



# Draft Report by the Cadre Restructuring Committee, JIPMER

2014-15

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**Draft**  
**Report by the Cadre Restructuring Committee, JIPMER**

**Constitution of the Committee:**

Consequent upon conversion of JIPMER into an institution of National Importance at par with AIIMS/ PGIMER, many cadres have not been restructured at par with the cadres in AIIMS/PGIMER. In order to fill the above gap, to boost the morale of the staff, to remove disparity among Institutions of National Importance and create an effective cadre structured to deliver high quality services as defined in the JIPMER Act 2008, the Director, JIPMER constituted a committee on 24 March 2014 consisting of Dr.C.Adithan, Sr. Professor & Head, Dept. of Clinical Pharmacology (Chairman), Dr.R.P.Swaminathan, Faculty (Admin) (Member), Sh.R.Sathyanarayanan, Senior Administrative officer ( Member), Sh.James.T.Sekar, Registrar (Member), Sh.K.Mahesh, Assistant Controller of Examinations & Ag. F&CAO (Member), Sh.C.B.Unni Krishnan, Administrative Officer (Member), Sh.M.Krishna Rao, Law Officer (Member), Sh.J.Sankar, Deputy Director (Admin) - Member Secretary. Since Sh.R.Sathyanarayanan, Sh.James.T.Sekar and Sh.K.Mahesh left the Institute; the committee was inducted with new members Dr.J.Balachandar (Medical Superintendent), Dr.T.K.Dutta (Professor of Medicine) and Sh.S.KottorSwamy (Administrative Officer) on 16 March 2015.

**Procedure Adopted:**

The committee has sought suggestions and comments in a prescribed proforma from all stakeholders including Head of the Departments, Associations and Unions. After receiving the representation, the committee also had personal hearing from the above persons wherever it is required. After due deliberations and careful reading and assessing of Co-ordination Committee report constituted by the Ministry of Health and Family Welfare, (GOI), recommendations of the Internal Committees of the AIIMS, New Delhi and PGIMER, Chandigarh, provisions of the DOPT guidelines on the qualifications, pay scale for each posts, requirement of staff strength based on the departments' workload/patient care services, the committee made the following recommendations:-

**1. Nursing College :**

There were requests from the Lecturers, Sister Tutors and Clinical Instructors for redesignation and higher pay structure.

The request was from the **Lecturers** for redesignation of the post of Assistant Professor with pay structure of PB 3 + GP Rs. 6600 instead of the existing pay structure of PB 3 + GP Rs. 5400 and for more number of posts. It was observed that the essential qualifications and teaching experience for the post of Lecturer and Asst. Professor in Nursing are same i.e M.Sc with 3 years teaching experience after M.Sc. The Lecturers in JIPMER were recruited with the similar recruitment rules. Therefore, the present post of Lecturer may be redesignated as Asst. Professor with the GP of 6600. This is also in consonance with the norms for faculty positions as prescribed by Nursing Council of India.

The **Clinical Instructors** requested for merging of their post with tutors. As per JIPMER recruitment rules, the existing qualifications for Clinical Instructors and Tutors are same i.e. M.Sc or B.Sc with 5 years experience after obtaining B.Sc degree. Further AIIMS, New Delhi is having only "Tutor in Nursing" post and they do not have Clinical Instructors post. Therefore, it is recommended that the post of Clinical Instructors may be merged with Tutor with a GP 5400.



The **Tutors** requested that those Tutors who are fulfilling the qualifications for Lecturer may be promoted to that post. The request cannot be considered because the Tutor post is not a feeder cadre for Lecturer/Asst. Professor. These posts are filled by direct recruitment. Therefore, it suggested that the Tutors can apply for the Asst. Professor post as and when it advertised. They may given age relaxation as per rules

Since the Nursing college is providing M.Sc, B.Sc and other courses, they need to have additional teaching faculty as detailed below. This will be in consonance with the Nursing Council of India guidelines.

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Remarks
<b>Nursing College</b>					
1	Principal GP – Rs. 8700	1	0	1	
2	Vice - Principal GP – Rs. 7600	1	0	1	
3	Professor GP – Rs. 8700	0	2	2	New Post
4	Associate Professor GP – Rs. 7600	0	5	5	New Post
5	Assistant Professor GP – Rs. 6600	5	0	10	This includes 5 Lecturer to be redesignated/ upgraded as Assistant Professor with GP 6600
6	Lecturer (Non Medical) GP – Rs. 5400	5	0		
7	Sister tutor GP – Rs. 5400	10	0	18	This includes 8 Clinical Instructors to be redesignated/ upgraded as Tutors with GP 5400
8	Clinical Instructor GP – Rs. 4800	08	---		

## 2. Nursing Cadre :

At present, JIPMER has 2059 beds. SIU norms for Beds (vs) Nurses is 1:1.1. SIU norms for Nursing Personnel is applicable to the Institutes all over India but JIPMER, being an Institute of National Importance (INI), is expected to have a better Bed: Nurse Ratio which is higher than the SIU so that an INI can stand apart from the other Institutes in terms of patient care services and health care delivery.

