and events of the institute/department/sections
- K. Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Gr. II (Artist cum photographer)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Artist cum photographer	1	Name of the post	Artist cum photographer	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB 1: ₹. 5,200-20,200/- + G.P: ₹. 2,400/-	4	Scale of Pay	Level 4: ₹25,500-81,100	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Non- Selection (Promotion)	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	
7	Education and other qualification required for direct recruits	Essential Bachelor of Fine Arts / Multi Media Technology or equivalent Desirable Experience in Graphic designing and Photography. Knowledge of computers – designing and editing software	7	Education and other qualification required for direct recruits	Essential Bachelor of Fine Arts / Multi Media Technology or equivalent with minimum of 55% marks/ equivalent GPA scores. Desirable a) Experience in Graphic designing and Photography. b) Knowledge of computers – designing and editing software	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if	Two years	9	Period of Probation, if any	Two years	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	any				
10	Method of Recruitment	Direct recruitment	10	Method of Recruitment	Promotion Failing which direct recruitment
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Assistant Gr. III with bachelor's degree along with skill test and on the basis of seniority cum fitness.
12	If a DPC exists, what is its composition	Not applicable	12	If a DPC exists, what is its composition	Group "C" DPC

Job requirement/Nature of Job for the post of Artist cum photographer- The incumbent are required to provide assistance in the functions of

- A. General administration
- B. Recording of events through photographs, videos and any other medium
- C. Photo and video editing
- D. Maintenance and preservation of photographs, videos
- E. Documentation
- F. Typing in Hindi and English
- G. Secretarial assistance in the department/sections
- H. Maintenance of equipments of the department
- I. Assistance in organizing various activities and events of the institute/department/sections
- J. Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common designation- Administrative Assistant Gr. I (Accountant, Stores Supervisor, Publicity and Information Officer and Assistant Medical Records Officer) All these posts have been placed under a common designation Assistant Gr. I with common RR and common promotional guidelines.

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Accountant, PIO, AMO, SS	1	Name of the post	Administrative Assistant Gr. I*	
2	No. of posts	6	2	No. of posts	Six	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	₹. 4,500-125-7,000/- (V CPC) PB-1 ₹. 5200-20200/- + GP ₹.2800/-	4	Scale of Pay	Level 5: ₹29,200-92,300 +	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Below 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential Degree of a recognized University with two year's experience in handling stores of Govt. / Semi-Govt./ Autonomous Body/ Educational Institution. Must be conversant with procedure and accounting of stores Desirable: Knowledge of computers, MS office/Inventory package.	7	Education and other qualification required for direct recruits	Not applicable	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	8 years: Limited Departmental Competitive Examination (LDCE) with 10+2 5 years: Limited Departmental Competitive Examination (LDCE) with bachelor's degree.	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Assistant Gr. II with 5years of combined service or Promotion among Assistant Gr. III with 8 years of combined service.	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Group "C" DPC	

Job requirement/Nature of Job for the post of Administrative Assistant Gr. I- The incumbent are required to provide assistance in the functions of

- A. General administration
- B. Accounts and finance
- C. Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections
- D. Stores and purchase
- E. Documentation and Typing in Hindi and English
- F. Secretarial assistance and Assistance in Academics Section
- G. Publicity and information in print and e-mode medias
- H. Assistance in organizing various activities and events of the institute/department/sections
- I. Maintenance of medical records
- J. Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Administrative Assistant Gr. I Publicity and Information Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Publicity and Information Officer	1	Name of the post	Administrative Assistant Gr. I-PIO*	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	₹. 4,500-125-7,000/- (V CPC) PB-1 ₹. 5200-20200/- + GP ₹.2800/-	4	Scale of Pay	Level 5: ₹29,200-92,300	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Below 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential Degree of are cognized University with two years experience in handling stores of Govt./Semi-Govt./AutonomousBody/EducationalInstitution.Mustbeconversantwithprocedureandaccountingofstores Desirable: Knowledge of computers, MS office/Inventory package.	7	Education and other qualification required for direct recruits	Essential Degree of a recognized University with minimum of 55% marks with two years experience in handling stores of Govt./Semi-Govt./AutonomousBody/EducationalInstitution.Mustbeconversantwithprocedureandaccountingofstores Desirable: Knowledge of computers, MS office/Inventory package.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	promotes			apply in case of promotes		
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	Promotion, failing which direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Assistant Gr. II with 5years of combined service or Promotion among Assistant Gr. III with 8 years of combined service.	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Group "C" DPC	

Job requirement/Nature of Job for the post of Administrative Assistant Gr. I- Publicity and Information Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Coordinating with the concerned department for conducting programs.
- Collecting details and objective of the programs.
- Preparing the text of the programs for publishing in the print and electronic media
- Contacting the concerned media personal and discuss about the matters to be published.
- After discussion with the concerned official/ competent authority, the text matter is given for publishing in the print media.
- Arranging interview of the Director and other official with media personnel.
- Printing and distribution of brochures about the disability, disorders and facilities available at AIISH.
- Guiding the public who visit the AIISH for clinical services and other facilities at AIISH.
- Arranging accommodation and other facilities for the visiting officials / dignitaries.
- Arranging and coordinating camps.
- Giving wide publicity in the print and electronic media about the seminars programs and other activities.
- Forwarding the annual reports of the institute to various Ministries of Government of India.
- Assistance in organizing various activities and events of the Institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common designation- Executive Assistant (Executive Assistant Gr. II, Stenographer Gr. II, Stenographer Gr. I, Senior Accountant, and Office Superintendent, Security officer, Hindi Translator) All these posts have been placed under a common designation Executive Assistant with common RR and common promotional guidelines.

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	OS, SO, EA, Steno, SA, HT	1	Name of the post	Executive Assistant	
2	No. of posts	13	2	No. of posts	Thirteen	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB2 Rs.9300-34800 + GP Rs.4200/-	4	Scale of Pay	Level 6: ₹35,400-1,12,400	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Below 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential Degree of a recognized University with two years experience in handling stores of Govt./Semi-Govt./Autonomous Body/Educational Institution. Must be conversant with procedure and accounting of stores Desirable: Knowledge of computers, MS office/Inventory package.	7	Education and other qualification required for direct recruits	Not applicable	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years
10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	Promotion among Administrative Assistant Gr. I with combined service of 5years with bachelor's degree Or Amongst Assistant Gr. II with combined service of 7 years with 10+ 2 or bachelor's degree Or Amongst Assistant Gr. III with combined service of 10 years with 10+ 2 or bachelor's degree
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores	11	In case recruitment is by promotion, grade from which promotion be made	100% promotion on Limited Department Competitive Examination. (LDCE)
12	If a DPC exists, what is its composition	Group "B" DPC	12	If a DPC exists, what is its composition	Group "B" DPC

Job requirement/Nature of Job for the post of Executive Assistant- Assistant Gr. II, Stenographer Gr. II, Stenographer Gr. I:The incumbent are required to provide assistance as well as work independently in the functions of

1. Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections
2. Stores and purchase
3. Documentation
4. Typing in Hindi and English
5. Secretarial assistance

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

6. Assistance in Academics Section
7. Secretarial assistance in the department/sections
8. Assistance in organizing various activities and events of the institute/department/sections
9. Any other work assigned by the competent authority

Job requirement/Nature of Job for the post of Executive Assistant- Senior Accountant: The incumbent are required to provide assistance as well as work independently in the functions of

- Checking of cash book with reference to receipt abstracts and payment vouchers on day to date basis.
- Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections
- Posting of entries to general ledger- day to day basis
- Preparing progressive expenditure on weekly basis for submission to the Ministry
- Preparing expenditure statement on monthly basis and furnishing the same to the Ministry
- Monitoring the remittances of statutory recoveries of IT,PT RD, LIC etc.,
- Reconciling the GPF/CPF BROADSHEET and reconciling the figures with reference to the general ledger.
- Reconciliation of Services provider / Suppliers advances, Earnest Money Deposits, Caution Money Deposits and Contractors Security Deposits and Schedule of advances to the general ledger- periodical
- Reconciliation of New Pension Scheme remittances, monitoring of matching contribution and remittances to the bank,
- Reconciliation of project accounts with reference to general ledger-periodical
- Monitoring of Bank Reconciliation with reference to institute records.
- Reconciling the remittances to university –both admissions and examinations
- Monitoring and proposing for Investment of Funds and for short term deposits of grants
- Reconciliation of Funds- GPF/CPF,AIISH Pension Fund with reference to Liquid Balance and Investments
- All the work related to preparation of Budget Proposals- RE,BE, FE
- All the correspondence with the Ministry regarding, proposals for grants, receipt of grants , budget, weekly statements etc.,
- All the work related to preparation of statement of accounts, till audit and submission of UCs.
- Attending / liasoning with CA, Audit Party from AGs/IAC Delhi, attending/replying to audit queries and inspection reports etc.
- Carrying out the duties of Accounts Officer while he goes on leave
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work entrusted from time to time

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Job requirement/Nature of Job for the post of Executive Assistant- Office Superintendent : The incumbent are required to provide assistance as well as work independently in the functions of

- Handling, & Processing the following:
- Fixation of Pay.
- Annual increments.
- Leave travel concession.
- Children's education allowance / reimbursement of tuition fees.
- Retirement / death benefits.
- Maintenance of leave accounts and service registers.
- Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections
- Allotment of staff quarters.
- Deputation of staff to conferences / workshops.
- Correspondence with the ministry and other related establishment matters
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Executive Assistant (Security)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Security Officer	1	Name of the post	Executive Assistant (Security)	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB2 ₹.9300-34800 + GP ₹.4200/-	4	Scale of Pay	Level 6: ₹35,400-1,12,400	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Non- Selection (Promotion)	
6	Age limit for direct recruitment	Below 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Degree of a recognized University with at least 5 years experience as Asst. Security Officer in Govt. or PSU / Statutory/ Autonomous Body <u>OR</u> An ex-serviceman of a suitable rank and having trained in the area of security	7	Education and other qualification required for direct recruits	Essential 1. Degree of a recognized University with minimum of 55% marks 2. Ex-serviceman at level 5 of VII CPC and having experience in security.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	No	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

10	Method of Recruitment	Promotion failing which by direct recruitment	10	Method of Recruitment	Promotion failing which direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Assistant Gr. III who have put in five years service of which two years experience in handling stores	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Administrative Assistant Gr. I with service of 3 years in the grade with bachelor's degree or with combined service of 5 years of with 10+ 2 / PUC or equivalent along with skill test and on the basis of seniority cum fitness. Or Among administrative Assistant Gr. II with service of 5 years in the grade with bachelor's degree or 8 years of experience with 10+ 2 / PUC or equivalent along with skill test and on the basis of seniority cum fitness.	
12	If a DPC exists, what is its composition	Group "B" DPC	12	If a DPC exists, what is its composition	Group "B" DPC	

Job requirement/Nature of Job for the post of Executive Assistant- Security : - The incumbent are required to provide assistance as well as work independently in the functions of

- Planning, monitoring of security arrangements, deployment of security personnel in different post
- Carrying out of random/ surprise / snap check of security posts round the clock inside the campus for better and constant vigilance round in all shifts.
- Maintaining orderliness, discipline and law and order inside the campus and reporting of all indiscipline cases to the competitive authority.
- Liaisoning between management and police / outside agencies for all unforeseen incidents of occurred in the campus.
- Managing of fire / safety equipments and attending fire and other emergencies inside the campus round the clock and reporting.
- Monitoring of traffic / parking management in the campus.
- Water management in the campus round the clock.
- Observation of all electrical and civil irregularities in the open area inside the campus and reporting.
- Monitoring of all men and material movement inside the campus.
- Ensuring safety and protection of the institute and employees

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Responding to safety and security threads of the institute
- General administration
- Documentation of gate pass
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Executive Assistant- Hindi Translator

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Hindi Translator	1	Name of the post	Executive Assistant -Hindi Translator	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB2 Rs.9300-34800 + GP Rs.4200/-	4	Scale of Pay	Level 6: ₹35,400-1,12,400	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential a) Post Graduate degree in Hindi from a recognized University or equivalent b) English as a major subject at graduate level c) Certificate / Diploma in Hindi translation Desirable a) Knowledge of computers. Two years experience in translation from English to Hindi and Vice-Versa	7	Education and other qualification required for direct recruits	Essential 1.Post Graduate degree in Hindi from a recognized University or equivalent with minimum of 55% marks. 2. English as one of the subject at graduate level and 3. Post graduate Diploma course in Translation/Post graduate Diploma in Translation in Hindi or equivalent from Recognized University/institution or two years experience of translation work from Hindi to English and vice-versa in Central or State Government Office, including Government of India undertakings.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age-Not applicable Qualification- Bachelor's degree with Hindi as a subject and Post Graduate Diploma course in Translation/Post graduate Diploma in Translation in Hindi or equivalent from Recognized University/institution or Bachelor's degree with two years experience of translation work from Hindi to English and vice-versa in Central or State Government Office, including Government of India undertakings.
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years
10	Method of Recruitment	100% Direct	10	Method of Recruitment	Promotion, failing with direct recruitment
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Administrative Assistant Gr. I with qualification as stated in Sl. No 8 along with combined service of 3years of experience on the basis of seniority cum fitness Or Amongst Assistant Gr. II with qualification as stated in Sl. No 8 along with combined service of 5years of experience Or Amongst Assistant Gr. III with qualification as stated in Sl. No 8 along with combined service of 7years of experience

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

12	If a DPC exists, what is its composition	Group "B" DPC	12	If a DPC exists, what is its composition	Group "B" DPC	
----	--	---------------	----	--	---------------	--

Job requirement/Nature of Job for the post of Executive Assistant- Hindi Translator-: The incumbent are required to provide assistance as well as work independently in the functions of

- Overall looking after of OLI Cell.
- Translation, Typing, Vetting, Proof reading of Annual Reports, Audited Statement, Circulars, OMs, Letters, RTI Queries, Pamphlets, Technical literature & Training Material Etc.
- Nomination & Conducting / Deputation to Hindi Classes, Work Shops & Hindi Week Etc.
- Sending Reports on monthly, Quarterly, Half Yearly & Annual to the concerned with due approval.
- Conducting quarterly OLI Meetings & proceedings forwarded to the concerned.
- Collecting Reports on Official Language Implementation from various Department / Sections
- Compliance of GOI instruction on OL Implementation.
- General administration
- Secretarial assistance
- Secretarial assistance in the department/sections for translation of materials in Hindi to English or vice versa
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common Designation: Executive Officer (Accounts officer, Assistant Administrative officer, Assistant Audit Officer (IAC) and Hostel superintendent). All these posts have been placed under a common designation with common RR and common promotional guidelines.

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	AO, AAO, HS, AAO(IAC)	1	Name of the post	Executive Officer	
2	No. of posts	4	2	No. of posts	Four	
3	Classification	Group B	3	Classification	Group B, Non-gazetted	
4	Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs.4600/-	4	Scale of Pay	Level 7: ₹44,900-1,42,400	
5	Whether selection post or non-selection	Selection, in case of promotion	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	45 years, relaxable in case of departmental candidates	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential <ul style="list-style-type: none"> • Degree of a recognized university (preferably in commerce) • 6 years of experience in supervisory capacity in Accounts section Desirable Knowledge of FR/SR and GFR and other rules of Government of India	7	Education and other qualification required for direct recruits	Not applicable	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Relaxable in case of departmental candidates	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable
10	Method of Recruitment	Promotion, failing which, deputation	10	Method of Recruitment	Promotion, failing which deputation.
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	<i>Promotion of officers</i> in the grade of A.A.O. (Rs. 6,500-10,500/-) with three years of service failing which AAO with combined service of 6 years in the grades of AAO or Sr. Accountant / Office Superintendent.	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among officer with 3 years of service in the GP Rs.4200/- or 6 years of service in the GP Rs.2800/- on the basis of Limited Departmental Competitive Examination (LDCE).
12	If a DPC exists ,what is its composition	Group “B” DPC	12	If a DPC exists ,what is its composition	Not applicable

Job requirement/Nature of Job for the post of Executive Officer-Accounts: The incumbent are required to provide assistance as well as work independently in the functions of

- Be in-charge of the units/sections and be responsible for their normal and smooth working.
- Look after day-to-day work of the section/unit of which he is incharge as per the instructions from the higher authorities from time to time.
- Plan and schedule the entire work of the section/unit/department well in advance and take the periodical reviews of its execution.
- Assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- Ensure and maintain proper co-ordination and follow up with other departments/units/sections and shall be totally accountable for follow up actions on the decisions/ instructions of the authorities of the Institute.
- Be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- Ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- Deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
- Dispose of cases of importance where relevant regulations are clearly applied and forward them for further action to the higher official, with clear and specific comments. Else he/she shall refer it to the person from whom it has originated with specific queries on the subject. He/she shall also prepare items for consideration of the authorities/ bodies of the Institute.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Keep exhaustive and self-contained notes of important papers passed on and keep track of their movements till final disposal of the paper and also consider the proceedings of the work.
- Exercise constant vigil on the speedy disposal of work, safety of the records, regular and orderly behaviour of the staff.
- Scrutiny of bills and other vouchers for payment and prompt submission of the same
- Scrutiny of cash book on daily basis and putting up to the Chief Accounts Officer promptly
- Prepare draft Budget Estimate and Revised Estimate
- Proper maintenance of accounts, disbursement, investment
- Operate Bank accounts and fund accounts maintained at Bank
- Preparation of draft final accounts of the institute.
- Co-ordination with Auditors, attending to internal audit, statutory audit and CAG Audit queries
- Preparation of draft replies to audit queries
- Correspondence with Income Tax Department regarding Exemption>Returns, in consultation / approval of Chief Accounts Officer
- Required to maintain all files related to important documents and policy decisions.
- Takes charge in the performance of all administrative matters and similar activities of the office
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Tracking organization expenses.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

Job requirement/Nature of Job for the post of Hostel Superintendent- The incumbent are required to provide assistance as well as work independently in the functions of

- Assistance to the hostel wardens and chairman, hostel committee
- Maintenance of day to day activities of the hostels
- Looks into the grievances/complaints of the students if found genuine
- Maintaining the details of hostel inmates which includes their contact details, emergency details, allotment of rooms,
- Maintenance of movement of students outside the hostel after specified period
- Maintaining discipline of the hostel inmates.
- Preparation of hostel menu, mess bill,
- Documentation of various records of hostel inmates
- To ensure the hostel inmates have made payments related to the hostel fee, mess charges and any other on timely basis.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- supervise hostel staff in the performance of their duties like cook, maintenance staff.
- General administration
- Assistance in organizing various activities and events of the institute/department/sections
- Typing in Hindi and English
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Stores and Purchase officer

Existing		Proposed		Remarks		
Sl. No	Particulars	Sl. No	Particulars			
1	Name of the post	Stores and Purchase officer	1	Name of the post	Stores and Purchase officer	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group A, Gazetted	3	Classification	Group A, Gazetted	
4	Scale of Pay	PB 3 Rs. 15600-39100 + GP Rs.5400	4	Scale of Pay	Level 10, ₹ 56,100- 177500	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 35 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Graduate from a recognized university</p> <p>b) 5 years experience as supervisor in Stores /Purchase /Administration, in Government/ Govt. Autonomous bodies/ PSUs out of which at least 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service. In the case of applicants from the PSUs comparable pay scales would apply.</p> <p>Desirable</p> <p>c) Good Knowledge of material management and experience in handling Stores & Purchase matters.</p>	7	Education and other qualification required	<p>Essential</p> <p>e) Graduate from a recognized university with minimum of 55% marks.</p> <p>f) 5 years experience as supervisor in Stores /Purchase /Administration, in Government/ Govt. Autonomous bodies/ PSUs out of which at least 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service. In the case of applicants from the PSUs comparable pay scales would apply.</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		d) Post-graduate diploma in material management			
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	No	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable
10	Method of Recruitment	Promotion failing which by Deputation/Direct Recruitment	10	Method of Recruitment	Promotion, failing which deputation
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion of officers in the grade of Assistant Administrative Officer with 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, failing which Office Superintendent/ Stores Supervisor/ Assistant Gr. I (Stores & Purchase)/ in the grade pay of Rs. 4200/- with 8 years of service. Deputation of officers holding analogous post or Officers with 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service.	11	In case recruitment is by promotion/deputation, grade from which promotion be made	Promotion of officers in the grade of Executive Officer with 3 years' service in the Grade Pay of ₹. 4600/-, failing which among the Executive Assistant in the grade pay of ₹. 4200/- with 8 years of service. Deputation a) 5 years experience as supervisor in Stores /Purchase /Administration, in Government/ Govt. Autonomous bodies/ PSUs out of which at least 2 years service in the Grade Pay of Rs. 4800/- OR 3 years service in the Grade Pay of Rs. 4600/-, or in the grade pay of Rs. 4200/- with 8 years of service. In the case of applicants from the PSUs comparable pay scales would apply.
12	If a DPC exists ,what is its composition	Group "A" DPC	12	If a DPC exists, what is its composition	Group "A" DPC

Job requirement/Nature of Job for the post of Stores and Purchase officer- The incumbent are required to provide assistance as well as work independently in the functions of

- A. Overall Supervision of Purchase and Stores.
- B. To maintain quality records of the department.
- C. To implement quality system as applicable to respective function.
- D. To Initiate action to prevent the occurrence of any non-conformities relating to services, process and quality management system and also provide solutions through designated channels.
- E. To taking appropriate correction and corrective actions along with root cause analysis for the non-conformances and customer complaints, reported in the department and recoding the same.
- F. Providing framework for initiating continual improvement programs in their department.
- G. Member of Tender / Quotation opening Committee.
- H. Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions.
- I. Verification of comparative statement and purchase order/s.
- J. Verification of enquires and tenders before sending to Services provider / Suppliers / Tender calling.
- K. To maintain documents related to Purchase and Stores
- L. Assistance in negotiating contract terms and pricing.
- M. Tracking orders and ensure smooth delivery
- N. Annual stock verification of various assets of the institute
- O. Monitoring stock levels at the institute.
- P. Comparing and evaluating supplier offers.
- Q. Assistance in preparation of institute/departmental budget
- R. Creating and processing invoices
- S. Prepare regular reports on expenses and office budgets.
- T. Organize a filing system for important and confidential institute documents.
- U. Takes charge in the performance of all administrative matters and similar activities of the office
- V. Cross-checking invoices with payments and expenses to ensure accuracy.
- W. Processing refunds.
- X. Maintenance of dead stock registers Documentation
- Y. Assistance in organizing various activities and events of the institute/department/sections
- Z. Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Administrative Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Administrative Officer	1	Name of the post	Administrative Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group A,	
4	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 6,600/-	4	Scale of Pay	Level 11: ₹67,700-2,08,700	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 40 years.	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential a) Any degree of a recognized university (preferably in Public Administration or Business Management) b) 8 years experience in Administration and / or accounts with at least 6 years of experience in the rank of Section Officer or above in a government organization.	7	Education and other qualification required	Essential a) Post graduate degree of a recognized university with minimum of 55% marks. b) 8 years experience in Administration and / or accounts with at least 6 years of experience in the rank of Section Officer or above in a government organization.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotion/deputation	Age : No Qualification : Yes,	
9	Period of Probation, if	Two years	9	Period of Probation, if any	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

	any				
10	Method of Recruitment	Promotion, failing which by deputation / direct recruitment	10	Method of Recruitment	Promotion, failing which deputation
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	<p>Promotion of officers in the grade of Assistant Registrar / Accounts Officer or any other officer in the Grade Pay of Rs. 5,400/- with five years of service failing which AAO or any other officer in the Grade Pay of Rs. 4,800/- / Rs.4600/- with six/seven years of service respectively.</p> <p>In case of deputation, officers should be of the rank of Section Officer or above in central/state Govt./ statutory/ autonomous organizations with 8 years of experience in administration or at least six years of experience in the rank of Section Officer.</p>	11	In case recruitment is by promotion/deputation, grade from which promotion be made	<p>Promotion of officers in the grade of Assistant Registrar / Accounts Officer or any other officer in Level 10 of VII CPC with five years of service failing which AAO or any officer in administration in Level 8 of VII CPC with 6 years of service or in Level 7 of VII CPC with seven years of service.</p> <p>In case of deputation, officers should be of the rank of Section Officer or above in central/state Govt./ statutory/ autonomous organizations with 8 years of experience in administration or at least six years of experience in the rank of Section Officer.</p>
12	If a DPC exists ,what is its composition	Group "A" DPC	12	If a DPC exists, what is its composition	Group "A" DPC

Job requirement/Nature of Job for the post of Administrative Officer- The incumbent are required to provide assistance as well as work independently in the functions of

- General administration which includes drafting, documentation related to staff and policies of the institute.
- Maintenance of service records
- Supervising the personnel and establishment section.
- Maintaining leave statements, LTC,CEA, CCL and other facilities provided by GOI to the employees
- Organize a filing system for important and confidential institute documents.
- Takes charge in the performance of all administrative matters and similar activities of the office
- Assistance in framing and implementation of various orders, rules related to administration for the staff.
- Assistance in appointment, retirement and renewal of contract of various staffs at the institute.
- Assistance in organizing various activities and events of the institute/department/sections
- Assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down
- Dispose of cases of importance where relevant regulations are clearly applied and forward them for further action to the higher official, with clear and specific comments. Else he/she shall refer it to the person from whom it has originated with specific queries on the subject. He/she shall also prepare items for consideration of the authorities/ bodies of the Institute.
- Keep exhaustive and self-contained notes of important papers passed on and keep track of their movements till final disposal of the paper and also consider the proceedings of the work.
- Exercise constant vigil on the speedy disposal of work, safety of the records, regular and orderly behaviour of the staff.
- Ensure and maintain proper co-ordination and follow up with other departments/units/sections and shall be totally accountable for follow up actions on the decisions/ instructions of the authorities of the Institute.
- Be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- Ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Chief Accounts Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Chief Accounts Officer	1	Name of the post	Chief Accounts Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs. 15600-39100 + GP 6600/-	4	Scale of Pay	Level-11 ₹ 67700-208700	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential (a) Post graduate in commerce or M.B.A with specialization in finance from a recognized University or A.C.A/I.C.W.A (b) Five years of regular service in the Grade Pay of Rs. 5400/- OR Seven years of regular service in the grade pay of Rs.4600/- or 6 years of regular service in the grade pay of Rs.4800/-in Central/ State Govt/ Govt. Autonomous body Desirable Knowledge of Computer Applications/Management Information Systems	7	Education and other qualification required for direct recruits	Essential 1.Post graduate in commerce or M.B.A with specialization in finance from a recognized University with minimum of 55% marks or A.C.A/I.C.W.A 2.Five years of regular service in the Grade Pay of Rs. 5400/- OR Seven years of regular service in the grade pay of Rs.4600/- or 6 years of regular service in the grade pay of Rs.4800/- in Central/ State Govt/ Govt. Autonomous body Desirable Knowledge of Computer Applications/Management Information Systems	
8	Whether age and educational qualifications prescribed for	No	8	Whether age and educational	Age-No Qualification- Post graduate in	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	direct recruits will apply in case of promotes			qualifications prescribed for direct recruits will apply in case of promotes	commerce or M.B.A with specialization in finance from a recognized University.	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by deputation / direct recruitment	10	Method of Recruitment	Promotion failing which by deputation failing which direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	(a) Promotion of Assistant Registrar with 5 years of regular service in the grade pay of Rs. 5400/- OR (b) combined continuous service of 8 years as Assistant Registrar/ Accounts Officer OR (c) promotion of Accounts Officer with 8 years of regular service in the grade pay of Rs.4600/- or 7 years of regular service in the grade pay of Rs.4800/- Transfer on deputation of officers holding analogous post or Accounts Officer in the grade pay of Rs.5400/- with 5 years of regular service with experience in finalization of accounts.	11	In case recruitment is by promotion/deputation, grade from which promotion be made	(a) Promotion of Assistant Registrar/Stores and Purchase officer with 5 years of regular service in level 10 of VII CPC OR (b) Promotion of Accounts Officer/AAO with 7 years of regular service in level 7 of VII CPC. Deputation Five years of regular service in the Grade Pay of ₹ 5400/- OR Seven years of regular service in the grade pay of ₹4600/- or 6 years of regular service in the grade pay of ₹4800/-in Central/ State Govt/ Govt. Autonomous body/statutory	
12	If a DPC exists ,what is its composition	Group 'A' DPC	12	If a DPC exists ,what is its composition	Group 'A' DPC	
13	Consultation with UPSC	Not required as per the Bye-Laws	13	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Chief Accounts Officer- The incumbent are required to provide assistance as well as work independently in the functions of

- Overall in-charge of Accounts and Audit matters and to assist Director in matters requiring clarifications on the Central Civil Services Rules, financial and accounting functions
- Drawing and disbursing officer of the institute
- Preparation of salaries and release of the same to the employees and pensioners
- Preparation of Budget and Monthly/Annual accounts
- Operate Bank accounts and fund accounts maintained at Bank with either the Director or Chief Accounts Officer or any other functionary of the institute authorized in this regard.
- Finalisation of accounts of the institute
- Preparing of audit statements
- Responding to CAG queries
- Handling investments of the Institute and custodianship of investment instruments, bank guarantees, etc.
- Finalisation of Budget Estimate and Revised Estimate
- Budgetary control of expenditure
- Correspondence with Parent Ministry , including submission of periodical returns / statements relating to Finance and Accounts
- Hold periodic meetings with the staff of the Accounts Section to discuss the arrears of work, procedural knot-points and other issues which create bottlenecks in the quick disposal.
- Preparation of institute/departmental budget
- Processing invoices
- Negotiating contract terms and pricing.
- Preparation of retirement, pension benefits
- Prepare regular reports on expenses and office budgets.
- Organize a filing system for important and confidential institute documents.
- Takes charge in the performance of all administrative matters and similar activities of the office
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Tracking organization expenses.
- Processing refunds.
- Managing a institute's accounts payable and receivable.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Maintaining books of accounts
- Documentation various records required during annual auditing of the institute.
- Assistance in organizing various activities and events of the Institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRİ, मैसूरु/ MYSORE-570006

Chief Administrative Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Chief Administrative Officer	1	Name of the post	Chief Administrative Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs. 15600-39100+GP 7,600/-	4	Scale of Pay	Level-12 ₹.78,800-209200. VII CPC	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 50 years	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Post graduate Degree from a recognized University</p> <p>b) 10 years experience in application of Rules, Regulations or Procedures in the area of establishment or financial management practices in Central OR State Govt/ Govt. Autonomous Body with at least 5 years continuous regular service in the Grade pay of Rs. 6600/- and combined continuous service of 10 years the Grade Pay of Rs. 6600/- and Rs. 5400/- in administration.</p> <p>Desirable</p> <p>Knowledge of Computer Applications /Management Information system</p>	6	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Post graduate Degree from a recognized University</p> <p>b) Ten years experience in application of Rules, Regulations or Procedures in the area of establishment or financial management practices in Central OR State Govt/ Govt. Autonomous Body with at least 5 years continuous regular service in Level 11 of VII CPC or combined continuous service of 10 years in the Level 11 of VII CPC and Level 10 of VII CPC in administration.</p> <p>Desirable</p> <p>Knowledge of Computer Applications /Management Information system</p>	
8	Whether age and	No	7	Whether age and	Age-No	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes	Qualification- Post graduate Degree from a recognized University	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by deputation / direct recruitment	9	Method of Recruitment	Promotion failing which by deputation / direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	(a) Promotion of Administrative Officer/ Registrar in PB-3, Rs. 15600-39100+Grade Pay of Rs. 6600/- having rendered 5 years service in the grade after appointment thereto on regular basis. (b) Failing (a) above, promotion of Administrative Officer/ Registrar who have completed at least 3 years continuous regular service in the Grade pay of Rs. 6600/- and combined continuous service of 10 years as Registrar/ Assistant Registrar. Transfer on deputation of officers holding analogous post or at least 5 years continuous regular service in the Grade pay of Rs. 6600/-.	10	In case recruitment is by promotion, grade from which promotion be made	(a) Promotion of Chief Accounts Officer/Administrative Officer/ Registrar/ in Level 11 of VII CPC having rendered 5 years service in the grade after appointment thereto on regular basis. (b) Failing (a) above, promotion of Chief Accounts Officer/Administrative Officer/ Registrar who have completed at least 3 years continuous regular service in the Level 11 of VII CPC and combined continuous service of 10 years in Level 10 and above of VII CPC. (c) Transfer on deputation of officers holding analogous post or at least 5 years continuous regular service in Level 11 of VII CPC.	
12	If a DPC exists ,what is its composition	Group 'A' DPC	11	If a DPC exists ,what is its composition	Group 'A' DPC	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Chief Administrative Officer- The incumbent are required to provide assistance as well as work independently in the functions of

- A. overall In-charge of administrative functions and assist the Director in the day-to-day functioning of the institute
- B. General administration which includes drafting, documentation related to staff and policies of the institute.
- C. Supervising the personnel and establishment section.
- D. Maintaining leave statements, LTC,CEA, CCL and other facilities provided by GOI to the employees
- E. Organize a filing system for important and confidential institute documents.
- F. Correspondence with Parent Ministry , including submission of returns / statements other than Finance and Accounts
- G. Liaoning with the Parent Ministry / Central and State Govt. authorities
- H. Matters related to legal, administration and RTI
- I. Preparation of Agenda and minutes of important meetings of the institute
- J. Takes charge in the performance of all administrative matters and similar activities of the office
- K. Assistance in framing and implementation of various orders, rules related to administration for the staff.
- L. Assistance in appointment, retirement and renewal of contract of various staffs at the institute.
- M. Assistance in organizing various activities and events of the institute/department/sections
- N. Negotiating contract terms and pricing.
- O. Hold periodic meetings with the In-charges of the Sections under his control to discuss the arrears of work, procedural knot-points and other issues which create bottlenecks in the quick disposal
- P. Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Technical Staff(s)

Technical Assistant Gr. III- Driver

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Driver Gr. II	1	Name of the post	Technical Assistant Gr. III- Driver	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB1: ` 5,200-20,200/-+ GP ` 1900	4	Scale of Pay	Level 2: ₹19,900-63,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	Relaxation in age for persons with SC/ST/OBC/EWS/PwD or any other category as per GOI notification time to time
6	Education and other qualification required for direct recruits	Essential a) SSLC or equivalent qualification b) Possession of valid driving license for motor car/bus , knowledge of motor mechanism and experience or driving motor car/bus for at least 3 years	6	Education and other qualification required for direct recruits	Essential 1. Pass in SSLC or equivalent qualification 2. Possession of valid driving license for both heavy and light motor vehicles. 3. Experience of driving Heavy motor vehicles for 3 years 4. Knowledge of motor mechanism (The candidate should be able to rectify minor defects)	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					in the vehicle)- will be ascertained through skill test.	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of Recruitment	Direct recruitment	9	Method of Recruitment	Direct recruitment	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
11	If a DPC exists ,what is its composition	Group “C” DPC	11	If a DPC exists ,what is its composition	Group “C” DPC	

Job requirement/Nature of Job for the post of Driver Gr. III- The incumbent are required to provide assistance as well as work independently in the functions of

- Drive at a reasonable safe speed. Safe speed is determined more by traffic conditions, weather conditions road conditions and visibility.
- Required to drive all kinds of the vehicles viz-Heavy/ Medium / light, available in the institute
- Responsible for lodging a FIR with the nearest police Station in the event of any accident/ theft, enroute and also inform the concerned Officer-in-Charge.
- Ensure keeping papers of the vehicle (registration book etc.) intact and updated.
- Proper cleanliness and maintenance of the institute vehicles.
- Maintenance of log book, records of petrol consumed/taken and other prescribed records
- Responsible to get servicing/repair of institute vehicles done under direct supervision, wherever required.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Should remain alert and be aware of their environment around their vehicle should lookout for other vehicles, pedestrians and a road hazards.
- Keep their vehicles maintained and in safe operating condition. All lights and breaks need to be working properly. Filling fuel as and when required.
- Request each guest/ official to fasten his / her safety belt when operating motor vehicle on official duty.
- Should be courteous to the guest/ official while on official duty
- Official vehicles to be used only for official purpose.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRİ, मैसूरु/ MYSORE-570006

Assistant Gr. II- Driver

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Driver Gr. I	1	Name of the post	Assistant Gr. II- Driver	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB1: `5,200-20,200/+ GP ` 1900	4	Scale of Pay	Level 4: ₹25,500-81,100	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Not applicable	
6	Education and other qualification required for direct recruits	Essential a) Matriculation/SSLC b) Possession of valid driving license for motor car/bus , knowledge of motor mechanism and experience or driving motor car/bus for at least 3 years	6	Education and other qualification required for direct recruits	Not applicable	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	No	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Not applicable	
9	Method of Recruitment	Promotion, failing which Direct recruitment	9	Method of Recruitment	100% promotion	
10	In case recruitment is by promotion or deputation or transfer, grade from which	Promotion among driver Gr. II who has put in 9 years of regular service in grade II and has passed trade	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among driver Gr. III who has put in 5 years of regular service in grade III and has passed	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	promotion/transfer/deputation be made	test prescribed by the Govt.			trade test prescribed by the Govt.	
11	If a DPC exists ,what is its composition	Group “C” DPC	11	If a DPC exists ,what is its composition	Group “C” DPC	

Job requirement/Nature of Job for the post of Driver Gr. II- The incumbent are required to provide assistance as well as work independently in the functions of