As per these norms, the strength of Nursing personnel in JIPMER works out to be 2265 whereas the present sanctioned strength is 1450 only. This is very low as compared with AIIMS and PGIMER. As of now, there is shortage of 815 Nursing personnel in various grades [ Staff Nurse, Nursing Sister, Asst. Nursing Supdt., etc.) in JIPMER. Moreover, there is an anomaly in the ratio between the strength in the posts of Staff Nurse and Nursing Sister though the other ratios between A.N.S. & Nursing Sister and D.N.S. & A.N.S. are maintained as per the SIU norms. Therefore the committee recommends creations of additional 815 posts as detailed below:

<b>Nursing Cadre</b>					
S/No	Name of Post	No of posts already	No of additional posts	Total requiremen	Re-designation of post and proposed pay scale



		sanctioned	to be created	t of posts	
1	Staff Nurse	973	705	1678	PB-02 with GP 4600/-
2	Nursing Sister	379	87	466	PB-02 with GP 4800/-
3	Assistant Nursing Supdt	84	19	103	35 posts to be created in PB-03 with GP 5400/-
4	Deputy Nursing Supdt	11	03	14	10 posts to be created in PB-03 with GP 5400/-
5	Nursing Supdt	02	01	03	03 posts to be created in PB -03 with GP 6600/-
6	Chief Nursing Officer	01	00	01	02 posts to be created in PB-03 with GP 7600/-
<b>Total</b>		1450	815	2265	

Apart from this, there is one sanctioned post in the grade of Psychiatric Nurse in PB 2 + GP Rs. 4800. Considering the need of the hour for catering to the mental health needs of the community, three more posts are recommended.

	Psychiatric Nurse	01	03	04	PB-02 with GP 4800/-
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### 3. Administrative Cadre:

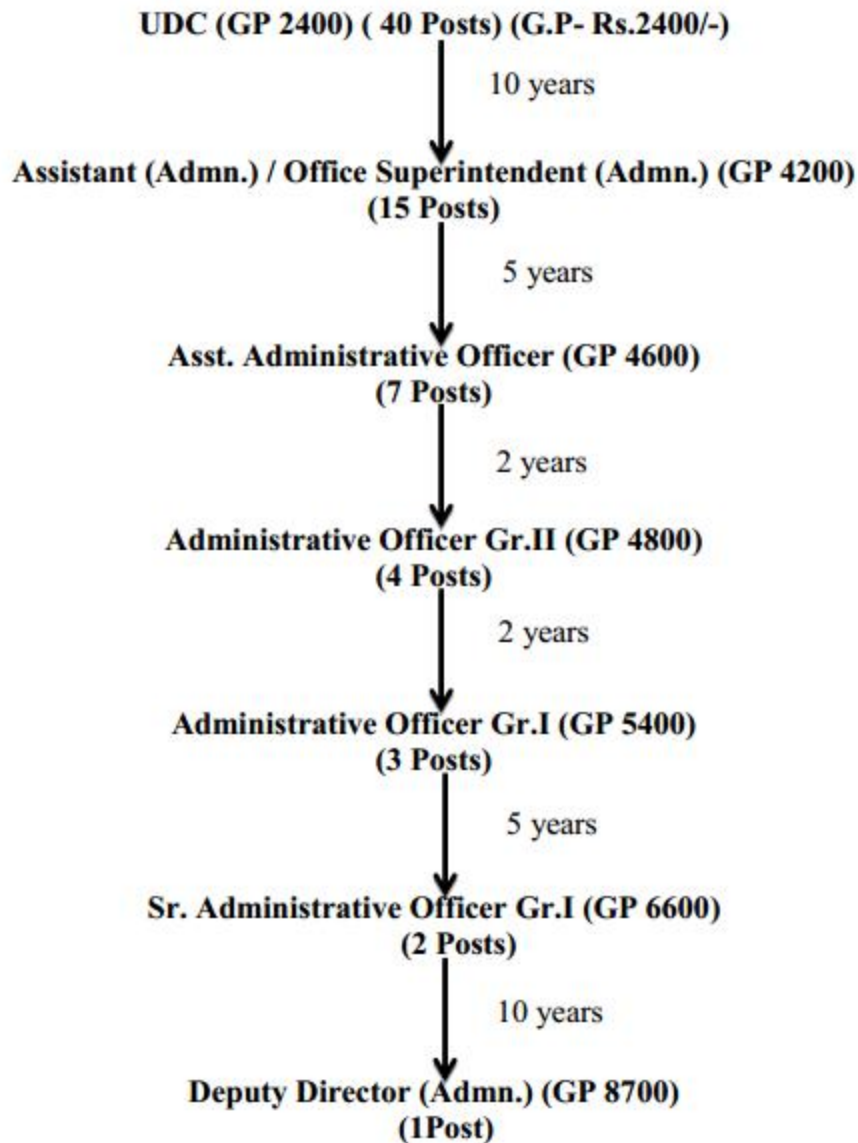
After JIPMER became autonomy all the recruitment, promotion including Assessment Promotion Scheme for faculty and staff, grant of ACP / MACP to various categories of staff, their service condition, discipline and conduct, all court cases related thereto are handled by the Institute. Further due to increase of staff, faculty and students the work load on this cadre is multiple.