- Drive at a reasonable safe speed. Safe speed is determined more by traffic conditions, weather conditions road conditions and visibility.
- Required to drive all kinds of the vehicles viz-Heavy/ Medium / light, available in the institute
- Responsible for lodging a FIR with the nearest police Station in the event of any accident/ theft, enroute and also inform the concerned Officer-in-Charge.
- Ensure keeping papers of the vehicle (registration book etc.) intact and updated.
- Proper cleanliness and maintenance of the institute vehicles.
- Maintenance of log book, records of petrol consumed/taken and other prescribed records
- Responsible to get servicing/repair of institute vehicles done under direct supervision, wherever required.
- Should remain alert and be aware of their environment around their vehicle should lookout for other vehicles, pedestrians and a road hazards.
- Keep their vehicles maintained and in safe operating condition. All lights and breaks need to be working properly. Filling fuel as and when required.
- Request each guest/ official to fasten his / her safety belt when operating motor vehicle on official duty.
- Should be courteous to the guest/ official while on official duty
- Official vehicles to be used only for official purpose.
- Assistance in organizing various activities and events of the Institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Technical Assistant Gr. II-Electrician

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Electrician	1	Name of the post	Technical Assistant Gr. II-Electrician	
2	No. of posts	2	2	No. of posts	Two	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P: Rs. 2,400/-	4	Scale of Pay	Level 5: ₹ 29,200-92,300	Proposed for GP 2,800/- of VII CPC in order to bring uniformity for all diploma level positions.
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	
7	Education and other qualification required for direct recruits	Essential Diploma in Electrical & Electronics or equivalent OR ITI certificate in Electrical Trade with eight years of experience in maintenance of electrical installation, diesel generator / HT yard Desirable Two years experience in the trade for Diploma holder	7	Education and other qualification required for direct recruits	Essential 1. 3 years Diploma in Electrical or equivalent 2. Minimum one year experience in O&M of electrical equipment /installations from any reputed firm/organization.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	case of promotes			case of promotes		
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Not applicable	

Job requirement/Nature of Job for the post of Technical Assistant Gr. II- Electrician: The incumbent are required to provide assistance as well as work independently in the functions of

- Maintenance of power generation, transmission and distribution systems.
- Maintenance of all electrical installation like central AC, split AC heating equipments and elevators.
- Maintenance of lighting systems.
- For purchase of spares to the systems as mentioned above.
- Involved in preparations of estimation for the new installations as per the requirement given by the other dept.
- Involves in preparation of tender doc for heavy electrical installations.
- Install and repairs electrical wiring, systems, and fixtures in buildings. Installs conduits and pipes to house electrical wires and cables.
- Ensures piping complies with electrical codes. Installs circuit breakers and other electrical hardware and connects wiring to them.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Technical Assistant Gr. II- Electronics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Technician	1	Name of the post	Technical Assistant Gr. II- Electronics	
2	No. of posts	2	2	No. of posts	Two	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P: Rs. 2,400/-	4	Scale of Pay	Level 5: ₹ 29,200-92,300	Proposed for GP 2,800/- of VII CPC in order to bring uniformity for all diploma level positions.
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 27 years	
7	Education and other qualification required for direct recruits	Essential 3 years Diploma in Electrical & Electronics or Electronics and communication/ instrumentation engineering or ITI in electronics/ Radio & TV mechanic with 2 years experience in repair and maintenance of electronic instrument / testing of assembled electronic board Desirable one year experience in repair and maintenance / production of electronic equipment	7	Education and other qualification required for direct recruits	Essential 1. 3 years Diploma in Electronics or Electronics and communication/ electronic engineering or combination of above from a recognised institute. Desirable One year experience in installation and maintenance of electronics equipment/biomedical equipment/	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Not applicable	

Job requirement/Nature of Job for the post of Technical Assistant Gr. II- Electronics: The incumbent are required to provide assistance as well as work independently in the functions of

- To arrange Audio video arrangement for Workshops, seminars and National symposiums.
- To take care of Video conference Equipments and coordinate video conference activities
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Technical assistant Gr.I- Civil

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Care take	1	Name of the post	Technical assistant Gr.I- civil	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "C"	3	Classification	Group "C"	
4	Scale of Pay	PB 1: Rs. 5,200-20,200/- + G.P: Rs. 2,400/-	4	Scale of Pay	Level 5: ₹29,200-92,300	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	28 years	6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	Essential Degree of a recognized University or diploma in Civil Engineering / Electrical Engineering At least two years of experience in maintenance of building, sanitary and electrical work and watch and ward.	7	Education and other qualification required for direct recruits	Essential a) Diploma in Civil Engineering. b) At least two years of experience in maintenance of building, sanitary and electrical work and watch and ward.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	100% direct	10	Method of Recruitment	Promotion, failing which direct recruitment	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Assistant Gr. III in Level 2 of VII CPC with five years of service fulfilling the essential qualifications.	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Group "C" DPC	

Job requirement/Nature of Job for the post of Technical Assistant Gr. I- Civil: The incumbent are required to provide assistance as well as work independently in the functions of

- Supervising and monitoring the housekeeping work.
- Supervising and monitoring the plumbing /sanitary work.
- Supervising and monitoring the carpentry work.
- Taking meter reading of quarters and buildings.
- Preparation of estimates based on requirements for development and maintenance work.
- Preparation of tender document for housekeeping and other maintenance Services.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Junior Technical Officer

Existing		Proposed		Remarks
Sl. No	Particulars	Sl. No	Particulars	
1	Name of the post	1	Name of the post	
2	No. of posts	2	No. of posts	
3	Classification	3	Classification	
4	Scale of Pay	4	Scale of Pay	Awaiting for ministry approval for Group B, Level 6 of VII CPC
5	Whether selection post or non-selection	5	Whether selection post or non-selection	
6	Age limit for direct recruitment	6	Age limit for direct recruitment	
7	Education and other qualification required for direct recruits	7	Education and other qualification required for direct recruits	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					Or 1. M.Sc in Electronics with minimum of 55% marks.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	100% Direct	10	Method of Recruitment	Promotion, failing which direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among technical assistant Gr. II electronics in Level 4 of VII CPC with 5 years of experience.	
12	If a DPC exists, what is its composition	Not applicable	12	If a DPC exists, what is its composition	Group "C" DPC*	Awaiting for ministry approval for Group B

Job requirement/Nature of Job for the post of Junior Technical Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Assisting EE-1 in calibration.
- At times JTOs to take responsibility of independently the calibration of equipments
- Involved in providing audio visual assistance for workshops seminars and symposiums conducted by different dept in the institute.
- Coordination in maintenance of audio video, voice communication systems (EPABX), with state and central agencies for its proper operations.
- Repair of HAs issued through different govt. schemes and also HA purchased by the user through the Institute.
- Involved in material purchase management of spares required for electrical, electronic equipment and also for HA repair.
- It is the responsibilities of JTO to carry out external consultancy services involving calibration and repair of equipments received from external agencies and noise measurement as assigned by HOD from time to time.
- JTOs will take responsibilities of providing technical assistance in coordination with arrangements of programs like open day, annual day and also for the national festivals.
- Involved in material purchase management of spares required for electrical, electronic equipment and also for HA repair.
- Checking and certifying the performance of the new HA through Electro Acoustic evaluation.
- Maintenance of computer and networking systems in the institute.
- Maintenance of audio and video communication systems (video conference equipment)
- Server maintenance.
- Involved in procuring computer peripherals, networking equipments, software and any other computer related gadgets.
- Maintenance of surveillance systems at the institute.
- Coordinate the process of admission to UG, PG by conducting online Entrance examination.
- Maintenance of biometric attendance systems.
- Maintenance of audio and video communication systems (video conference equipment)
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common Designation-Technical Assistant Gr. I-Technician (Prosthetic and Ear mould)

Existing			Proposed		
Sl. No	Particulars	Sl. No	Particulars	Remarks	
1	Name of the post Prosthetic Dental technician, Ear mould technician	1	Name of the post Technical Assistant Gr. I Technician (Prosthetic and Ear mould)		
2	No. of posts 5	2	No. of posts Five + One*		
3	Classification Group "C" technical	3	Classification Group "C" technical		
4	Scale of Pay PB 1: Rs. 5,200-20,200/- + G.P: Rs. 2,800/-	4	Scale of Pay Level 5: ₹29,200-92,300	Proposed for GP 2,800/- of VII CPC in order to bring uniformity for all diploma level positions.	
5	Whether selection post or non-selection Not applicable	5	Whether selection post or non-selection Not applicable		
6	Age limit for direct recruitment Up to 27 years/30 years	6	Age limit for direct recruitment Up to 30 years		
7	Education and other qualification required for direct recruits Essential DHLS/DHA & ET or its equivalent or diploma in dental mechanism or equivalent of a recognized institution, approved by DCI	7	Education and other qualification required for direct recruits Essential DHLS/DHA & ET with valid RCI registration or its equivalent or diploma in dental mechanism or equivalent of a recognized institution, approved by DCI/NMC with valid registration.		
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes Not applicable		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

9	Period of Probation, if any	Two years	9	Period of Probation, if any		
10	Method of Recruitment	100% Direct	10	Method of Recruitment	Direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Group "C" DPC	12	If a DPC exists, what is its composition	Group "C" DPC	

***The post of multipurpose rehabilitation worker has been merged.**

Job requirement/Nature of Job for the post of Technical Assistant Gr. I – Technician (Prosthetic and Ear mould) : The incumbent are required to provide assistance as well as work independently in the functions of

- Guiding and training the students for appropriate ear mould impression taking and preparation of the mould
- Training the students and assisting in preparation of ear plugs and swimmers ear plugs
- Supervision of students and preparation of ear mould in Ear mould section
- Supervision of monthly statistics of Ear moulds Section
- Ensuring appropriate analysis of student feedback
- Purchase and maintenance of consumable and non-consumable materials required for preparation of ear mould
- Preparation of ear mould and swimmers ear plugs
- Guiding and training the students for appropriate ear mould impression taking and preparation of the mould.
- Training the students and assisting in preparation of ear plugs and swimmers ear plugs.
- Preparation of monthly statistics of Ear moulds Section.
- Compiling and analysing student feedback of ear mould section.
- Purchase and maintenance of consumable and non-consumable materials required for preparation of ear mould
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Electronics engineer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Electronics engineer	1	Name of the post	Electronics engineer	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B" Gazetted, technical	3	Classification	Group "B" technical	
4	Scale of Pay	PB 1: Rs. 9,300-34,800/- + G.P: Rs. 4,600/-	4	Scale of Pay	Level 7: ₹44,900-142400	
5	Whether selection post or non-selection	Non selection	5	Whether selection post or non-selection	Non selection	
6	Age limit for direct recruitment	30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential a) Diploma in electronics b) 2years experience Desirable B.E or B.Tech in electronics	7	Education and other qualification required for direct recruits	Essential a) B.E /B. Tech in Technology / electrical and Electronics Engineering / Electronics & Instrumentation / Electronics / Electronics & Communication or equivalent from a University / Institution recognized by a regulatory body. OR a) M.Sc (Electronics from a University /Institution recognized by a regulatory body.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in	Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	case of promotes			case of promotes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable
10	Method of Recruitment	100% promotion failing which Direct recruitment	10	Method of Recruitment	100% promotion
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	From the grade of technical assistant with 5years experience	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Junior technical officer in Level 5 of VII CPC with 3 years of experience Or technical assistant Gr. II electronics in Level 4 of VII CPC with six years of experience.
12	If a DPC exists, what is its composition	DPC for Group B posts	12	If a DPC exists, what is its composition	DPC for Group B posts

Job requirement/Nature of Job for the post of Electronics Engineer : The incumbent are required to provide assistance as well as work independently in the functions of

- Coordinate the overall technical work allotted from time to time with the technical team of the department.
- Responsible for calibration of equipments.
- Coordinate the operation and maintenance of lifts, water purifiers, ACs, Franklin machine Ricoh printer.
- Develops the office Identity card for regular staffs, contract staffs and for students.
- Coordinate in the installation of new electronics systems/ equipments in the institute with the technical team of the department and with external agencies.
- For heavy electronic installations, electronics engineer in consultation with HOD electronics involved in preparation of tender notifications and execution of the work after allotment of work to the successful firm.
- Overall in-charge for voice communication systems (EPABX), with state and central agencies for its proper operations.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Technical Officer - Horticulture

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Horticultural Officer	1	Name of the post	Technical Officer - Horticulture	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "B",	3	Classification	Group 'B'	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 30 years	
7	Education and other qualification required for direct recruits	Essential B.Sc in Horticulture from a recognized university or its equivalent with 2 years of experience	7	Education and other qualification required for direct recruits	Essential B.Sc in Horticulture from a recognized university or its equivalent degree with 2 years of experience	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of	Direct Recruitment	10	Method of	Promotion, failing which direct recruitment	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	Recruitment			Recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among officials in Level 5 of VII CPC with three years of experience Or Promotion among officials in Level 4 of VII CPC with six years of experience.
12	If a DPC exists ,what is its composition	Group "B" DPC	12	If a DPC exists ,what is its composition	Group 'B' DPC
13	Consultation with UPSC	Assistant Horticultural Officer	13	Consultation with UPSC	

Job requirement/Nature of Job for the post of Technical Officer- Horticulture : The incumbent are required to provide assistance as well as work independently in the functions of

- Monitoring the Malis and garden maintenance personnel for day to day garden maintenance activities.
- Preparation of estimates for developmental and maintenance garden works based on the requirement of department and section.
- Preparation of tender documents for the garden and lawn developmental works.
- Supervision for development of ornamental and flower pots for participation in annual Dasara flower show.
- Checking the actual measurements at site, recording in the measurement book and certification of bills.
- Pot arrangements in and around the office buildings.
- Supervising to develop kitchen garden.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Special Educator

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Special Educator	1	Name of the post	Special Educator	
2	No. of posts	12	2	No. of posts	Twelve	
3	Classification	Group 'B'	3	Classification	Group 'B'	
4	Scale of Pay	PB 2: Rs. 9,300-34,800/- + GP: Rs. 4,200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400	
5	Whether selection post or non-selection	Not Applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Upto 30 years	6	Age limit for direct recruitment	Up to 30 years	
7	Education and other qualification required for direct recruits	Essential B.S.Ed (Hearing Impairment) / MR/LD/Autism etc.). OR other equivalent qualification recognized by RCI Desirable 2 years experience in working in a pre-school setup for children with disability	6	Education and other qualification required for direct recruits	Essential 1. DECSE / D.Ed.Spl.Ed (Hearing Impairment / ID/LD/Autism/MD). or its equivalent and B.S. Ed (Hearing Impairment / ID/LD/Autism/MD). recognized by RCI. 2.Valid RCI registration Desirable 2 years experience in working in a pre- school setup for children with disability	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	100 % direct	9	Method of Recruitment	100 % direct	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRİ, मैसूरु/ MYSORE-570006

11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not Applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not Applicable	
12	If a DPC exists ,what is its composition	Group 'B' DPC	11	If a DPC exists ,what is its composition	Group 'B' DPC	
13	Consultation with UPSC	Special Educator	12	Consultation with UPSC	Special Educator	

Job requirement/Nature of Job for the post of Special Educator : The incumbent are required to provide assistance as well as work independently in the functions of

- Providing special training to children with communication disorders
- Implementing works assigned by higher authorities
- Serving as in-charge of different services like parent-infant program (PIP), preschool parent empowerment program (PPEP), curricular support services (CSS) and individualized educational programs, co-curricular activities etc.
- Developing different teaching materials required for training children with communication disorders
- Organizing and conducting cultural programs, sports activities, Olympics, special events for children in collaboration with other Institutes and organizations.
- Providing PIP, CSS and PPEP sessions to children, as per the requirement.
- Imparting outreach services to children with communication disorders in inclusive set up.
- Conducting staff enrichment programs and parent empowerment programs.
- Serving as resource persons for different seminars/ workshops conducted by different organizations.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Audiologist/Speech-Language Pathologist Gr. II,

(The designation of Clinical Supervisor has been merged with Speech-Language Pathologist/Audiologist Gr. II)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Audiologist/Speech-Language Pathologist Gr. II	1	Name of the post	Audiologist/Speech-Language Pathologist Gr. II	
2	No. of posts	9	2	No. of posts	Twenty	
3	Classification	Group "B" Technical	3	Classification	Group "B" Technical	
4	Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs.4200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400*	*proposed Level 7 of VII CPC subject to approval from Ministry(RCI ref.)
(0)5	Whether selection post or non-selection	Not Applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 30 years	
6	Education and other qualification required for direct recruits	Essential B.Sc degree in Speech and Hearing or equivalent	6	Education and other qualification required for direct recruits	Essential a) B.Sc. Degree in Speech and Hearing or Bachelor in Audiology, speech and Language Pathology (BASLP) from a University recognized by a regulatory body or its equivalent with minimum of 55% marks and must have valid RCI registration	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

				case of promotes		
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of Recruitment	Direct Recruitment	9	Method of Recruitment	Direct Recruitment	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
11	If a DPC exists ,what is its composition	Not applicable	11	If a DPC exists ,what is its composition	Not applicable	
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Audiologist / Speech-Language Pathologist Gr. II : The incumbent are required to provide assistance as well as work independently in the functions of

- Assessment of patients with Speech-Language and Hearing disorders.
- Providing clinical services and guidance to the needy populations.
- Offering assistance inputs in case history taking, clinical interview, individualized evaluations, clinical counselling and interventions;
- Participation as an expert in outreach programs, camps, extension services, exhibitions, etc;
- Supervision of students while they handle patients.
- Supervision of records maintained by students.
- Preparation of Student roster
- Compilation of student attendance
- Maintenance of equipments.
- Compiling student feedback.
- Coordination and execution of public education activities

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Committee member – Short/Long term
- Maintenance of ISO related documents
- Case correspondence
- Organizing short term training courses/workshops/Seminars.
- Placing purchase indents for purchase of equipments and materials for the department.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Clinical Psychologist Gr. II, Cognitive Psychologist, Clinical Assistant (Psychology), Research Assistant (Psychology)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Clinical Psychologist Gr. II, Cognitive Psychologist	1	Name of the post	Clinical Psychologist Gr. II	
2	No. of posts	3	2	No. of posts	Three + Two + One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400	Proposed for upgradation to Level 7 of VII CPC
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 30 years	
6	Education and other qualification required for direct recruits	Essential M.A or M.Sc in Psychology with clinical psychology as a special subject Desirable Two years experience of having worked with children with disability.	6	Education and other qualification required for direct recruits	Essential a) M.A or M. Sc in Psychology with minimum of 55% marks or its equivalent degree with Clinical Psychology/ Rehabilitation Psychology as a special subject from a university/institute recognized by a regulatory body. b) M.Phil in clinical psychology. c) Valid RCI registration Desirable Publication in National and International Journals of repute.	
7	Whether age and	Not applicable	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes		
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of Recruitment	100% direct	9	Method of Recruitment	Direct Recruitment	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
11	If a DPC exists ,what is its composition	Group “B” DPC	11	If a DPC exists ,what is its composition	Not applicable	
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

Job requirement/Nature of Job for the post of Clinical Psychologist Gr. II: The incumbent are required to provide assistance as well as work independently in the functions of

- Undertaking clinical teaching for students posted in department;
- Assisting faculty & participating as support staff in technical organization of academic events, workshops, seminars, journal clubs or other activities in the department;
- Offering assistance inputs in case history taking, clinical interview, individualized psychological testing, clinical counselling and interventions;
- Participation as an expert in outreach programs, camps, extension services, exhibitions, etc; and Offering administrative assistance to HOD
- Supervision of records maintained by students.
- Preparation of Student roster
- Compilation of student attendance
- Maintenance of equipments.
- Compiling student feedback.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Medical Social Worker

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Medical Social Worker	1	Name of the post	Medical Social Worker	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "B" Non-Gazetted, Technical	3	Classification	Group "B", Technical	
4	Scale of Pay	PB 2 ` 9,300-34,800/- + GP ` 4,200/-	4	Scale of Pay	Level 6: ₹35,400-1,12,400	
5	Whether selection post or non-selection	Not Applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Below 30 years	6	Age limit for direct recruitment	Up to 30 years	
6	Education and other qualification required for direct recruits	Essential a) Master's Degree in Sociology or Social Work with specialization in Medical Social Work or equivalent qualification from a recognized University; or Degree in Science from a recognized University with two years in Diploma in Social work. b) One year experience in social work	6	Education and other qualification required for direct recruits	Essential a) Master's Degree in Sociology or Social Work with specialization in Medical Social Work or equivalent qualification with minimum of 55% marks from a University/institution recognized by a regulatory body.	
7	Whether age and educational qualifications	Not Applicable	7	Whether age and educational qualifications	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	prescribed for direct recruits will apply in case of promotes			prescribed for direct recruits will apply in case of promotes		
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of Recruitment	100% direct recruitment	9	Method of Recruitment	Promotion, failing which direct recruitment	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/d eputation be made	Not Applicable	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among prosthetic dental technician/Ear mould technician with 3 years of regular service on the basis of seniority cum fitness	
11	If a DPC exists, what is its composition	Medical Social Worker	11	If a DPC exists, what is its composition	Group "B" DPC	

Job requirement/Nature of Job for the post of Medical Social Worker: The incumbent are required to provide assistance as well as work independently in the functions of

- To provide appropriate and timely family counselling and feedback to the clients especially at the time of discharge.
- To monitor medical- legal cases
- To monitor the patient welfare fund process.
- To conduct and participate in programmes such as public awareness, seminars, orientations and short term trainings for professionals and general public.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Junior Engineer (Civil)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Junior Engineer (Civil)	1	Name of the post	Junior Engineer (Civil)	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2: Rs. 9300-34800/- + G.P: Rs. 4,200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Non- Selection (Promotion)	
6	Age limit for direct recruitment	28 years	6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	Essential B.E (Civil) or three years diploma in Civil Engineering or equivalent with six years experience	6	Education and other qualification required for direct recruits	Essential B.E (Civil) or Three years diploma in Civil Engineering or equivalent with six years experience	Ref. 2 Ref. 3
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Not applicable	
10	Method of Recruitment	Direct recruitment	9	Method of Recruitment	100% promotion	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Technical Gr. I(Civil) with 3 years of experience with B.E(Civil) or six years with diploma in Civil engineering. Or Promotion among Assistants with 5 years of experience in Level 4 of VII CPC or 8 years of experience in Level 2 of VII CPC.
12	If a DPC exists, what is its composition	Group "B" DPC	11	If a DPC exists, what is its composition	Group "B" DPC

Job requirement/Nature of Job for the post of Junior Engineer (Civil): The incumbent are required to provide assistance as well as work independently in the functions of

- Planning of civil minor works.
- Conducting feasibility study.
- Preparation of estimates, Tender Documents, Execution of work, Quality control, supervising works and preparation of completed works bill.
- Repairs and Maintenance of existing buildings.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Library and Information Assistant, Sr. Library and Information Assistant is merged as Library and Information Assistant

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Library and Information Assistant	1	Name of the post	Library and Information Assistant	
2	No. of posts	3	2	No. of posts	Three	
3	Classification	Group "B" Gazetted, technical	3	Classification	Group "C"	
4	Scale of Pay	PB2 Rs.9300-34800 + GP Rs.4200/-	4	Scale of Pay	Level 6: ₹ 35,400-1,12,400	
5	Whether selection post or non-selection	Non selection	5	Whether selection post or non-selection	Non-Selection	
6	Age limit for direct recruitment	30 years	6	Age limit for direct recruitment	Up to 30 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>1. Bachelor's Degree in Library Science or Library and Information Science of a recognized University/Institute</p> <p>2. Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>Diploma in Computer Application from a recognized University or Institute.</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>1. Minimum Bachelor's Degree in Library Science or Library and Information Science of a University/Institute recognized by regulatory bodies.</p> <p>2. Two years' professional experience in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>Diploma in Computer Application from a recognized University or Institute.</p>	Ref.4
8	Whether age and	Yes	8	Whether age and	Age- No	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes	Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable	
10	Method of Recruitment	100% promotion failing which Direct recruitment	10	Method of Recruitment	Promotion, failing which direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among officers in the GP of Rs.2,800/- with 6 years of regular service.	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among officials in Level 5 of VII CPC with 3 years of regular service.	
12	If a DPC exists, what is its composition	DPC for Group B posts	12	If a DPC exists, what is its composition		

Job requirement/Nature of Job for the post of Library and Information Assistant: The incumbent are required to provide assistance as well as work independently in the functions of

- Book acquisition
- Book circulation
- Control of NLIST register
- In-charge of electronic information section
- In-charge of NLIST service
- In-charge of electronic data backup
- In-charge of Internet centre and plagiarism detection service
- Overall maintenance of LMS
- Shelf rectification
- Updating and maintenance of library web portal
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Staff Nurse

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Staff Nurse	1	Name of the post	Nursing Officer	
2	No. of posts	Three	2	No. of posts	Six	
3	Classification	Group "B" Technical	3	Classification	Group "B" Technical	
4	Scale of Pay	Rs. 9300-13800/- + GP : Rs.4600/- *	4	Scale of Pay	Level 7: ₹ 44,900-1,42,400	
5	Whether selection post or non-selection	Not Applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Up to 27 years	6	Age limit for direct recruitment	Up to 30 years	
7	Education and other qualification required for direct recruits	Essential B.Sc. in Nursing or three years Diploma in General Nursing & Midwifery from a recognized institution with registration in State Nursing Council with one year experience in rehabilitation nursing / hospital / nursing home / dispensary / clinic. Candidates with experience of working in an operation theatre will be preferred	7	Education and other qualification required for direct recruits	Essential (i) B. Sc. (Hons') Nursing/B.Sc Nursing from an Indian Nursing Council recognized Institute or University Or B.Sc.(Post-certificate)/Post .Basic B. S;. Nursing from an Indian Nursing Council recognized Institute or University (ii) Registered as Nurses & Midwifery - in state/Indian Nursing Council or (i) Diploma in General Nursing midwifery from an Indian Nursing Council recognized institute/board or commission (ii) Registered as Nurses & Midwifery - in state/Indian Nursing Council (iii) Two years experience in minimum 50 bedded hospital after acquiring the	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

					educational qualification mentioned above.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct recruitment	10	Method of Recruitment	Direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not applicable	12	If a DPC exists, what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	13		Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Nursing Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Pre operative preparation of patient for surgery.
- To arrange equipment with aseptic techniques for diagnostic procedure, Surgical procedure, Special clinics, camps and wound dressings
- To provide Pre and post operative care to the patients and administer sedation to Paediatric patients undergoing Audiological evaluations test
- To provide sterilization of diagnostic equipment by autoclaving methods. To Maintain the hygiene at the department
- To procure indents (quarterly, half yearly, annually), maintaining the accounts, stock verification of technical equipment, furniture, medicine, linen
- To process work orders for electrical, electronic and engineering work.
- To record vital signs
- To maintain the working of equipment.
- To give appointments to patients for vertigo evaluation
- To procure hard copy of reports
- To maintain diagnosis wise statistics.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Sign Language Teacher / Sign Language Interpreter

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Sign Language Teacher	1	Name of the post	Sign Language Interpreter	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B" Technical	3	Classification	Group "B" Technical	
4	Scale of Pay	PB 2 Rs. 9300-34800 + GP Rs. 4,600/-	4	Scale of Pay	Level 7: ₹ 44,900-1,42,400	
5	Whether selection post or non-selection	Not Applicable	5	Whether selection post or non-selection	Non- selection, Seniority cum fitness	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Any degree from a recognized university.</p> <p>b) Should have completed 'A', 'B' and 'C' levels of the course in Indian Sign Language offered by any RCI recognized Institution</p> <p>c) Should have minimum two years experience in teaching / interpreting Indian Sign Language</p> <p>d) Should not have hearing impairment.</p> <p>Desirable</p> <p>Two years experience in use / interpretation of Indian Sign Language in formal settings, court proceedings, conference presentation.</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Any degree from a university recognized by regulatory bodies. with minimum of 55% marks.</p> <p>b) Should have completed 'A', 'B' and 'C' levels of the course in Indian Sign Language offered by any RCI recognized Institution</p> <p>c) Should have minimum two years experience in teaching / interpreting Indian Sign Language</p> <p>d) Should not have hearing impairment.</p> <p>Desirable</p> <p>Two years experience in use / interpretation of Indian Sign Language in formal settings, court proceedings, conference presentation.</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable
10	Method of Recruitment	Direct Recruitment	10	Method of Recruitment	Promotion failing which direct recruitment.
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Promotion of officers in the grade of Speech Language Pathologist Grade II/ Audiologist Grade II / Special Educator or any other technical staff with 3 years service in the Grade Pay of Rs. 4200/-, provided they have completed 'A', 'B' and 'C' levels of the course in Indian Sign Language offered by any RCI recognized Institution or as elective subject
12	If a DPC exists ,what is its composition	Not applicable	12	If a DPC exists, what is its composition	Not applicable
13	Consultation with UPSC	Not required as per the Bye-Laws	13		

Job requirement/Nature of Job for the post of Sign Language Interpreter: The incumbent are required to provide assistance as well as work independently in the functions of

- To provide assistance/ opinions/ guidance to clinicians through sign language to the needy populations which can be in the form of direct. person focused clinical services while carrying out assessment, management of persons with Speech and Hearing Problems/communication disorders in clinical setup.
- Providing hands on experience and training in sign language to the students.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Conducting practical teaching for Diploma, UG and PG students posted in AAC unit;
- To conduct and participate in programmes such as public awareness, seminars, orientations and short term trainings for professionals and general public in the area of sign language.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Engineer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Engineer	1	Name of the post	Assistant Engineer	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2: Rs. 9300-34800/- + G.P: Rs. 4,600/-	4	Scale of Pay	Level 7: ₹ 44,900-1,42,400	
5	Whether selection post or non-selection	Non selection	5	Whether selection post or non-selection	Non- Selection	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	Essential B.E/B.Tech (Civil Engineering) with two years experience or three years diploma in Civil Engineering with eight years experience	7	Education and other qualification required for direct recruits	Essential B.E/B.Tech (Civil Engineering) with two years experience or three years diploma in Civil Engineering with eight years experience	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Not applicable	
10	Method of	Promotion, failing which	10	Method of	Promotion failing which deputation	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	Recruitment	direct recruitment		Recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion from the grade of Junior Engineer with PB 2: 9,300-34,800/- GP Rs.4,200/- 5 years of regular service	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Junior engineer in Level 6 of VII CPC with 3 years of experience with B.E/B.Tech (Civil engineering) or three years diploma in Civil engineering with eight years experience. Or Promotion among technical assistant Gr. I (Civil) in Level 5 of VII CPC with 8 years of experience with B.E/B.Tech (Civil engineering)
12	If a DPC exists, what is its composition	Group "B" DPC	12	If a DPC exists, what is its composition	Group "B" DPC

Job requirement/Nature of Job for the post of Assistant Engineer: The incumbent are required to provide assistance as well as work independently in the functions of

- Planning of civil works
- Conducting feasibility study.
- Preparation of estimates, Tender Documents, Execution of work, Quality control, supervising works and preparation of completed works bill.
- Repairs & Maintenance of existing buildings.
- Monitoring the housekeeping activities and garden maintenance work in the premises of the institute.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Library and Information Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Asst. Library & Information Officer	1	Name of the post	Assistant Library and Information Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,600/-	4	Scale of Pay	Level 7: ₹ 44,900-1,42,400	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Non- Selection	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	Essential (1) Bachelor's degree in Library Science or Library Information Science from a recognized University/ Institute. (2) 2 years professional experience in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution.	7	Education and other qualification required for direct recruits	Essential (1) Minimum Bachelor's degree in Library Science or Library Information Science from a University/ Institute recognized by regulatory bodies.. (2) 2 years professional experience in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution. Desirable (1) Master's Degree in Library Science or Library Information Science from a University/ Institute recognized by	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		Desirable (1) Master's Degree in Library Science or Library Information Science from a recognized University/ Institute. Diploma in computer Applications from a recognized University or Institute.			regulatory bodies.. (2) Diploma in computer Applications from a University or Institute recognized by regulatory bodies..	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification: No. but must possess Bachelor's degree in Library Science or Library Information Science from a recognized University/ Institute.	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years for Direct Recruits	9	Period of Probation, if any	Not applicable	
10	Method of Recruitment	Promotion failing which Deputation from Central/ autonomous Institutes/ Direct Recruitment	10	Method of Recruitment	100% promotion	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion from the grade of Sr. Lib. & Information Assistant with two years / Lib. & Information Assistant in the Pay Band of Rs. 9300-34800 Grade Pay Rs. 4200 with 5 years of regular service and successfully completing training of 4 weeks in the field of Library and Library Science.	11	In case recruitment is by promotion, grade from which promotion be made	Promotion among Sr. Lib. & Information Assistant(s) with combined service of 3 years on the basis of Limited Departmental Competitive Examination (LDCE).	
12	If a DPC exists, what is its composition	Group 'B' DPC	12	If a DPC exists, what is its composition	Group "B" DPC	

Job requirement/Nature of Job for the post of Assistant Library and Information Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Control of Accession Register
- In-charge of Acquisition and Journal Section
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Audiologist Gr. I

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Audiologist Gr. I	1	Name of the post	Audiologist Gr. I	
2	No. of posts	4	2	No. of posts	Two + Four	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,800/-	4	Scale of Pay	Level 8: ₹ 47,600-1,51,100	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 35 years	
6	Education and other qualification required for direct recruits	Essential M.Sc in Speech and Hearing /M. Sc. Speech-Language Pathology/ Audiology or its equivalent	6	Education and other qualification required for direct recruits	Audiologist Master in Audiology (M.Sc Audiology)/M.Sc Sp and Hg/ (MASLP) degree with minimum of 55% marks from a recognized University or its equivalent and must have valid RCI registration.	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of Recruitment	Promotion, failing which by Direct Recruitment	9	Method of Recruitment	75%Promotion, 25% Direct Recruitment	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Audiologist / Speech Lang. Pathologist Gr. II with six years of service.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Audiologist / Speech Lang. Pathologist Gr. II with three years of service.	
11	If a DPC exists ,what is its composition	Group “B” DPC	11	If a DPC exists ,what is its composition	Group “B” DPC	
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Audiologist Gr. I: The incumbent are required to provide assistance as well as work independently in the functions of

- Supervision of students while they handle patients.
- Supervision of records maintained by students and Supervision of students from allied professions
- Preparation of Student roster and Compilation of student attendance
- Ensuring calibration of equipments
- Coordination and execution of public education activities
- Committee member – Short/Long term
- Ensuring the maintenance of ISO related documents
- Case correspondence and Calibration of equipments.
- Preparation of Monthly report, half yearly report, Annual report and University report.
- Organizing short term training courses/workshops/Seminars.
- Placing purchase indents for purchase of equipments and materials for the department.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Speech-Language Pathologist Gr. I (Speech-Language Pathologist Gr. I, Research officer is merged)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Speech-Language Pathologist Gr. I, Research officer	1	Name of the post	Speech-Language Pathologist Gr. I	
2	No. of posts	3+1	2	No. of posts	Four + One + Four	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,800/-	4	Scale of Pay	Level 8: 47,600-1,51,100	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 35 years	
6	Education and other qualification required for direct recruits	Essential M.Sc in Speech and Hearing /M. Sc. Speech-Language Pathology/ Audiology or its equivalent	6	Education and other qualification required for direct recruits	Speech-Language Pathologist Masters in Speech and Language Pathology (M.Sc SLP)/ M.Sc Sp and Hg/ (MASLP) degree with minimum of 55% marks from a recognized University or its equivalent and must have valid RCI registration.	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
9	Method of	Promotion, failing which by	9	Method of	75%Promotion,	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	Recruitment	Direct Recruitment		Recruitment	25% Direct Recruitment	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Audiologist / Speech Lang. Pathologist Gr. II with six years of service.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Audiologist / Speech Lang. Pathologist Gr. II with three years of service.	
11	If a DPC exists ,what is its composition	Group “B” DPC	11	If a DPC exists ,what is its composition	Group “B” DPC	
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Speech- Language Pathologist Gr. I: The incumbent are required to provide assistance as well as work independently in the functions of

- Orienting the public and various professionals related to communication disorders
- Preparation and distribution of Public education material and maintaining its stock
- Performing various screening activities that includes Newborn/infant screening, school screening, screening elder citizens and industrial employees and follow up
- Assessment and rehabilitation through follow up program at the institute as well as in NBS and OSCs
- Clinical training, monitoring and guidance of students posted in the department and in OSCs
- Prescription & issue of hearing aids, counseling clients on hearing aid use and care
- Maintenance of hearing aid stock/distribution at OSCs
- Maintenance of documentation/records of all the clinical activities (assigned) & maintained including therapy sessions of clients.
- Regular stock verification and maintenance of equipment in terms of periodic objective calibration, biologic calibration, and/or repair.
- Updating of database for all the clinical activities - Maintenance of statistics and preparation of reports
- Carrying out the research activities and Publication of data under the guidance/supervision
- Any other duties assigned by the HOD from time to time.
- Assistance in organizing various activities and events of the Institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Clinical Psychologist Gr. I

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Clinical Psychologist Gr. I	1	Name of the post	Clinical Psychologist Gr. I	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "B"	3	Classification	Group "B"	
4	Scale of Pay	PB 2 : Rs. 9,300-34,800/- + GP : Rs. 4,800/-	4	Scale of Pay	Level 8: ₹47,600-1,51,100	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not Applicable	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 35 years	
6	Education and other qualification required for direct recruits	Essential a) M.A or M.Sc. in Psychology with clinical psychology as a special subject b) M. Phil in Clinical Psychology Desirable Two years Clinical / Research experience	6	Education and other qualification required for direct recruits	Not Applicable	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Period of Probation, if any	Two years	8	Period of Probation, if any	Not Applicable	
9	Method of Recruitment	Promotion failing which by Direct Recruitment	9	Method of Recruitment	100% promotion	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion among Clinical Psychologist Gr. II with six years of service.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Clinical Psychologist Gr. II with three years of service.	
11	If a DPC exists ,what is its composition	Group "B" DPC	11	If a DPC exists ,what is its composition	Not applicable	
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	

Job requirement/Nature of Job for the post of Clinical Psychologist Gr. I: The incumbent are required to provide assistance as well as work independently in the functions of