Though 1281 posts were created in 2013, very few posts were created on Administration side and as such there is an urgent need to augment the existing manpower in administration to handle the increased work load and to cater to the needs of the immediate future expansion.

<b>Administrative Cadre</b>					
S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Re-designation of post and proposed pay scale
1	LDC Asst Cashier Asst Steward Library Clerk GP Rs. 1900	83 01 03 08 =195	100	195	Asst Steward, Asst Cashier and Library Clerk to be merged as LDC in PB-01 with GP 1900 100 additional posts to be created.
2	UDC Cashier Steward GP Rs. 2400	66 4 3	15	88 (Admin-40, Finance-34, Academic-14)	Cashier and Steward to be merged with UDC. 15 additional posts to be created in PB-01 with GP 2400/-
3	Head Clerk GP Rs. 4200	05 +15 HC + OS merger	16	36 (Admin-15, Finance-14, Academic-7)	20 additional posts to be created.
4	Assistant Admin. Officer Estate Manager GP	06 01	---	7	Estate manager to be merged with Assistant Admin. Officer in PB 2 + GP Rs. 4600..

	Rs. 4600				
5	Admin. Officer Grade II GP Rs. 4800	02	02	04	
6	Admin. Officer Grad I GP Rs. 5400	02	01	03	
7	Senior Admin. Officer GP Rs. 6600	01	01	02	01 additional post to be created in PB-03 with GP 6600/-
8	Deputy Director Admin GP Rs. 8700	01	---	01	

**PROPOSED BIFURCATION OF CADRES  
ADMINISTRATIVE CADRE**





#### 4. Finance & Accounts Cadre :

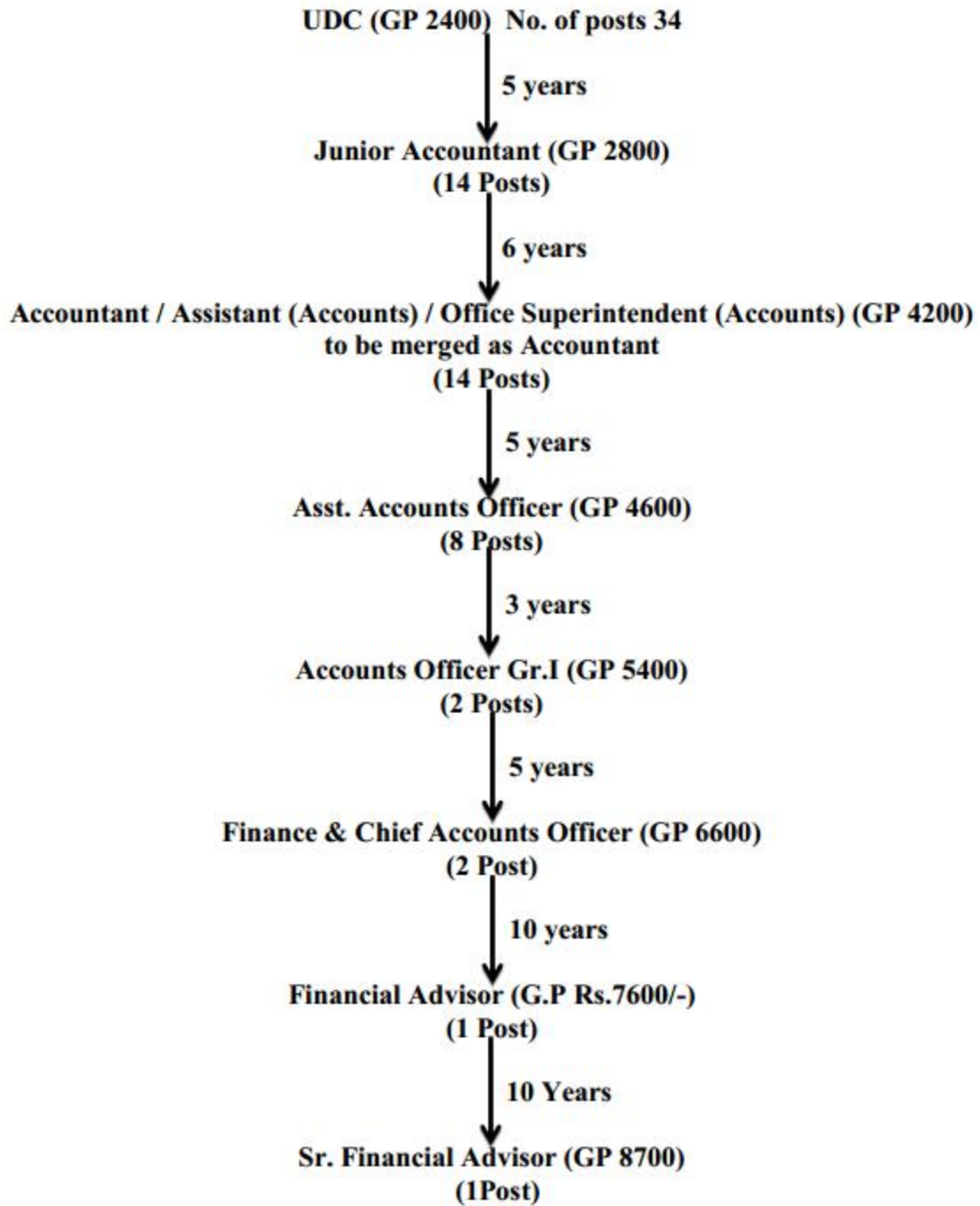
After JIPMER has become autonomous, all the financial issues hitherto managed by Pay and Accounts Office of JIPMER / Ministry (IFD) are to be processed and decided at the level of the Institute. Further the Pension and the other related matters of the employees who have become employees of the Institute are also to be processed and settled by the Institute itself. The Institute is also proposing to levy user charges for some of the specialized diagnosis / treatments. Plan activities & the Budget allocation of the Institute has also increased manifold in recent years.