- Undertaking clinical teaching for students posted in department;
- Participating as resource person in departmental workshops/seminars;
- Undertaking or offering direct client focused clinical services including diagnosis, counselling, therapy and rehabilitation;
- Participation as expert in outreach activities like camps, or extension services;
- Undertaking clinical/research based teaching for students posted in department;
- Assisting, coordinating, compiling, archiving, and dissemination of results from various departmental research projects or activities as co-investigator with departmental faculty;
- Organizing or participating intra or inter departmental research oriented conferences, workshops, seminars, journal clubs, peer review meetings, book reviews, invited lectures, etc
- Research oriented psychological testing/assessment, Psycho-diagnostic formulations, innovation driven clinical works, clinical counselling, etc
- Data mining, building data base, reporting, documentation, and dissemination of department research;
- Research based epidemiological and public education activities; and Providing administrative assistance to the HOD
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Senior Nursing Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Nursing Supervisor	1	Name of the post	Senior Nursing Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "B" Technical	3	Classification	Group "B" Technical	
4	Scale of Pay	PB 2 Rs. 9,300-34,800+GP 4,800/	4	Scale of Pay	Level 8: ₹ 47,600-1,51,100	
5	Whether selection post or non-selection	Non-Selection	5	Whether selection post or non-selection	Non-Selection	
6	Age limit for direct recruitment	Up to 30 years	6	Age limit for direct recruitment	Up to 30 years	
6	Education and other qualification required for direct recruits	Essential a) M.Sc Nursing with 2 years experience or B. Sc Nursing with 5 years Experience in ICU/ O.T & Wards. Desirable Experience in Critical Care Unit	6	Education and other qualification required for direct recruits	Essential (i) B. Sc. (Hons') Nursing/B.Sc Nursing from an Indian Nursing Council recognized Institute or University Or B.Sc.(Post-certificate)/Post .Basic B. S;. Nursing from an Indian Nursing Council recognized institute or University 3 years experience as Nursing officer after B.Sc.(Post-certificate)/Post .Basic B. S;. Nursing in a minimum of 200 bedded hospital/healthcare institution	
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

8	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years
9	Method of Recruitment	Promotion, failing which by Direct Recruitment	9	Method of Recruitment	Promotion failing which direct recruitment
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion of Staff Nurse in the Grade Pay of Rs. 2400/- with 16 years Experience OR in the Grade Pay of Rs. 2800/- with 12 years Experience	10	In case recruitment is by promotion, grade from which promotion be made	Promotion of nursing officer/staff nurse with 3 years of regular service
11	If a DPC exists, what is its composition	Group "B" DPC	11	If a DPC exists, what is its composition	Not applicable
12	Consultation with UPSC	Not required as per the Bye-Laws			Not required as per the Bye-Laws

Job requirement/Nature of Job for the post of Senior Nursing Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Pre-operative preparation of patient for surgery.
- To arrange equipment with aseptic techniques for diagnostic procedure, Surgical procedure, Special clinics, camps and wound dressings
- To provide pre and post-operative care to the patients and administer sedation to Paediatric patients undergoing Audiological evaluations test
- To provide sterilization of diagnostic equipment by autoclaving methods. To Maintain the hygiene at the department
- To procure indents (quarterly, half yearly, annually), maintaining the accounts, stock verification of technical equipment, furniture, medicine, linen
- To process work orders for electrical, electronic and engineering work.
- To record vital signs
- To maintain the working of equipment.
- To give appointments to patients for vertigo evaluation
- To procure hard copy of reports

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- To maintain diagnosis wise statistics.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Common designation- Senior Speech-Language Pathologist/Audiologist (Speech Technologist, Head Patent Cell, Scientist B)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Speech Technologist, Head Patent Cell, Scientist B	1	Name of the post	Senior Speech-Language Pathologist/Audiologist	
2	No. of posts	4	2	No. of posts	Four	
3	Classification	Group "A" Technical	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs. 15600-39100 + GP 5400/-	4	Scale of Pay	Level 10: ₹ 56,100-1,77,500	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 35 years	6	Age limit for direct recruitment	Up to 35 years	
6	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) B.E. / B. Tech. in Electronics and Communication / Instrumentation Technology / Biomedical Engineering / Information Technology/M. Sc Electronics/ Masters in Computer Application from a recognized University</p> <p>b) Two years working experience in Speech Signal Processing / Speech Recognition / Speaker Recognition / Development of Algorithms for digital processing of speech signals.</p>	6	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Master's in Audiology, Speech and Language Pathology/ M.Sc Sp and Hg/ (MASLP) degree with minimum of 55% marks from a University recognized by regulatory bodies or its equivalent</p> <p>b) Valid RCI registration</p> <p>c) Three years research/clinical experience in Speech Language Pathology/ Audiology.</p> <p>Desirable:</p> <p>1.Ph.D in Speech-Language Pathology/Audiology</p> <p>2.Publication in National/International journals</p>	
7	Whether age and	Age- No, Qualification - Yes	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Not applicable
9	Method of Recruitment	Promotion failing which Direct recruitment	9	Method of Recruitment	100% promotion
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	From Electronics Engineer with 3 years experience in the Grade Pay of Rs. 4600/- OR with 2 years experience in the Grade Pay of Rs. 4800/-.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Audiologist / Speech Lang. Pathologist Gr. I with three years of service
11	If a DPC exists ,what is its composition	Group 'A' DPC	11	If a DPC exists ,what is its composition	Group 'A' DPC
12	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws

Job requirement/Nature of Job for the post of Senior Speech-Language Pathologist/Audiologist : The incumbent are required to provide assistance as well as work independently in the functions of

- Outreach clinical activities through ICT-mode: Provide tele-assessment and tele-intervention services to VC canters and to personalized systems (Skype/ Team viewer) as per the schedule.
- Maintenance of audio-visual database and reports of tele-assessment and tele-intervention
- Contribute to the development of resource materials (text/digitized/audio-visual) and translation of the same to different languages under the guidance of the Head-TCPD
- Purchase Indents preparation, maintaining stock etc.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Monitoring the maintenance of TCPD website and Helpline for Persons with Parkinson's disease.
- Monitoring and record maintenance of Human Resource training.
- To develop evidence based resource materials, assessment and intervention methods for Tele-services.
- Any other duties assigned by the Head-TCPD.
- Assisting in research conducted by department faculty
- Maintenance of equipments in genetic lab
- Assisting research projects with extramural and mural funding
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Executive Engineer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Executive Engineer	1	Name of the post	Assistant Executive Engineer	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3: 15,600-39,100/- GP Rs.5400/-	4	Scale of Pay	Level 10: ₹ 56,100-1,77,500	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Non- Selection	
6	Age limit for direct recruitment		6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	Essential B.E/B.Tech (Civil Engineering) with four years experience or three years diploma in Civil Engineering with eight years experience	7	Education and other qualification required for direct recruits	Essential B.E/B.Tech (Civil Engineering) with four years experience or three years diploma in Civil Engineering with fourteen years of combined service.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age- No Qualification- Yes	
9	Period of Probation, if any	Two years for direct recruits	9	Period of Probation, if any	Not applicable	
10	Method of	Deputation of Government	10	Method of	Promotion, failing which deputation	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	Recruitment	of Karnataka, failing which direct recruitment		Recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	<p>Promotion among Assistant engineer in Level 7 of VII CPC with 5 years of experience with B.E/B.Tech (Civil engineering) or three years diploma in Civil engineering with ten years experience</p> <p>Deputation From among such officers in Central/State government/Statutory bodies/Autonomous bodies fulfilling the following requirement:</p> <ol style="list-style-type: none"> 1. Holding analogous post on regular basis in the parent cadre (or) with two years of service on a regular basis in Level 8 of VII CPC or with three years service on regular basis in Level 7 of VII CPC <p>And</p> <ol style="list-style-type: none"> 2. B.E (civil) or B.Tech (civil) with four years experience or three years diploma in Civil Engineering with fourteen years of combined service.
12	If a DPC exists, what is its composition	Not applicable	12	If a DPC exists, what is its composition	Group "A" DPC

Job requirement/Nature of Job for the post of Assistant Executive Engineer : The incumbent are required to provide assistance as well as work independently in the functions of

- Overall Supervision of works of Engineering section and Horticulture section
- Planning of civil works
- Conducting feasibility study.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Preparation of estimates, Tender Documents, Execution of work, Quality control, supervising works and preparation of completed works bill.
- Repairs & Maintenance of existing buildings.
- Monitoring the housekeeping activities and garden maintenance work in the premises of the institute.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Registrar (Academics)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Registrar (Academics)	1	Name of the post	Assistant Registrar (Academics)	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A" Gazetted	3	Classification	Group "A"	
4	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 5,400/-	4	Scale of Pay	Level-10: ₹.56100-177500	
5	Whether selection post or non-selection	Non Selection	5	Whether selection post or non-selection	Non Selection	
6	Age limit for direct recruitment	Up to 35 years	6	Age limit for direct recruitment	Not applicable	
7	Education and other qualification required for direct recruits	Essential a) Graduate from a recognized university b) 5 years of experience in Administration out of which at least 3 years should be in a supervisory capacity. Desirable Good knowledge of academic affairs and experience in handling admission and examination work in higher educational institution.	6	Education and other qualification required for direct recruits	Essential 1. Graduate degree from a recognized university with minimum 55% marks. 2. Five years of experience in supervisory role out of which at least 3 years should be in a level 8 of VII CPC Desirable Good knowledge of academic affairs and experience in handling admission and examination work in higher educational institution.	
8	Whether age and educational qualifications	Age : No Qualification : Yes	7	Whether age and educational qualifications	Age : No Qualification : Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	prescribed for direct recruits will apply in case of promotes			prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by deputation/direct recruitment	9	Method of Recruitment	Promotion failing which deputation	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion of officers in the grade of A.A.O. with two years of service failing which Sr. Accountant / Office Superintendent / Executive Assistant Gr. I / other officers in the Grade Pay of Rs. 4,600/- with three years of service.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among officers in Level 8 of VII CPC with two years of experience in administration/ accounts/stores /library/ research / clinical/technical. or Three years of experience in Level 7 of VII CPC in administration/ accounts/stores / library/ research / clinical/technical. Or Eight years of experience in Level 6 of VII CPC in administration /accounts/stores / library / research / clinical/technical. Deputation Among officers in Level 8 of VII CPC with two years of experience in supervisory role with good knowledge of academic affairs and experience in handling admission and examination work in higher educational institution	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

12	If a DPC exists ,what is its composition	Group “A” DPC	11	If a DPC exists ,what is its composition	Group ‘A’ DPC	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

Job requirement/Nature of Job for the post of Assistant Registrar (Academics): The incumbents are required to provide assistance as well as work independently in the functions of

- The Assistant Registrar shall be responsible for ensuring adherence to the statutory rules governing student admissions, student support services.
- Scrutiny of application forms
- Conduction of examination at University and institute level.
- Conducting Entrance Exams : Nomination of Invigilators, Supporting staff, Help Desk
- Assisting in preparation of merit list.
- Assisting in counselling during the admission process.
- Issue of Transcripts
- Processing of Student Attendance Statements & Stipend payment calculation
- Ensuring the maintenance of ISO related documents
- Maintenance of various equipments, furniture and fixtures.
- Preparation of Monthly report, half yearly report, Annual report and University report.
- Assistance in University, regulatory and accreditation related matters.
- Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections.
- Assisting in registration process and maintenance of registration details including that of open electives offered by the Institute, candidates who have opted open electives in other departments outside the Institute and of those candidates who have opted open electives in the Institute.
- Arranging the review meetings of all the faculty under the Chairmanship of HOD’s of the concerned departments and submission of the minutes of the review meeting to the Director
- Maintaining the marks of C1 and C2 along with the statement of scheme followed in arriving at the Academic Section for onward transmission to the Chief Nodal Officer / Registrar (Evaluation), University of Mysore, as per the time frame.
- Arranging the meeting of faculty for finalizing the attendance and maintaining the attendance report

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Assisting in finalizing the list of candidates who become ineligible to take up C3 because of non satisfaction of C1+C2 and / or attendance requirement.
- Indenting the question papers for conduct of C3 component.
- Assisting in coordinating to fix up the time table for term-end tests of C1 and C2 components and support the Head of the Department in conducting the tests.
- Assisting in coordinating to fix up the time table for C3 component and supporting the Head of the Department in conducting C3 component examination.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Library & Information Officer

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Library & Information Officer *	1	Name of the post	Library and Information Officer	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 : Rs. 15,600-39,100/- + GP : Rs. 6,600/-	4	Scale of Pay	Level 11: ₹ 67700- 208700	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Non- Selection	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Not Applicable	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>(1) Master's Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p> <p>(2) Five years professional experience in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>(1) One year experience of computerizing Library</p>	6	Education and other qualification required for direct recruits	<p>Essential</p> <p>(1) Master's Degree in Library Science or Library and Information Science of a University/ Institute recognized by regulatory bodies.</p> <p>(2) 5 years professional experience in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution.</p> <p>Desirable</p> <p>(1) One year experience of computerizing Library activities in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		<p>activities in a Library under Central/ state Government/ autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution.</p> <p>(2) One year professional experience in the specific areas of activities of the Department/ Ministry viz technical or scientific, if any, to be specified at the time of training RRs.</p> <p>(3) Diploma in Computer Application from a recognized University or institute.</p>			<p>Research or Educational Institution.</p> <p>(2) One year professional experience in the specific areas of activities of the Department/ Ministry viz technical or scientific, if any, to be specified at the time of training RRs.</p> <p>(3) Diploma in Computer Application from a recognized University or institute.</p>	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	<p>Age : No</p> <p>Qualification : No. But must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute.</p>	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	<p>Age : No</p> <p>Qualification : Yes</p>	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Not applicable	
10	Method of Recruitment	Promotion failing which by deputation from Central/ autonomous Institutes holding analogous posts/ direct recruitment	9	Method of Recruitment	Promotion, failing which direct recruitment	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion of officers in the grade of ALIO with grade pay of Rs. 4,600/- with 7 years of regular service	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among Assistant Library and Information officer in Level 7 of VII CPC with regular service of 7 years. Or Promotion among Library and Information Assistant(s) in Level 6 of VII CPC with regular service of 10 years .
12	If a DPC exists, what is its composition	Group "A" DPC	11	If a DPC exists, what is its composition	Group "A" DPC

Job requirement/Nature of Job for the post of Library and Information Officer: The incumbent are required to provide assistance as well as work independently in the functions of

- Overall management of Library and Information Centre
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Registrar

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Registrar	1	Name of the post	Registrar	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB-3 : Rs. 15,600-39,100/- + GP : Rs. 6,600/-	4	Scale of Pay	Level-11 ₹.67700-208700	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Selection	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) Graduate from a recognized university b) 8 years of experience in Administration with atleast 3 years of experience in a senior administrative position. Desirable Preference will be given to those who have experience of working in higher educational institution.	6	Education and other qualification required for direct recruits	Essential a) Post Graduate from a university recognized by regulatory bodies. b) 8 years of experience in Administration with at least 3 years of experience in a level 10 of VII CPC Desirable Preference will be given to those who have experience of working in higher educational institution.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age : No Qualification : Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Promotion failing which by deputation Central/ autonomous bodies holding the analogous post / Direct recruitment	9	Method of Recruitment	Promotion failing which by deputation from Central/ autonomous bodies holding the analogous post / Direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Promotion of officers in the grade of Assistant Registrar / Accounts Officer or any other officer in the Grade Pay of Rs. 5,400/- with five years of service failing which AAO or any other officer in the Grade Pay of Rs. 4,800/- with six years of service.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion among officers in Level 10 of VII CPC with five years of experience in administration/ accounts/stores / library/ research / clinical/technical. or Seven years of experience in Level 7 of VII CPC in administration/ accounts/stores / library/ research / clinical/technical.	
12	If a DPC exists ,what is its composition	Group "A" DPC	11	If a DPC exists ,what is its composition	Group 'A' DPC	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

Job requirement/Nature of Job for the post of Registrar: The incumbent are required to provide assistance as well as work independently in the functions of

- The Registrar shall be responsible for custody of student records and the overall running of the academic section, examination related activities.
- Calendar of Admissions
- Release of advertisement & Publishing of Prospectus.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Scrutiny of application forms.
- Conducting Entrance Exams: Nomination of Invigilators, supporting staff, Help Desk.
- Declaring of Results, preparation of Overall Rank List, counselling
- Uploading of IA Marks (All programmes)
- Issue of Bonafide Certificates, RCI Authentication Certificate, No Dues Certificates, and Issue of Originals (returnable)
- Processing of Applications for Scholarship / Concessions
- Time table preparation, suspension of classes, classroom allotment, facilities, infrastructure, signing of indents, work order forms etc
- Drafting of various notes, OMs and other subject matters related to administration, finance, academics and department/sections.
- Assisting in registration process and maintenance of registration details including that of open electives offered by the Institute, candidates who have opted open electives in other departments outside the Institute and of those candidates who have opted open electives in the Institute.
- Arranging the review meetings of all the faculty under the Chairmanship of HOD's of the concerned departments and submission of the minutes of the review meeting to the Director
- Maintaining the marks of C1 and C2 along with the statement of scheme followed in arriving at the Academic Section for onward transmission to the Chief Nodal Officer / Registrar (Evaluation), University of Mysore, as per the time frame.
- Arranging the meeting of faculty for finalizing the attendance and maintaining the attendance report
- Assisting in finalizing the list of candidates who become ineligible to take up C3 because of non satisfaction of C1+C2 and / or attendance requirement.
- Indenting the question papers for conduct of C3 component.
- Assisting in coordinating to fix up the time table for term-end tests of C1 and C2 components and support the Head of the Department in conducting the tests.
- Assisting in coordinating to fix up the time table for C3 component and supporting the Head of the Department in conducting C3 component examination.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Dean

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Dean	1	Name of the post	Dean	Asst. Prof
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs. 15600-39100+GP 7,600/-	4	Scale of Pay	Level 12: ₹ 78800-209200	
5	Whether selection post or non-selection	Selection	5	Whether selection post or non-selection	Non-Selection	
6	Age limit for direct recruitment	Up to 50 years	6	Age limit for direct recruitment	Up to 50 years	
6	Education and other qualification required for direct recruits	Essential (a) Master's Degree in the discipline of Speech-Language Pathology/ Audiology/ Speech & Hearing with at least 55% marks and a Ph.D. Degree in Speech-Language Pathology/ Audiology/ Speech & Hearing from a recognized University. (b) A minimum of Five years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published	6	Education and other qualification required for direct recruits	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		work and a minimum of 5 publications as books and/or research/policy papers. Desirable (a) Experience of guiding doctoral students. Publication in national and international journals.				
7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age: No Educational Qualification: Yes	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
8	Period of Probation, if any	Two years	8	Period of Probation, if any	Not applicable	
9	Method of Recruitment	Promotion failing which direct recruitment	9	Method of Recruitment	100% Promotion	
10	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/d eputation be made	Promotion from the post of Assistant Professor in Audiology/ speech Pathology/ Language Pathology/ Speech Sciences/ Language Sciences in PB-3, Rs. 15600-39100+Grade Pay of Rs. 6600/- having rendered 5 years of regular service in the grade after appointment thereto on regular basis.	10	In case recruitment is by promotion, grade from which promotion be made	Promotion from the post of Assistant Professor in Audiology/ speech Pathology/ Language Pathology/ Speech Sciences/ Language Sciences/Registrar or any other technical/academic officer holding Ph.D in relevant discipline in Level 11 of VII CPC having rendered 5 years of regular service in the grade on the basis of seniority cum fitness Or Promotion from the post of Assistant registrar/Scientist-B (SLP/AUD) or any other	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					technical/academic officer holding Ph.D in relevant discipline in Level 10 of VII CPC with combined service of 8 years on the basis of seniority cum fitness	
11	If a DPC exists ,what is its composition	Group 'A' DPC	11	If a DPC exists, what is its composition	Group 'A' DPC	