Out of the 1281 posts were created in 2013, very few posts were created on Finance & Accounts side and as such there is an urgent need to augment the existing manpower in finance & accounts to handle the increased work load and to cater to the needs of the immediate future expansion.

<b>Finance &amp; Accounts Cadre</b>					
<b>S/No</b>	<b>Name of Post</b>	<b>No of posts already sanctioned</b>	<b>No of additional posts to be created</b>	<b>Total requirement of posts</b>	<b>Re-designation of post and proposed pay scale</b>
1	Junior Accountant GP Rs. 2800	10	4	14	
2	Accountant GP Rs. 4200	11	03	14	14 Head Clerk to be pre-designated as Accountants GP 4200
3	Asst. Account Officer (GP 4600) Asst. Account Officer (GP 4200)	04 04	---	08	This includes 4 Assistant Accountant officers (GP 4200 to be merged with Assistant Accounts officer Grade II with GP of 4600)
4	Accounts Officer GP 5400	02	02	04	Accounts officer Grade I to be pre-designated
5	Finance & Chief Accounts Officer GP Rs. 6600	01	01	02	
6	Financial Advisor GP Rs. 7600	0	01	01	
7	Senior Financial Advisor GP Rs. 8700	01	---	01	



**Finance and Accounts Cadre**



## 5. Academic Cadre

After JIPMER has become autonomous, all the academic issues including framing of curriculums, conducting examinations, entrances examination, valuations, issue of certificates is to be done by JIPMER itself. The role of academic section is increased enormously. Therefore, the staff sanctioned before autonomous is to be increased multiple to meet the challenges.

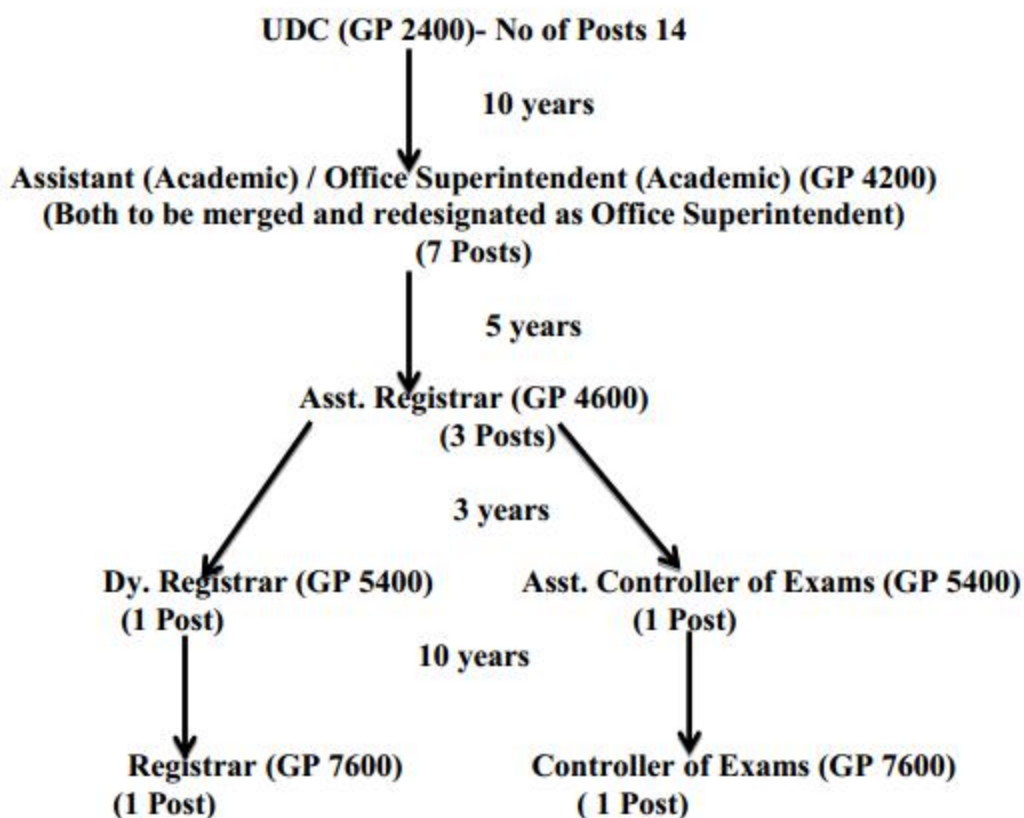
Out of the 1281 posts were created in 2013, very few posts were created on Academic side and as such there is an urgent need to augment the existing manpower in Academic to handle the increased work load and to cater to the needs of the immediate future expansion.