Job requirement/Nature of Job for the post of Dean: The incumbent are required to provide assistance as well as work independently in the functions of

- Shall be responsible for ensuring adherence to the academic policies, University / RCI regulations, syllabus of the various academic programmes, Ph.D. regulations, BOS / BOE matters, and to coordinate on matters concerning the above with all concerned.
- Calendar of Admissions, academic calendar
- Preparation of prospectus
- Note relating to admissibility of candidates for semester-end examination
- BOS, BOE matters (UG & PG), CBCS related matters involving policy issues, Ph.D. related matters
- Arrangements for conducting of Clinical Viva
- Uploading of IA, C1 and C2 Marks (All programmes)
- Issue of Transfer certificate, Conduct Certificate, Study Certificate
- Issue of Attested Syllabus copies for submission outside the country
- Processing of ASHA certificate forms and the like
- Ph.D. related matters: Interview: Selection Committee Processing of admission related matters, course work related matters, organizing of pre-registration colloquium, progress viva of JRF; (3rd year fellowship enhancement) pre-thesis colloquium
- Issue of Transcripts
- Organizing Guest lectures, orientation to UG/PG in the 1st year including anti-ragging, any other publication, lecture on Constitution of India / Environment to the I/II year B.Sc. students
- Time table preparation, suspension of classes, classroom allotment, facilities, infrastructure, signing of indents, work order forms etc
- Assistance in organizing various activities and events of the institute/department/sections
- Any other work assigned by the competent authority

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Academic staff(s)

Assistant Professor in Electronics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Electronics	1	Name of the post	Assistant Professor in Electronics	
2	No. of posts	1 post	2	No. of posts	Two	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15,600-39,100+GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) M.E or M. Tech in Electronics with minimum of 55% marks or its equivalent degree b) Two years of research/teaching experience Desirable Publication in National and International Journals of repute.	7	Education and other qualification required for direct recruits	Essential a) M.E or M. Tech in Electronics with minimum of 55% marks or its equivalent degree from a university recognized by RCI. b) Two years of research /teaching(UG/PG) / industry experience Desirable Publication in Peer reviewed National and International Journals of repute.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Group A Departmental Promotion Committee	12	If a DPC exists, what is its composition	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in Speech Pathology/Speech Sciences/Language Pathology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Speech Pathology/Speech Sciences/Language Pathology	1	Name of the post	Assistant Professor in Audiology/ Speech Pathology/Speech Sciences/Language Pathology	
2	No. of posts	23	2	No. of posts	Thirty Six	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) Master's degree with 55% marks in the discipline mentioned above OR its equivalent b) Two years research/teaching/ clinical experience. Desirable Publication in National and International Journals of repute.	6	Education and other qualification required for direct recruits	Essential A) Master degree in Speech and Language Pathology/ M.Sc Sp and Hg/ (MASLP) degree with minimum of 55% marks from University /institution recognized by RCI B) Valid RCI registration C) Two years research/ teaching/ clinical experience after PG.in the respective discipline Desirable: 1.Ph.D in Speech-Language Pathology 2. Publication in Peer reviewed National and International Journals of repute.	
8	Whether age and educational	Not applicable	7	Whether age and educational	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	qualifications prescribed for direct recruits will apply in case of promotes			qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRİ, मैसूरु/ MYSORE-570006

Assistant Professor in Audiology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Audiology	1	Name of the post	Assistant Professor in Audiology	
2	No. of posts		2	No. of posts		
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential c) Master's degree with 55% marks in the discipline mentioned above OR its equivalent d) Two years research/teaching/ clinical experience. Desirable Publication in National and International Journals of repute.	6	Education and other qualification required for direct recruits	Essential A) M.Sc in Audiology/ M.Sc Sp and Hg/ MASLP degree with minimum of 55% marks from a University /institution recognized by RCI. B) Valid RCI registration C) Two years research/ teaching/ clinical experience after PG.in the respective discipline Desirable: 1.Ph.D in Audiology 2. Publication in Peer reviewed National and International Journals of repute.	
8	Whether age and educational	Not applicable	7	Whether age and educational	Age- No Qualification- Yes	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	qualifications prescribed for direct recruits will apply in case of promotes			qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in Special Education

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Special Education	1	Name of the post	Assistant Professor in Special Education	
2	No. of posts	2 posts	2	No. of posts	Two	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15,600-39,100+GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.S. Ed. / M. Ed in special education (HI) with minimum of 55% marks or its equivalent degree</p> <p>b) Two years of research /teaching experience</p> <p>Desirable</p> <p>Publication in National and International Journals of repute.</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.S. Ed. / M. Ed in special education (HI) with minimum of 55% marks or its equivalent degree from University / institution recognized by RCI</p> <p>b) Two years research/ teaching experience after M.Ed.Spl. Edn (HI) / M.S.Ed(HI).</p> <p>c) Valid registration with RCI</p> <p>Desirable:</p> <p>1.Ph.D in Special Education/Education</p> <p>2. Publication in Peer reviewed National and International Journals of repute.</p>	
8	Whether age and educational qualifications	Not applicable	8	Whether age and educational qualifications	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	prescribed for direct recruits will apply in case of promotes			prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	12	If a DPC exists ,what is its composition	Group 'A' DPC	
13	Consultation with UPSC	Assistant Professor in Special Education	13	Consultation with UPSC	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in ENT

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in ENT	1	Name of the post	Assistant Professor in ENT	
2	No. of posts		2	No. of posts	Three	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) MBBS with M.S. (ENT) Master's degree with 55% marks OR its equivalent degree recognized by the Medical Council of India b) Two years research/teaching/clinical experience. Desirable Publication in National and International Journals of	6	Education and other qualification required for direct recruits	Essential 1. M.S (ENT) or an equivalent degree with minimum of 55% marks from University/institute recognized by the Medical Council of India/NMC 2. Two years research/ teaching/ clinical experience after M.S (ENT) or equivalent. 3. Valid MCI/NMC registration Desirable: Publication in Peer reviewed National and International Journals of repute.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		repute.				
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Group 'A' DPC	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not required as per the Bye-Laws	
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in Biostatistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Biostatistics	1	Name of the post	Assistant Professor in Biostatistics	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) M.Sc. in Statistics or Biostatistics with minimum of 55% marks or its equivalent degree b) Two years of research/teaching experience Desirable Publication in National and International Journals of repute.	6	Education and other qualification required for direct recruits	Essential a) M.Sc. in Statistics or Biostatistics with minimum of 55% marks or its equivalent degree b) Two years of research / teaching /industry experience Desirable a) Ph.D in Statistics or Biostatistics b) Publication in Peer reviewed National and International Journals of repute.	
8	Whether age and educational qualifications prescribed for	Not applicable	7	Whether age and educational qualifications prescribed for	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	direct recruits will apply in case of promotes			direct recruits will apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in Linguistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Linguistics	1	Name of the post	Assistant Professor in Linguistics	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) Masters degree in Linguistics with minimum of 55% marks or its equivalent degree b) Two years of research/teaching experience Desirable Publication in National and International Journals of repute.	6	Education and other qualification required for direct recruits	Essential a) Master's degree in Linguistics with minimum of 55% marks from a recognized University/Institution b) Two years of research/teaching/ industry experience Desirable a) Ph.D in Linguistics b) Publication in Peer reviewed National and International Journals of repute.	
8	Whether age and educational qualifications prescribed for direct recruits will	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	apply in case of promotes			apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Assistant Professor in Clinical Psychology (Associate and Professor in Clinical Psychology is merged with Assistant professor)

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Assistant Professor in Clinical Psychology	1	Name of the post	Assistant Professor in Clinical Psychology	
2	No. of posts	2	2	No. of posts	Four	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15600-39100/- +GP 6,600/-	4	Scale of Pay	Level 11: ₹ 67,700-2,08,700	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Essential a) M.A or M. Sc in Psychology with minimum of 55% marks or its equivalent degree with Clinical Psychology as a special subject b) M. Phil in Clinical Psychology or its equivalent c) Two years of research/teaching / clinical experience Desirable Publication in National and International Journals	7	Education and other qualification required for direct recruits	Essential a) M.A or M. Sc in Psychology with minimum of 55% marks or its equivalent degree with Clinical Psychology as a special subject b) M. Phil in Clinical Psychology or its equivalent c) Two years of research/teaching / clinical experience d) Valid RCI registration Desirable a) Ph.D in Psychology (Research in the area of Clinical Psychology) b) Publication in Peer reviewed National and International Journals of repute.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		of repute.				
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	12	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	13	Consultation with UPSC	Not applicable	

Job requirement/Nature of Job for the post of Assistant Professor: The incumbent are required to provide assistance as well as work independently in the functions of

- Teaching academic courses in the BASLP curriculum at graduate and M.Sc. (SLP), M.Sc (Aud) levels in the area of Speech Pathology/Audiology/ENT/Electronics/Linguistics/Biostatistics/Clinical Psychology.
- Developing syllabus for the academic courses at BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Clinical mentoring and monitoring of BASLP and M.Sc. (SLP), M.Sc (Aud) levels students

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Conducting programmatic research; and providing professional service
- Conducting research through intramural and extramural grants
- Developing and executing a line of scholarly research that results in dissemination of knowledge.
- Publishing research papers in National and International Journals
- Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their theoretical knowledge at institute and university level
- Clinical Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their clinical skills at institute and university level
- Dissertation guidance to M.SC (SLP), M.Sc (Aud) students
- Guidance to BASLP students for clinical conference
- Guidance to M.Sc. (SLP), M.Sc (Aud) students for journal club presentation
- Seating of question papers for BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Carrying out invigilation duty during the university examination
- Administrative duties such as assisting the Head of department in preparing RE-BE plans, placing indents for procuring of equipments, and other infrastructure for the department
- Participation in institute, departmental meetings, graduation ceremonies, and other meetings or events, as required
- Coordination and execution of public education activities
- Guiding Journal Club/Clinical conferences
- Presenting research papers in National/International conferences
- Supervision of students while they handle patients/any other clinical/research activities.
- Supervision of records maintained by students while they handle patients/any other clinical/research activities.
- Committee member – Short/Long term
- Preparation of Student roster
- Compilation of student attendance
- Case correspondence
- Reply to parliamentary questions raised during zero hour.
- Preparation of Revised estimate of Budget, Annual Plan,
- Preparation of Monthly report, half yearly report, Annual report and University report.
- Maintenance of allied students' and outside students' postings and attendance.
- Organizing short term training courses workshops/Seminars. Placing purchase indents for purchase of equipments and materials for the department.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other academic, research clinical and administrative duties assigned by the competent authority from time to time

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in Electronics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Electronics and acoustics	1	Name of the post	Associate Professor in Electronics	
2	No. of posts	1 post	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15,600-39,100+GP 6,600/-	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 40 years	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.E or M. Tech in Electronics with minimum of 55% marks or its equivalent degree</p> <p>b) Two years of research/teaching experience</p> <p>Desirable Publication in National and International Journals of repute.</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.E or M. Tech in Electronics with minimum of 55% marks or its equivalent degree</p> <p>b) Ph.D. Degree in core discipline from a recognized University</p> <p>c) Five years of regular teaching experience after Post Graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC at an Institution level / university level / research institution</p> <p>d) Five Publication in peer reviewed national or international journals.</p> <p>Desirable</p> <p>a) Experience of guiding doctoral students.</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					b) Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Group A Departmental Promotion Committee	12	If a DPC exists, what is its composition	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in Biostatistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Biostatistics	1	Name of the post	Associate Professor in Biostatistics	
2	No. of posts	Not available	2	No. of posts	NA	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 45 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	Essential a) M.Sc. in Statistics or Biostatistics with minimum of 55% marks or its equivalent degree b) Ph.D. Degree in core discipline from a recognized University c) Five years of regular teaching experience after Post Graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC an Institution level/university level/research institution d) Five Publication in peer reviewed national or international journals. Desirable a) Experience of guiding doctoral students. b) Research projects	
8	Whether age and	Not available	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC	Not required as per the Bye-Laws	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Associate Professor in Linguistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Linguistics	1	Name of the post	Associate Professor in Linguistics	
2	No. of posts	Not available	2	No. of posts	NA	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	Essential a) Masters degree in Linguistics with minimum of 55% marks or its equivalent degree b) Ph.D. Degree in relevant field from a recognized University c) Five years of teaching experience after post-graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC an Institution level/university level/research institution d) Five Publication in peer reviewed national or international journals. Desirable b) Experience of guiding doctoral students. b) Research projects	
8	Whether age and	Not available	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in Clinical Psychology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Clinical Psychology	1	Name of the post	Associate Professor in Clinical Psychology	
2	No. of posts	Not available	2	No. of posts	NA	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 40 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.A or M. Sc in Psychology with minimum of 55% marks or its equivalent degree with Clinical Psychology as a special subject</p> <p>b) M. Phil in Clinical Psychology or its equivalent</p> <p>c) Ph.D. Degree in core discipline from a recognized University.</p> <p>d) Five years of teaching experience after post-graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC an Institution level/university level/research institution</p> <p>e) Five Publication in peer reviewed national or international journals.</p> <p>f) Valid RCI registration</p> <p>Desirable</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					a) Experience of guiding doctoral students. b) Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not available	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Associate Professor in Audiology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Audiology / Speech Pathology / Speech Sciences / Language Pathology	1	Name of the post	Associate Professor in Audiology	
2	No. of posts	4	2	No. of posts	Four	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 7600	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 45 years	6	Age limit for direct recruitment	Up to 45 years	
7	Education and other qualification required for direct recruits	Essential a) Master's Degree in the relevant discipline with at least 55% marks and a Ph.D. Degree b) A minimum of Five years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.	6	Education and other qualification required for direct recruits	Essential a) Master's Degree with minimum of 55% in Audiology/M.ASLP/M.Sc Sp & Hg or equivalent from a University /institution recognized by RCI b) Ph.D. Degree in Audiology/Sp & Hg from a recognized University c) Five years of regular teaching experience after post-graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC an Institution level/university level/research institution d) Five Publication in peer reviewed national or international journals. e) Valid RCI registration	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

		Desirable c) Experience of guiding doctoral students. Publication in national and international journals.			Desirable a) Experience of guiding doctoral students. b) Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct recruitment	9	Method of Recruitment	Direct recruitment	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in Speech Pathology / Speech Sciences / Language Pathology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Audiology / Speech Pathology / Speech Sciences / Language Pathology	1	Name of the post	Associate Professor in Speech Pathology / Speech Sciences / Language Pathology/ Audiology	
2	No. of posts	4	2	No. of posts	Thirteen	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 7600	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 45 years	6	Age limit for direct recruitment	Up to 45 years	
7	Education and other qualification required for direct recruits	Essential d) Master's Degree in the relevant discipline with at least 55% marks and a Ph.D. Degree e) A minimum of Five years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers. Desirable	6	Education and other qualification required for direct recruits	Essential a) Master's Degree with at least 55% in Speech and Language Pathology/M.Sc Sp & Hg or equivalent from University /institution recognized by RCI b) Ph.D. Degree in Speech and Language Pathology/Sp & Hg from a recognized University c) Five years of regular teaching experience after post-graduation at UG/PG level or 10 years of research experience at the level 10 of VII CPC an Institution level/university level/research institution d) Five Publication in peer reviewed national or international journals.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		f) Experience of guiding doctoral students. Publication in national and international journals.			e) Valid RCI registration Desirable a) Experience of guiding doctoral students. b) Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct recruitment	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in Special Education

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in Special Education	1	Name of the post	Associate Professor in Special Education	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	PB 3 Rs.15,600-39,100+GP 7,600/-	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 45 years	6	Age limit for direct recruitment	Up to 45 years	
7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) Master's Degree in the relevant discipline with at least 55% marks and a Ph.D. Degree in the concerned discipline.</p> <p>b) A minimum of Five years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</p> <p>Desirable</p>	7	Education and other qualification required for direct recruits	<p>Essential</p> <p>a) M.S. Ed. / M. Ed in special education (HI) with minimum of 55% marks or its equivalent degree from University / institution recognized by RCI</p> <p>b) Post graduate degree in school subjects with minimum of 55% marks</p> <p>c) Ph.D Degree in special education/education (Research in the area of hearing impairment).</p> <p>d) Five years of regular teaching experience after post-graduation in special education (HI) at UG/PG level</p> <p>e) A minimum of five Publications in peer reviewed journals at national/international level.</p> <p>f) Valid RCI registration</p> <p>Desirable</p> <p>a) Experience of guiding doctoral</p>	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		c) Experience of guiding doctoral students. Publication in national and international journals.			students. b) Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct recruitment	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group 'A' Departmental Promotion Committee	12	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Associate Professor in Special Education	13	Consultation with UPSC		
14	Remarks	-	14			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Associate Professor in ENT

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Associate Professor in ENT	1	Name of the post	Associate Professor in ENT	
2	No. of posts		2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 7600	4	Scale of Pay	Level 12: ₹ 78,800-2,09,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 45 years	6	Age limit for direct recruitment	Up to 45 years	
7	Education and other qualification required for direct recruits	Essential a) Good academic record with MBBS with M.S (ENT) or an equivalent degree recognized by the Medical Council of India b) A minimum of Five years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work	6	Education and other qualification required for direct recruits	Essential a) M.S (ENT) or an equivalent degree with at least 55% marks recognized by the Medical Council of India/NMC b) Five years of regular teaching experience after post-graduation at UG/PG level or research experience at the level 10 of VII CPC an Institution level/university level/research institution c) A minimum of five Publications in peer reviewed journals at national/international level. d) Valid MCI/NMC registration. Desirable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		and a minimum of 5 publications as books and/or research/policy papers. Desirable c) Experience of guiding doctoral students. Publication in national and international journals.			Research projects	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct recruitment	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group A Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		

Job requirement/Nature of Job for the post of Associate Professor: The incumbent are required to provide assistance as well as work independently in the functions of