**The sanctioned strength and Additional requirement is given below:-**

<b>Cadre</b>					
<b>S/No</b>	<b>Name of Post</b>	<b>No of posts already sanctioned</b>	<b>No of additional posts to be created</b>	<b>Total requirement of posts</b>	<b>Re-designation of post and proposed pay scale</b>
1	Assistant Registrar GP Rs.4600/-	2	1	3	
2	Dy. Registrar GP Rs.5400/-	0	01	01	
3	Assistant controller of examination GP Rs.5400/-	01	0	01	
4	Registrar GP Rs.7600/-	01	0	01	
5	controller of examination GP Rs.7600/-	01	0	01	



## ACADEMIC CADRE



### 6. Stenographic Cadre:

Though many faculty positions were sanctioned for creation, not many posts in the stenographic cadre have been created.

Though there are Officers at HAG level and Director in the pay structure of Secretary to the Govt. of India, there is no post in the grade of Principal Private Secretary.

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Re-designation of post and proposed pay scale
<b>Stenographic Cadre</b>					
1	Stenographer Grade II	20	10	30	Additional posts as proposed to be created and 06 posts of Principal Private Secretary to be newly created in PB – 03 with GP Rs. 6600/-
2	Stenographer Grade I	18	5	23	
3	Private Secretary	9	3	12	
4	Principal Private Secretary	0	6	6	

### 7. Storekeeper Cadre

In AIIMS, the entry grade level post of Storekeeper is in GP Rs. 4200 and the same post in JIPMER carries a GP of Rs. 2400. As such, there is disparity in the structure. Moreover, the storekeeper cadre in JIPMER is not a well-structured one as in AIIMS. Hence, the following recommendations are made to remove these anomalies/deficiencies.

Store Keeper Cadre					
1	Store Keeper GP Rs.2400/-	42	7	49	Stores Keeper post to be upgraded from PB-1 with GP Rs. 2400 to PB-02 with GP Rs. 4200/- at par with the posts in AIIMS. Grades of Junior Stores Officer and Assistant Stores Officer in GP Rs. 4600/- and Rs. 4800/- respectively to be created. The Post of Stores Officer ( GP Rs.4600/) to be upgraded in PB-03 with GP Rs. 5400/-. For uniformity of nomenclature the existing purchase officer to be redesignated as stores officer. There will not be any change in the remaining posts in the cadre.
2	Junior Stores officer GP 4600	0	15	15	
3	Assistant Stores Officer GP 4800	0	5	5	
4	Stores Officer GP Rs.5400	1	1	2	
5	Senior Stores officer GP 6600	1	0	1	
6	Chief Stores officer GP 7600	0	1	1	

### 8. Photographer Cadre

Though the Coordination Committee has recommended for phasing out these posts, the incumbents are languishing in the same posts with lower Grade Pay for years and considering their anguish, the following recommendations are made:

Sl.No	Photographer Cadre				
1	Photographer GP Rs. 2400	02	0	02	Photographer & Senior Photographer to be merged with Medical Photographer post which may be upgraded to GP Rs. 4200/- Senior Photographer be merged with Supervisor (MID) and re-designated as Senior Technical Officer (Photography) with grade pay of Rs. 4600/-.
2	Medical Photographer GP Rs. 2800	01	0	01	
3	Senior Photographer GP Rs. 4200	01	0	01	
4	Supervisor (MID) GP Rs. 4600	01	0	01	