- Teaching academic courses in the BASLP curriculum at graduate and M.Sc. (SLP), M.Sc (Aud) levels in the area of Speech Pathology/Audiology/ENT/Electronics/Linguistics/Biostatistics/Clinical Psychology.
- Developing syllabus for the academic courses at BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Clinical mentoring and monitoring of BASLP and M.Sc. (SLP), M.Sc (Aud) levels students
- Conducting programmatic research; and providing professional service
- Conducting research through intramural and extramural grants
- Developing and executing a line of scholarly research that results in dissemination of knowledge.
- Publishing research papers in National and International Journals
- Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their theoretical knowledge at institute and university level
- Clinical Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their clinical skills at institute and university level
- Guidance to the students for the doctoral program in respective discipline.
- Dissertation guidance to M.SC (SLP), M.Sc (Aud) students
- Guidance to BASLP students for clinical conference
- Guidance to M.Sc. (SLP), M.Sc (Aud) students for journal club presentation
- Seating of question papers for BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Carrying out invigilation duty during the university examination
- Administrative duties such as assisting the Head of department in preparing RE-BE plans, placing indents for procuring of equipments, and other infrastructure for the department
- Participation in institute, departmental meetings, graduation ceremonies, and other meetings or events, as required
- Coordination and execution of public education activities
- Guiding Journal Club/Clinical conferences
- Presenting research papers in National/International conferences
- Supervision of students while they handle patients/any other clinical/research activities.
- Supervision of records maintained by students while they handle patients/any other clinical/research activities.
- Committee member – Short/Long term
- Preparation of Student roster

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Compilation of student attendance
- Case correspondence
- Reply to parliamentary questions raised during zero hour.
- Preparation of Revised estimate of Budget, Annual Plan,
- Preparation of Monthly report, half yearly report, Annual report and University report.
- Maintenance of allied students' and outside students' postings and attendance.
- Organizing short term training courses workshops/Seminars. Placing purchase indents for purchase of equipments and materials for the department.
- Assistance in organizing various activities and events of the institute/department/sections
- Any other academic, research clinical and administrative duties assigned by the competent authority from time to time

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Professor in Biostatistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Biostatistics	1	Name of the post	Professor in Biostatistics	
2	No. of posts	Not available	2	No. of posts	-	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	Essential a) M.Sc. in Statistics or Biostatistics with minimum of 55% marks or its equivalent degree b) Ph.D. Degree in relevant field from a recognized University c) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD in the relevant field. d) A minimum of ten Publications in peer reviewed journals at national/international repute. e) Successfully guided 2 doctoral students or Successfully completed five research projects including one extramural project with grants more than Rs.10	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					Lakhs with minimum of three projects as PI.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not available	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Professor in Linguistics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Linguistics	1	Name of the post	Professor in Linguistics	
2	No. of posts	Not available	2	No. of posts	-	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	Essential a) Masters degree in Linguistics with minimum of 55% marks or its equivalent degree b) Ph.D. Degree in relevant field from a recognized University c) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD in the relevant field. d) A minimum of ten Publications in peer reviewed journals at national/international repute. e) Successfully guided 2 doctoral students or Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI.	
8	Whether age and	Not available	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Professor in Clinical Psychology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Clinical Psychology	1	Name of the post	Professor in Clinical Psychology	
2	No. of posts	Not available	2	No. of posts	NA	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Not available	7	Education and other qualification required for direct recruits	Essential a) M.A or M. Sc in Psychology with minimum of 55% marks or its equivalent degree with Clinical Psychology as a special subject. b) M. Phil in Clinical Psychology or its equivalent. c) Ph.D. Degree in core discipline from a recognized University. d) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD. e) A minimum of ten Publications in peer reviewed journals at national/international repute. f) Successfully guided 2 doctoral students or Successfully completed five research projects	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI. g) Valid RCI registration	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not available	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Not available	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	12	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	13	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Professor in ENT

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in ENT	1	Name of the post	Professor in ENT	
2	No. of posts	1	2	No. of posts	One	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 7600	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 50 years	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Essential a) MBBS, M. S. (ENT) b) 10 years teaching/research experience after M.S.(ENT). c) Successfully guided doctoral students or high academic record. Desirable Publication in National and International Journals.	6	Education and other qualification required for direct recruits	Essential a) MBBS, M. S. (ENT) b) Ten years teaching experience on regular basis after post-graduation at PG/UG level in the relevant field. c) A minimum of ten Publications in peer reviewed journals at national/international repute. d) Valid MCI/NMC registration e) Successfully guided 2 doctoral students or Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI.	
8	Whether age and educational qualifications prescribed for direct recruits will apply in	Age relaxable for in-service candidates	7	Whether age and educational qualifications prescribed for direct recruits will	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	case of promotes			apply in case of promotes		
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group 'A" Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Professor in Special Education

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Special Education	1	Name of the post	Professor in Special Education	
2	No. of posts	Not Existing in Present	2	No. of posts	NA	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Not available	6	Education and other qualification required for direct recruits	Essential a) M.S. Ed. / M. Ed in special education (HI) with minimum of 55% marks or its equivalent degree from University / institution recognized by RCI b) Post graduate degree in school subjects with minimum of 55% marks c) Ph.D. Degree in the concerned discipline. d) A minimum of ten Publications in peer reviewed journals at national/international repute. e) Valid RCI registration f) Successfully guided 2 doctoral students or Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI.	
8	Whether age and	Not available	7	Whether age and	Not applicable	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	educational qualifications prescribed for direct recruits will apply in case of promotes			educational qualifications prescribed for direct recruits will apply in case of promotes		
9	Period of Probation, if any	Not available	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not available	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not available	12	Consultation with UPSC	One	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTRI, मैसूरु/ MYSORE-570006

Professor in Audiology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Audiology / Speech Pathology / Speech Sciences / Language Pathology	1	Name of the post	Professor in Audiology	
2	No. of posts	4	2	No. of posts	Four	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 7600	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 50 years	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Essential a) M. Sc with 55% and Ph. D in the discipline mentioned above or its equivalent. b) 10 years teaching/research experience after Ph.D. c) Successfully guided doctoral students or high academic record. Desirable Publication in National and International Journals.	6	Education and other qualification required for direct recruits	Essential a) Master's Degree with minimum of 55% in Audiology/M.ASLP/M.Sc Sp & Hg or equivalent from University /institution recognized by RCI b) Ph.D. Degree in Audiology/Sp & Hg or equivalent from University /institution recognized by RCI c) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD in the relevant field. e) A minimum of ten Publications in peer reviewed journals at national/international repute. f) Successfully guided 2 doctoral students or	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

					Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI. f) Valid RCI registration	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age relaxable for in-service candidates	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group 'A" Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		
13	Remarks	-	13			

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Professor in Speech Pathology / Speech Sciences / Language Pathology/ Audiology

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Speech Pathology / Speech Sciences / Language Pathology	1	Name of the post	Professor in Speech Pathology / Speech Sciences / Language Pathology/ Audiology	
2	No. of posts	4	2	No. of posts	Seventeen	
3	Classification	Group "A"	3	Classification	Group "A"	
4	Scale of Pay	Rs.37000-67000 GP 8700	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Up to 50 years	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Essential c) M. Sc with 55% and Ph. D in the discipline mentioned above or its equivalent. d) 10 years teaching/research experience after Ph.D. e) Successfully guided doctoral students or high academic record. Desirable Publication in National	6	Education and other qualification required for direct recruits	Essential a) Master's Degree with 55% in Speech and Language Pathology/M.ASLP/M.Sc Sp & Hg or equivalent from University /institution recognized by RCI b) Ph.D. Degree in Speech and Language Pathology/Sp & Hg or equivalent from University /institution recognized by RCI c) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD in the relevant field. e) A minimum of ten Publications in peer reviewed journals at national/international repute. f) Successfully guided 2 doctoral students	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		and International Journals.			or Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI. g)Valid RCI registration	
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Age relaxable for in-service candidates	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Group 'A' Departmental Promotion Committee	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Professor in Electronics

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Professor in Electronics and acoustics	1	Name of the post	Professor in Electronics	
2	No. of posts	Not available	2	No. of posts	One	
3	Classification	Not available	3	Classification	Group "A"	
4	Scale of Pay	Not available	4	Scale of Pay	Level 13: ₹1,23,100-2,15,900	
5	Whether selection post or non-selection	Not available	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Not available	6	Age limit for direct recruitment	Up to 50 years	
7	Education and other qualification required for direct recruits	Not available	7	Education and other qualification required for direct recruits	Essential a) M.E or M. Tech in Electronics with minimum of 55% marks or its equivalent degree b) Ph.D. Degree in core discipline from a recognized University c) Ten years teaching experience on regular basis after post-graduation at PG/UG level; of which 5 years shall be post PhD in the core discipline. d) A minimum of ten Publications in peer reviewed journals at national/international repute. e) Successfully guided 2 doctoral students or Successfully completed five research projects including one extramural project with grants more than Rs.10 Lakhs with minimum of three projects as PI.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not available	8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Not available	9	Period of Probation, if any	Two years	
10	Method of Recruitment	Not available	10	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not available	11	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists, what is its composition	Not available	12	If a DPC exists, what is its composition	Not applicable	

Job requirement/Nature of Job for the post of Professor: The incumbent are required to provide assistance as well as work independently in the functions of

- Teaching academic courses in the BASLP curriculum at graduate and M.Sc. (SLP), M.Sc (Aud) levels in the area of Speech Pathology/Audiology/ENT/Electronics/Linguistics/Biostatistics/Clinical Psychology.
- Developing syllabus for the academic courses at BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Clinical mentoring and monitoring of BASLP and M.Sc. (SLP), M.Sc (Aud) levels students
- Conducting programmatic research; and providing professional service
- Conducting research through intramural and extramural grants

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

- Developing and executing a line of scholarly research that results in dissemination of knowledge.
- Publishing research papers in National and International Journals
- Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their theoretical knowledge at institute and university level
- Clinical Assessment of BASLP and M.Sc. (SLP), M.Sc (Aud) students for their clinical skills at institute and university level
- Guidance to the students for the doctoral program in respective discipline.
- Dissertation guidance to M.SC (SLP), M.Sc (Aud) students
- Guidance to BASLP students for clinical conference
- Guidance to M.Sc. (SLP), M.Sc (Aud) students for journal club presentation
- Seating of question papers for BASLP and M.Sc. (SLP), M.Sc (Aud) levels
- Carrying out invigilation duty during the university examination
- Administrative duties such as assisting the Head of department in preparing RE-BE plans, placing indents for procuring of equipments, and other infrastructure for the department
- Participation in institute, departmental meetings, graduation ceremonies, and other meetings or events, as required
- Coordination and execution of public education activities
- Guiding Journal Club/Clinical conferences
- Presenting research papers in National/International conferences
- Supervision of students while they handle patients/any other clinical/research activities.
- Supervision of records maintained by students while they handle patients/any other clinical/research activities.
- Committee member – Short/Long term
- Preparation of Student roster and Compilation of student attendance
- Case correspondence
- Reply to parliamentary questions raised during zero hour.
- Preparation of Revised estimate of Budget, Annual Plan,
- Preparation of Monthly report, half yearly report, Annual report and University report.
- Maintenance of allied students' and outside students' postings and attendance.
- Organizing short term training courses workshops/Seminars. Placing purchase indents for purchase of equipments and materials for the department.
- Officiating as chairperson for various committees during various programs and events conducted by institute
- Assistance in organizing various activities and events of the institute/department/sections
- Assistance in framing and implementation of various orders, rules related to administration, academic, clinical, research and policies.
- Any other academic, research clinical and administrative duties assigned by the competent authority from time to time

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Director

Existing			Proposed			
Sl. No	Particulars		Sl. No	Particulars		Remarks
1	Name of the post	Director	1	Name of the post	Director	
2	No. of posts	One	2	No. of posts	One	
3	Classification	Group "A" Gazetted	3	Classification	Group "A" Gazetted	
4	Scale of Pay	Rs.14,300-400-18,300/- (V CPC) PB-4 Rs.37400-67000/- + GP Rs.10,000/- (Revised as per VI CPC)	4	Scale of Pay	Level-14 ₹ 1,44,200-2,18,200	
5	Whether selection post or non-selection	Not applicable	5	Whether selection post or non-selection	Not applicable	
6	Age limit for direct recruitment	Below 50 years	6	Age limit for direct recruitment	Up to 55 years	
7	Education and other qualification required for direct recruits	Essential: For Non Medical Persons 1) A master's degree in speech and hearing or equivalent thereto 2) A doctorate degree (Ph.D) in the area of speech and hearing 3) 12 years post-doctoral of teaching / research experience in speech and hearing 4) 5 years of administrative experience Essential : For Medical	6	Education and other qualification required for direct recruits	Essential: For Non-Medical Persons 1) Master's Degree with minimum of 55% in Audiology/Speech and Language Pathology or equivalent from a recognized University and a doctorate degree(Ph.D) in Audiology/Speech and Language Pathology or equivalent. 2) 15 years regular teaching experience at PG/UG level; of which 10 years shall be post PhD in the field Audiology/Speech and Language Pathology or equivalent. 3) A minimum of 15 Publications in peer reviewed journals at national / international level out of which 10 should be in SCI journals. 4) Valid RCI registration.	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		<p>Persons</p> <p>1) A recognized medical qualification included in the first or second schedule or part II of the III schedule (other than licentiate qualification) Indian Medical Council 1956. Holders of educational qualifications included in part II of the III schedule should also fulfill the conditions stipulated in the sub-section (3) of section 13 of the Indian Medical Council Act, 1956.</p> <p>2) Post graduate qualification of MS (ENT)</p> <p>3) 12 years of teaching experience in the field of speech and hearing</p> <p>4) 5 years of administrative experience</p> <p>Desirable: For both non medical and medical persons</p> <p>Publications in national</p>		<p>5) Successfully guided minimum of 5 doctoral students.</p> <p>or</p> <p>Ten research projects of which as PI in minimum of 5 project and at least three extramural project as PI with grants more than Rs.15 Lakhs.</p> <p>6) Five years of experience of running an important scientific educational institution either as its Head or Head of a Department.</p> <p>Essential: For Medical Persons</p> <p>1) Post graduate qualification of MS (ENT) with minimum of 55% marks.</p> <p>2) Seventeen years post MS (ENT) of teaching / research experience in speech and hearing/ Speech Language Pathology /Audiology out of which 5 years as Professor.</p> <p>3) A minimum of 15 Publications in peer reviewed journals at national / international level.</p> <p>4) Valid MCI/NMC registration.</p> <p>5) Successfully guided minimum of 5 doctoral students.</p> <p>or</p> <p>Ten research projects of which as PI in minimum of 5 project and at least three extramural project as PI with grants more than Rs.15 Lakhs.</p> <p>6) Five years of experience of running an important scientific educational institution either as its Head or Head of a Department.</p>	
--	--	---	--	--	--

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		and international speech and hearing journals				
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	No	7	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not applicable	
9	Period of Probation, if any	Two years	8	Period of Probation, if any	Two years	
10	Method of Recruitment	Direct	9	Method of Recruitment	Direct	
11	In case recruitment is by promotion or deputation or transfer, grade from which promotion/transfer/deputation be made	Not applicable	10	In case recruitment is by promotion, grade from which promotion be made	Not applicable	
12	If a DPC exists ,what is its composition	Not applicable	11	If a DPC exists ,what is its composition	Not applicable	
13	Consultation with UPSC	Not required as per the Bye-Laws	12	Consultation with UPSC		
	Remarks	-		Tenure of Service	The appointment of Director shall be on single tenure basis for a period of five years from the date on which he/she enters upon his/her office or till he/she attains superannuation, whichever is earlier.	

Scheme of Assessment of Promotion

Promotion Scheme for Clinical Posts

- 1.1.1. Promotion of all position(s) shall be based on merit and the scheme is therefore known as “Seniority cum fitness based promotion scheme”.

2. General Guide Lines

- 2.1. Promotion shall involve the following process.

- 2.1.1. Minimum completed years of regular service in the present pay/pay band shall be eligible for applying for promotion to the next higher pay/pay band under ‘Seniority cum fitness and skill based promotion scheme’. DoPT
- 2.1.2. Performance shall be documented annually in the form of Annual Performance Appraisal Report (APAR). The guidelines of Govt. of India can be used to choose the parameters of APAR as and when revised.
- 2.1.3. Performance assessed in APAR in previous years, immediately preceding the date of proposal for promotion shall be referred. A minimum APAR grading of 5 to be considered eligible for the promotion to next higher pay band/cadre. Minimum Average APAR of consecutive years shall be 5.0. Minimum scores for Limited Departmental Competitive Skill Test shall be 5.0. Minimum pass percentage for combined APAR and a Limited Departmental Competitive Skill Test shall be 50% for promotion of candidate(s).
- 2.1.4. Preferable it should be an open book assessment based on the requirement of job and they should be posted on a rotation basis once in two years. Further, candidate(s) selected shall be posted in a single section/department for a minimum duration of 2 years following the promotion.
- 2.1.5. Attempts should be made to provide opportunity to all the administrative staff(s) to be posted in all the administrative sections/accounts/core departments for exploring and experience.
- 2.1.6. A duly constituted committee which shall also include a subject expert from outside the organization considers all cases those are eligible for promotion for a skill test. A minimum score required on skills for a candidate to be eligible for promotion shall be decided by the competent authority.
- 2.1.7. Duly constituted standing selection committee shall assess all candidate(s) who are recommended by the screening committee for selection. The Selection Committee after assessing the skills of the candidate(s) records their recommendation as “**promoted to....**” or “**unfit**”,

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Mode of Selection

Table 1- Selection guidelines and parameters with weightage: Maximum score 100 (Promotion to Administrative Assistant Gr. III)

Sl. No	Educational Qualifications (10)		Typing skill (10)		Experience (10)	Additional qualification (10)	Skill development programs attended (10)	APAR (10)
	Marks scored In the qualifying exam	Raw score	Speed in WPM	Raw score				
1.	40-50% marks	5.0	20-30WPM	5.0	1mark each for every 6 months	5 marks for every additional degree/ diploma	2 marks /programme	Average out of 10
2.	>50-60%	6.0	30-40WPM	6.0				
3.	>60-70%	7.0	40-50WPM	7.0				
4.	>70-80%	8.0	50-60WPM	8.0				
5.	>80-90%	9.0	60-70WPM	9.0				
6.	>90	10.0	70 and above WPM	10.0				
	Maximum score	10.0	Maximum score	10.0	Maximum score-10	Maximum score-10	Maximum score-10	Maximum score-10

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table- 2 Scoring Criteria for Promotion to Administrative Assistant Gr. III

Sl. No	Parameter	Essential		
		Weightage (A)	Raw core (B)	Score Obtained (AxB)
1	APAR	3		
2	Qualification	1		
3	LDCE*	3		
4	Programs	1		
5	Experience	1		
6	Additional qualification added-	1		
Total score out of 100				

*LDCE for Level 1 of VII CPC to level 2 of VII CPC should be ascertained through typing.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Illustration for (Promotion to Administrative Assistant Gr. III)

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	3	5	15
2	Qualification	1	6	6
3	LDCE*	3	5	15
4	Programs	1	2	2
5	Experience	1	2	2
6	Additional qualification added-	1	0	0
Total score out of 100				40.00