### 9. Artist Cadre

Though the Coordination Committee has stated that this is a dying cadre, the incumbents are languishing in the same posts with lower Grade Pay for years and considering their anguish, the following recommendations are made:

Sl. No	Artist Cadre				



1	Artist	02	0	02	As per the co-ordination recommendation the post to be outsourced. However, in order to remove the frustration and stagnation to the official, the post to be upgraded from GP Rs. 2400 to GP Rs. 4200/- and as soon as he retires the service of the post to be outsourced.
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### 10. Laboratory Cadre:

There is a frustration amongst the incumbents in the grade of Lab. Attendant who are stagnated in the grade without any career progression and hence recommendations are made for a structured cadre within the grade of Laboratory Attendant.

There are many posts in the grade of Lab. Technician distributed over the various departments. These posts exists in different nomenclature as per the original creations. This is limiting their promotional opportunities. Therefore, all these posts are brought under the same designation as Technician. The number of technician posts in a department will be determined as per requirement. They will be designated as Technician with suffixing the department name. For example. Technician ( Urology), Technician ( Pathology), Technician ( Cardiology) etc. All Technician posts are to be clubbed for promotion and inter-se seniority purpose. Hence, the following recommendations are made:

Laboratory Cadre					Recommendations
1	Lab Attendant	34	57	91	Lab. Attdt. Gr. III – 60, Gr. II - 20 Gr. I - 11 To be created Lab Cadre and Lab Assistance Cadre separately. Lab Attend. Cadre is to be bifurcated as Gr. I, Gr. II & Gr. III with G.P of Rs.1800, GP Rs.1900/- and G.P Rs.2400/- to remove the stagnation of the cadre.
2	Lab Technician GP 4200 (99)	112	152	264	<b>Lab Technician Cadre</b>  All the different Lab Technician posts to be merged and re-designated as Lab Technician and grade pay also to be upgraded to GP 4200/- as entry grade.  The following posts to be created and grade pay also be given as recommended below: 1.Senior Lab Technician [earlier designation of Technical Assistant] - 29 posts in the grade pay of Rs. 4600/- 2.Junior Technical Officer 30 posts with grade pay of Rs. 4800/- 3.Senior Technical Officer 11 posts with grade pay of Rs. 5400/- 4.Chief Technical Officer 06 posts with grade pay of Rs. 6600/-
	URO Technician (04)				
	Lab Technician (Microvascular) (02)				
	BCG Technician (01)				
	EEG Technician (01)				
	Endoscopy Technician (03)				
	Respiratory Allergy Lab Tech (01)				
	Respiratory Allergy Lab Tech (01)				
3	Tech Assist/Sr Tech GP 4600	61	29	90	
4	Junior Technical Officer 4800 (Tech Supervisor)	0	30	30	
5	Senior Technical Officer 5400	0	15	15	



6	Chief Technical Officer 6600	0	06	06	
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### 11. Perfusion Cadre, Nuclear Medicine Cadre

As stated in the Laboratory Cadre, posts in this cadre to be merged with the corresponding cadres in the Laboratory Cadre.

Perfusion cadre, Nuclear Medicine Cadre					
1	Technician – Perfusion 2800	01	04	05	To be merged with the grade of Lab Technician in GP 4200. Their promotional channel would be linked Lab Technician Cadre. They will be designated as Technician (Perfusion) etc.
2	Perfusionist - GP 4200	03	0	03	
3	Chief Perfusionist	0	01	01	

### 12. Dialysis Operator, Organ donor Coordinator, Transplant Donor Coordinator

The post of Dialysis Operator has to be merged with the grade of Lab. Technician. Considering the spurt in number of such cases Nephrology Division has to cater to in the recent years, 8 more posts are recommended for creation:

Dialysis Operator, Organ Donor Coordinator, Transplant Donor Coordinator					
1	Dialysis Operator GP 2400	07	08	15	To be merged with the grade of Lab Technician in GP 4200. Their promotional channel would be linked Lab Technician Cadre. They will be designated as Technician (Dialysis) etc.
2	Organ Donor Coordinator	0	1	1	
3	Transplant Donor Coordinator	0	1	1	For promotion of Organ Donor Co-ordinator, Transplant Donor Coordinator, Lab Technician (Dialysis) will be the feeder cadre. GP 4200 Reflected in Lab Technician

### 13. Operation Theatre Cadre

There is lot of discontent amongst the incumbents in the grade of Operation Theatre Cadre that in spite of the technical duties being performed by them, their Grade Pay remains at Rs. 1800. Considering the increase in the number of O.T. cases handled and expansion of services, there is an urgent need to enhance the number of posts in the O.T. Cadre. Hence, the following recommendations are made:

Operation theatre Cadre					
1	Theatre Attendant GP Rs.1800	43	57	100	Additional posts to be created as proposed and pay also to be upgraded to grade pay of Rs. 2400/-
2	Theatre Attendant (Plaster) GP Rs.1800	04			Merged with the grade of Theatre Attendant
3	Theatre Assistant 1900	35	15	50	Additional posts to be created as proposed and pay also to be upgraded to grade pay of Rs.



					2800/-
4	OT Technician	33	17	50	Post to be upgraded with GP of Rs. 4200/-
5	OT Technician (Plaster)	06			To be merged with the grade of OT Technician.
6	OT Technician (Ortho)	01			To be merged with the grade of OT Technician.
7	Anaesthesia Technician Operation Theatre Assistant	07			To be merged with the grade of OT Technician.
8	Senior OT Technician 4200	01	14	15	Additional posts to be created as proposed and post also to be upgraded with GP Rs. 4600/-
9	Junior Technical Officer 4800	0	4	4	Junior Technical Officer 03 posts with grade pay of Rs. 4800/- and Senior Technical Officer 02 posts with grade pay of Rs. 5400/- to be created.
10	Senior Technical Officer 5400	0	2	2	
11	Technical Assistant (Anesthesiology)	01	0	01	To be merged with Senior OT Technician.

#### 14. Physiotherapy and Occupational Therapy Cadre

There is no structured cadre in these cadres and not enough scope for the incumbents' career progression. Considering these drawbacks and the disgruntled incumbents, a structured cadre with additional posts is recommended for smooth and swift career progression:

Physiotherapy and Occupational therapy cadre					
1	Physiotherapy Attendant GP Rs.1800	01	05	06	All the posts to be merged and the following posts to be created :- Junior Physiotherapist with grade pay of Rs. 4200/- Senior Physiotherapist with grade pay of Rs.5400/- Supdt Physiotherapist with Grade pay of Rs. 6600/- Chief Physiotherapist with grade pay of Rs. 7600/-
2	Weaver GP Rs.1800	01	01	02	
3	Physiotherapy Assistant GP Rs.1900	01	04	05	
4	Physiotherapy technician GP Rs.2400	02	03	05	
5	Physiotherapy Technician Gr I GP Rs.2800	01	02	03	
6	Junior Physiotherapist GP Rs.4200	10	08	18	
7	Sr Physiotherapist GP Rs.5400	01	05	06	
8	SuperintendentPhysiotherapist GP Rs.6600	0	02	02	
9	ChiefPhysiotherapist GP Rs.7600	0	01	01	
10	Occupational therapy Attendant GP Rs.1800	01	05	06	The craft Teacher is to be up graded to GP Rs.2400/- All the posts to be merged and the following posts to be created :- Junior Occupational Therapist with grade pay of Rs. 4200/- Senior Occupational Therapist with grade pay of Rs.5400/- Supdt Occupational Therapist with Grade pay of Rs. 6600/- Chief Occupational Therapist with grade
11	Occupational therapy Assistant GP Rs.1900	01	04	05	
12	Craft Teacher GP Rs.1900	01	02	03	
13	Occupational Therapy Technician GP Rs.2400	01	02	03	
14	Junior Occupational Therapist GP Rs.4200	07	03	10	
15	Senior Occupational Therapist GP Rs.5400	01	02	03	
16	Superintendent Occupational therapist	0	02	02	



	GP Rs.6600				pay of Rs. 7600/-
17	Chief Occupational therapist GP Rs.7600	0	01	01	

### 15. Security cum Fire Cadre:

In JIPMER, the Security Cadre in JIPMER does not include Fire Cadre and moreover there is very little scope for career progression for the incumbents. Hence, the following recommendations are made in line with the posts in AIIMS:

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Re-designation of post and proposed pay scale
<b>SECURITY CUM FIRE CADRE</b>					
1	Security – Cum – Fire Guard Grade II – GP Rs. 1900	05	25	30	
2	Security – cum – Fire Guard Grade I	0	15	15	New post to be created in the GP Rs. 2000/-.
3	Jamadar GP Rs. 2400/-	0	10	10	New post to be created in the GP Rs. 2400/-
4	Senior Security GP Rs. 2800/-	0	06	06	New post to be created in the GP Rs. 2800/-
5	Security Officer GP Rs. 2800/-	01	0	0	The existing Security Officer who is in the grade pay of Rs. 2800/- to be merged/upgraded as Assistant Security Officer
6	Assistant Security Officer GP Rs. 4200/-	0	03	03	Two posts to be created and post to be upgraded to grade pay of Rs. 4200/-.
7	Security Officer GP Rs. 5400/-	0	02	02	Security Officer one post to be created and the post to be upgraded to GP Rs. 5400/-
8	Deputy Chief Security Officer GP Rs. 6600/-	0	01	01	To be newly created in PB 03 with GP Rs. 6600/-

### 16. Medical Record Cadre:

There is an urgent need to strengthen this cadre as it is not structured and does not offer much scope for career progression. Hence, in the lines of AIIMS, the cadre has been restructured and the following recommendations are made:

<b>Medical Record Cadre</b>					
1	Medical Record Clerk – GP Rs. 1900	46	0	46	No Change
2	Medical Record Technician GP Rs. 2400	31	0	31	Post to be upgraded with grade pay of Rs. 2800/-
3	Medical Record Supervisor GP Rs. 2800	05	0	0	These posts are to be abolished and in place new posts are to be created as given below.