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table 1- Selection guidelines and parameters for promotion of officials/officer with LDCE

Sl. No	Educational Qualifications (10)		LDCE (10)		Experience (10)	Additional qualification (10)	Skill development programs attended (10)	APAR (10)
	Marks scored In the qualifying exam	Raw score	Marks scored in %	Raw score				
7.	40-50% marks	5.0	40-50% marks	5.0	1mark each for every 6 months	5 marks for every additional degree/ diploma	2 marks /programme	Average out of 10
8.	>50-60%	6.0	>50-60%	6.0				
9.	>60-70%	7.0	>60-70%	7.0				
10.	>70-80%	8.0	>70-80%	8.0				
11.	>80-90%	9.0	>80-90%	9.0				
12.	>90	10.0	>90	10.0				
	Maximum score	10.0	Maximum score	10.0	Maximum score-10	Maximum score-10	Maximum score-10	Maximum score-10

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table- 2 Scoring Criteria for promotion of officials/officer with LDCE

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	3		
2	Qualification	1		
3	LDCE*	3		
4	Programs	1		
5	Experience	1		
6	Additional qualification added-	1		
Total score out of 100				

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Illustration for promotion of officials/officer with LDCE

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	3	6	18
2	Qualification	1	7	7
3	LDCE*	3	6	18
4	Programs	1	3	3
5	Experience	1	4	4
6	Additional qualification added-	1	5	5
Total score out of 100				55

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table 1- Direct Recruitment selection guidelines and parameters with weightage: direct recruitment for all positions till Level 8 of VII CPC- except Technical Assistant Gr. II - Driver

Sl. No	Educational Qualifications (10)		Skill Test (10)		Experience (10)	Additional qualification (10)
	Marks scored In the qualifying exam	Raw score	%	Raw score		
1.	40-50% marks	5.0	40-50% marks	5.0	1 mark each for every 6 months	5 marks for every additional degree/ diploma
2.	>50-60%	6.0	>50-60%	6.0		
3.	>60-70%	7.0	>60-70%	7.0		
4.	>70-80%	8.0	>70-80%	8.0		
5.	>80-90%	9.0	>80-90%	9.0		
6.	>90	10.0	>90	10.0		
	Maximum score	10.0	Maximum score	10.0	Maximum score-10	Maximum score-10

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table- 2 Scoring Criteria for selection under direct recruitment for all positions till Level 8 of VII CPC

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	Qualification	4		
2	Skill test	4		
3	Experience	1		
4	Additional qualification added-	1		
Maximum score 100				

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Illustration for direct recruitment for all positions till Level 8 of VII CPC

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	Qualification	4	7	28
2	Skill test	4	8	32
3	Experience	1	4	4
4	Additional qualification added-	1	5	5
Maximum score 100				69

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table 1- Direct Recruitment selection guidelines and parameters with weightage: direct recruitment for Level 10 and 11 of VII CPC

Sl. No	Educational Qualifications (10)		Skill Test (10)		Research/Publication (10)	Experience (10)	Additional qualification (10)	Interview (10)
	Marks scored In the qualifying exam	Raw score	%	Raw score				
7.	40-50% marks	5.0	40-50% marks	5.0	5 marks for every research activity/publication	1mark each for every 6 months	5 marks for every additional degree/ diploma	-
8.	>50-60%	6.0	>50-60%	6.0				
9.	>60-70%	7.0	>60-70%	7.0				
10.	>70-80%	8.0	>70-80%	8.0				
11.	>80-90%	9.0	>80-90%	9.0				
12.	>90	10.0	>90	10.0				
	Maximum score	10.0	Maximum score	10.0	Maximum score-10	Maximum score-10	Maximum score-10	Maximum score-10

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table- 2 Scoring Criteria for selection under direct recruitment for Level 10 and 11 of VII CPC

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	Qualification	3		
2	Skill test	2		
3	Research/Publications	1		
4	Experience	1		
5	Additional qualification added-	1		
6	Interview	2		
Maximum score 100				

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Illustration for direct recruitment for Level 10 and Level 11 of VII CPC

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	Qualification	3	8	24
2	Skill test	3	8	24
3	Experience	1	4	4
4	Additional qualification added-	1	5	5
5	Interview	2	4	8
Maximum score 100				65

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table 1- Selection guidelines and parameters for promotion/deputation of officials/officers based on Departmental Promotion Committee (without LDCE)

Sl. No	Educational Qualifications (10)		APAR (10)	Experience (10)	Additional qualification (10)	Skill development programs attended (10)
	Marks scored In the qualifying exam	Raw score				
1.	40-50% marks	5.0	Average out of 10	1 mark each for every 6 months	5 marks for every additional degree/ diploma	2 marks /programme
2.	>50-60%	6.0				
3.	>60-70%	7.0				
4.	>70-80%	8.0				
5.	>80-90%	9.0				
6.	>90	10.0				
	Maximum score	10.0	Maximum score-10.0	Maximum score-10	Maximum score-10	Maximum score-10

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table- 2 Scoring Criteria for promotion/ deputation of officials/officers based on Departmental Promotion Committee (without LDCE)

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	5		
2	Qualification	1		
3	Programs	1		
4	Experience	2		
5	Additional qualification added-	1		
Total score out of 100				

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Illustration for promotion/ deputation of officials/officers based on Departmental Promotion Committee (without LDCE)

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	4	8	32
2	Qualification	2	7	14
3	Programs	1	4	4
4	Experience	1	3	3
5	Additional qualification added-	2	5	10
Total score out of 100				63

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Table 1- Selection guidelines and parameters with weightage: Maximum score 100 (Technical Assistant Gr. II - Driver)

Sl. No	APAR (10)	Experience (10)
	Raw score	
1.	Average out of 10	1mark each for every 6 months
	Maximum score- 10.0	Maximum score- 10.0

Table- 2 Scoring Criteria (Promotion to Technical Assistant Gr. II - Driver)

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	8		
2	Experience	2		
Total score out of 100				

Illustration (Promotion to Technical Assistant Gr. II - Driver)

Sl. No	Parameter	Essential		
		Weightage (A)	Raw score(B)	Score Obtained (AxB)
1	APAR	8	7	56
2	Experience	2	10	20
Total score out of 100				76

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO FACULTY OF AIISH

APPENDIX -A

Table 1

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES FOR FACULTY

Sl. No.	a) Nature of Activity- 10 marks per year per program/duty/activity/assignment	Maximum Score per year
CATEGORY – I (A)	ESSENTIAL	
1.	Lectures, tutorials, practical, contact hours undertaken as percentage of those actual taken /allocated (multiplied by 30).	30
2.	a) Preparation and imparting of clinical knowledge/ instructions as per curriculum; syllabus enrichment by providing additional resources (clinical skills) to students. (10 marks per event) b) Preparation and imparting of knowledge/ instructions as per curriculum; syllabus enrichment and / or providing additional resources (advanced and innovative techniques/ technological methods in the respective fields) to students. (10 marks per event)	20
3.	Examination duties such as invigilation, question, internal, external examiner, paper settings, evaluation, assessment, custodian, reviewer, adjudicator, entrance examination etc. as percentage of those actual allocated. (5 marks per event)	30
4	Faculty evaluation rating (score by the mode scores rated by student) Formula : total score divided by 5	20
	Maximum score	100/year
	Minimum API score required	50/year
	In Category I Maximum score for (1+2+3+4) is	100/year

***For faculty of Electronics, Linguistics, Biostatistics or any other not monitored by a regulatory body, the maximum score is 150.**

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRİ, मैसूरु/ MYSORE-570006

APPENDIX -A

Table 2

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES FOR FACULTY

Sl. No.	Nature of Activity	Maximum Score per year
CATEGORY II (A)	CO-CURRICULAR AND EXTENSION ACTIVITIES- 5marks per year per program/duty	
1.	Co-curricular, extensions services such as organizing and participating in camps, NSS officer, part of NSS team, community service, organizer /member in the awareness program such as noise awareness, open day celebrations, any other awareness day, Hindi diwas, working for placement cell etc. Contribution to Corporate life in the Institute through meetings, popular lectures, subject related events, articles in magazines, newspapers for creating awareness among the public about the various activities of the Institute and or awareness about the various issues and or health related conditions.	20
2.	Serving as mentor, member/chairpersons of various committees such as anti-ragging committee, squad, hostel warden, guest house I/C, Vehicle I/C, CC/JS coordinator, participation in various events such as sports cultural etc. Students and Staff Related Socio Cultural and Sports programs (intra/inter-departmental and inter-collegiate).	15
3.	Professional development activities such as participation in seminars, conferences, short term training courses, talks, lectures. Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student educational program like Environmental Education etc. and value based programs, in the TV/Radio Channels.	15
	Maximum marks	50/year

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	Minimum marks	15/year
	In Category II A Maximum score for (1+2+3) is	50/year
CATEGORY – II (B)	PROFESSION - RELATED CONTRIBUTION (Administration and leadership)- 5marks per year per program/duty	Maximum score per year
1.	Institutional Governance responsibilities like, Serving as Head of Department/section/Academic coordinator / in charge (to be assigned proportionate score) Chairperson Entrance examination, Chairperson Hostel /Dean /President/ Vice president/ Secretary of student and staff welfare committee of Alumni association , ISHA, other professional bodies , any other membership of institutional committees.	15
2.	Coordinator, OLIC I/C, designated for RTI, Staff Grievance Officer, Vigilance Officer, quality control, product cell, patent related, Research committee, Ethics committee.	10
3.	Membership in profession related committees at state, national level, international level	10
4.	Participation in subject associations, conferences, seminars without paper presentation	05 per participation with maximum score of 20
5.	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance	05 per participation with maximum score of 20
6.	Membership of professional associations committees, Boards of Studies, editorial committees of journals/institutional publications. Editor of any ISSN/ ISBN journal (for editor to be assigned per year).	05 per committee/ position with a maximum score of 25
7,	Office bearer of staff and student welfare association, ISHA, any other local, national and international body.	02 per organization per year with a maximum score of 20

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

8.	Reviewer of any ISSN/ ISBN or any other journal either published at national or international level. Reviewer for projects/ thesis	5/ per article with a maximum score of 30
9	BOS, BOAE, doctoral committee member, dissertation committee member, selection committee member, chairperson/ member of any other research committee. Chairperson/ member for the scrutiny of application for the APS/new recruiters/ any other committee such as inquiry, framing guidelines/ Expert member for any committee/RCI assessment / NAAC/ syllabus modifications/ or any other academic, research, advocacy/ serving as expert in the court or any other committee	5/ per meeting with a maximum score of 25
	Maximum score	175/year
	In Category II B Maximum score for (1+2+3+4+5+6+7+8+9) is	50/year
<p>Note: It is suggested that additional administrative responsibilities available at organization should be put on rotation basis, to provide equal opportunity for all the academic staff. However, positions on election basis are open, but one person should not be holding the same position for more than two terms. Further, the score to be converted into percentage for bringing the uniformity based on the actual assigned and carried out responsibilities.</p>		

APPENDIX-A

Table 3

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS FOR FACULTY OF AIISH

Sl. No.	APIs	Faculties of AIISH	Max. points per unit per year
III –A	Research Publication (Journals)	i) Referred journals	15 per publication
		ii) Non-referred but recognized and reputed journals and periodical having ISBN/ ISSN Nos.	10 per publication
		iii) Edited Conference proceedings as full papers (abstract not be included)	10 per publication
III- B	Research Publications (books, chapters in books, other than refereed journal articles)	I. Text or Reference Books Published by International Publishers.	50 /sole author; 10 / chapter in an edited book
		II. Subject Books by national level publishers/ state and central government publications with ISBN/ISSN numbers.	25 /sole author 5 per chapter in an edited book
		III. Subject Books by Other local publishers with ISBN/ISSN numbers.	15 /sole author 3per chapter in an edited book
		IV. Chapters contributed to edited knowledge based volumes published by International Publishers.	10/per chapter
		V. Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers & with numbers of national & international directories.	5 / Chapter
III-C- Tests/tools		Tests/tools published by International publishers	30 Sole author
		Tests published by national/ institutions with ISBN/ISSN numbers.	20 Sole author
III- D	Extra mural projects on-going	Major projects amount received 10 lakhs and above	20/each for PI 10/each for CI

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

Research Projects- Extra and intra mural	as per the time frame stated by the organizations	Major projects amount received with grants above 5.0 lakhs up to 10.00 lakh	10 / each for PI 5/each for CI
		Minor projects amount received with grants above Rs.50,000 to Rs.5 lakh	6/each for PI 3/each for CI
	Intra mural projects on-going as per the time frame stated by the organizations	Major projects amount received 10 lakhs and above	15/each for PI
		Major projects amount received with grants above 5.0 lakhs up to 10.00 lakh	10/each
		Minor projects amount received with grants above Rs.50,000 to Rs.5 lakh	5/each
	Completed Extramural projects : Quality Evaluations	Completed project report submitted (Acceptance from funding agency) of Major project above 10 lakh	20/each
		Completed project report submitted (Acceptance from funding agency) of Major project above 5 lakh up to 10 lakh	15/each
		Completed project report submitted (Acceptance from funding agency) of Major project above 0.50 up to 5 lakh	10/each
	Completed Intramural projects : Quality Evaluations	Completed project report submitted (Acceptance from funding agency) of Major project above 10 lakh	15/each
		Completed project report submitted (Acceptance from funding agency) of Major project above 0.50 up to 5 lakh	10/each

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

III-E	Awarded	
	Post-doctoral	10 per candidate
	Doctoral	15 per candidate
	Master's level dissertation	5 per candidate
	Independent Projects	2 per candidate
	Submitted	
	Post-doctoral	5 per candidate
	Doctoral	10 per candidate
	Master's level dissertation	3 per candidate
	Independent Projects	1 per candidate
	Ongoing	
	Post-doctoral	2.5 per candidate
	Doctoral	5 per candidate
	Master's level dissertation	1.5 per candidate
	Independent Projects	0.5 per candidate
III-F		
Papers presented in conferences/seminars /workshops	10/each	
	7.5/each	
	5/each	

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

	3/ each
Invited resource person	10/each
	5/each
	3/each
	2/each
Chairperson in any scientific conference	10/each
	5/each
	3/each
	2/each
Co-Chairperson in any scientific conference	5/each
	3/each
	2/each
	1/each

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

III (G)	Awards / Honors/ Recognitions/ Fellowship titles/ Post-doctoral Research degrees like D.Sc., D.Litt., etc.		
(i)	Discipline specific Awards	a) Awards by Accredited International Bodies; National bodies like by UGC, ICSSR, ICCR, Sahitya Academy and Professional Academies like Gnana-peetaward	50 /each
		b) State/university level	20 each
		c) Regional / local	10 each
(ii)	Honours/ Recognitions	a) Foreign countries Governments & International bodies like UNESCO etc.; National like Padma Sri etc.	50 each
		b) State/university level	20 each
		c) Professional Subject Based associations	15 each
		d) Regional / local by GO/NGOs/Rotary/ Lions etc.,	5 each
(iii)	Fellowship Titles	a) Foreign universities/bodies like Trinity title etc.; Indian Academies of Languages, Arts,	50 each
		b) Discipline specific National level Associations	2 each
(iv)	Post-doctoral degrees /visiting scholars	a) National or international organization WHO, commonwealth fellowships, Welcome trust, Fulbright, Sir CV Raman, Tata memorial, ICMR, DST UGC.	50 each (for one programme/activity/visit only one of the fellowships will be considered)
		b) Honorary doctorate conferred by UGC – recognized universities	30 each
		Minimum score	100
		Maximum score III(A+B+C+D+E+F+G)	200

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

CATEGORY – IV	Provide the details of Clinical/maintenance work/ consultancy assigned and completed during the reporting year	Maximum Score per year
	ESSENTIAL	
1.	Diagnostics/Assessment/Maintenance work/ Statistical/ Linguistic analysis: work- attended/ allotted hours	10(attended by Allotted x 10)
2.	No. of patient treated/ assessed/supervised/Counselling /certification/commissioning of electrical, electronic, network or any other etc.	0.5 per client
	Supervision - No. of patient/group therapy supervised / Supervision of maintenance	3 per client/order 5 /per group
3.	Special clinic/Unit- allotted/attended hours/ External consultancy	10 per clinic /unit /consultancy
4.	Procedures/surgeries undertaken -	1 per surgery
	Minimum score	50/year
	Maximum score for (1+2+3+4) is	100/year

APPENDIX – A
Table 4

Minimum Point norms of the APIs to be applied for the Direct Recruitment and Promotion of faculty of AIISH

Sl. No.	Assessment Category / System	Minimum Average Yearly or Cumulative API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) and Weightages for Screening Committee Assessment		
		Faculty of Audiology and Speech Language Pathology		
		Associate Professor GP increase from Rs.6600 to 7600 (Pre-revised)	Professor Promotion with GP of Rs.8700	Professor with Pay scale GP 8900
(i)	Teaching-learning, Evaluation Related Activities (category I)	A minimum of 60/Year	A minimum of 60/Year	A minimum of 60/Year
(ii)	Co-curricular, Extension, & Profession related activities (Category II)	A minimum of 20/Year	A minimum of 20/Year	A minimum of 20/Year
Minimum total average annual Score under Categories I and II		A minimum of 100/Year	A minimum of 100/Year	A minimum of 100/Year
(iii)	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	20/Year (100/assessment period)	40/Year (200/assessment period)	A minimum of 50/Year (250/assessment period)
	Expert Assessment System	Selection Committee	Selection Committee	Peer Evaluation
(v)	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100)	10% for APAR score 10% for faculty assessment score 30% of the total score obtained by the candidate - Assessment of domain knowledge and teaching practice (I +II). 20% of the total score obtained by the candidate - Research Evaluation (IV)	10% for APAR score 10% for faculty assessment score 20 % - Assessment of domain knowledge and teaching practices. 30% - Research evaluation. 20%- Clinical /maintenance work/ consultancy	10% for APAR score 10% for faculty assessment score 20 % - Assessment of domain knowledge and teaching practices. 40% - Research evaluation.

अखिल भारतीय वाक् श्रवण संस्थान/ ALL INDIA INSTITUTE OF SPEECH AND HEARING
मानसगंगोत्री / MANASAGANGOTHRI, मैसूरु/ MYSORE-570006

		20% Clinical/maintenance work/ consultancy 10 % of the total score obtained by the candidate - Interview performance	10 % - Interview performance ***	10%-Clinical /maintenance work/ consultancy 10%-Leadership qualities.* >
	Benchmark for promotion	60%	65%	70%

* Leadership qualities includes head of the department/section head/coordinators/Chairperson of long term committees/members of National or International committees/

Sl. No	Position held	Marks
1.	Head of the department/section head/coordinators	10/year
2.	Chairperson of long term committees more than one year	10/committee
3.	Member of long term committees more than one year	5/committee
4.	Chairperson of short term committees less than six months	5/committee
5.	Member of short term committees less than six months	3/committee
6.	Chairperson/members of National or International committees	20/Committee
Maximum marks 30		