4	Asst. Medical Record Officer (Statistician –cum-Tutor)	01	0	0	
5	Statistician Cum Demonstrator	02	0	0	
6	Medical Record Officer cum Tutor	01	0	0	
7	Junior Medical Record Officer	0	25	25	To be created with grade GP Rs. 4200/-. The existing Assistant Medical Record Officer and Medical Record Supervisors may be merged / re-designated as Junior Medical Record Officer.
8	Medical Record Officer	0	08	08	To be created with grade GP Rs. 4600/-.
9	Senior Medical Record Officer	0	03	03	To be created with grade GP Rs. 5400/-.
10	Chief Medical Record Officer	0	01	01	To be created with grade GP Rs. 6600/-.

### 17. Statistician Cadre

This is an isolated post and as such the incumbents are stagnating. To alleviate the stagnation and to provide scope for their career progression, the following recommendations are made:

Statistician Cadre					
1	Statistical Assistant	02	03	05	To be upgraded with GP Rs. 4200/- and post name to be re-designated as Statistical Assistant.
2	Junior Statistician	0	03	03	To be created with GP Rs. 4600/-
3	Statistician	0	01	01	To be created with GP Rs. 5400/-

### 18. Public Relations Cadre

The public relations wing is very weak in JIPMER and for proper communication and link between the Institute and the public/media, a public relations cadre is a must and the following recommendations are made for creating a robust Public Relations Cadre:

Public Relations Cadre					
1	Receptionist cum Telephone Operator	07	02	09	Post to be re-designated as Receptionist cum Telephone Operator Gr III with GP Rs. 1900/-
2	Telephone Supervisor	02	0	02	Post to be re-designated as Receptionist cum Telephone Operator Gr II with GP Rs. 2400/-.
3	Receptionist cum Telephone Operator Grade I	0	01	01	To be created with GP Rs. 2800/-.
4	Public relation executive	0	12	12	To be created with GP Rs. 4200
5	Junior Public Relation Officer	0	04	04	To be created with GP Rs. 4800/-
6	Assistant Public Relation Officer	0	02	02	To be created with GP Rs. 5400/-
7	Public Relation Officer	0	01	01	To be created with GP Rs. 6600/-

### 19. Radiotherapy Cadre

Radiotherapy Cadre					
1	X ray technician	18	05	23	To be re-designated as Technician (Radio Therapy) and post to be upgraded to Rs. 4800/-.
2	Technical Officer (Radio therapy)	0	08	08	To be created with GP Rs. 5400/-
3	Senior Technical Officer	0	03	03	To be created with GP Rs. 6600/-



	(Radio therapy)				
4	Chief Technical Officer (Radio therapy)	0	01	01	To be created with GP Rs. 7600/-

With the growing number of cases with more and more complexity in this area, it was felt to augment this cadre with more number of posts and a structured cadre for smooth career progression:

## 20. Radiology Cadre

As indicated in the Radiotherapy cadre, a structured cadre on similar lines is recommended. As far as the post of Dark Room Assistant is concerned, though Coordination Committee has recommended abolition of this post, considering the stagnation of the incumbents, a structure is recommended for their career progression:

<b>Radiology Cadre</b>					
1	Technician (Radio Diagnosis)	39	21	60	To be re-designated as Technician (Radio Diagnosis) and post to be upgraded to Rs. 4800/-
2	Technical Officer (Radio Diagnosis)	0	20	20	To be created with GP Rs. 5400/-
3	Senior Technical Officer (Radio Diagnosis)	0	06	06	To be created with GP Rs. 6600/-
4	Chief Technical Officer (Radio Diagnosis)	0	02	02	To be created with GP Rs. 7600/-
<b>Dark Room Assistant</b>					
1	Dark Room Assistant Grade III – GP Rs. 1900	11	08	09	As per the recommendations of the Co-ordination Committee, the post of Dar Room Assistant is to be abolished. However in order to give career progression to the existing incumbents, this hierarchy has been recommended. This cadre will exist till the incumbents retires.
2	Dark Room Assistant Grade II – GP Rs. 2400	0	02	01	
3	Dark Room Assistant Grade I – GP Rs. 2800	0	01	01	

## 21. Cardio Graphic Technician Cadre

These post are to be clubbed with the general technician cadre and their promotion should be consider based on inter – se seniority.

## 22. Ophthalmologist Cadre

These post are to be clubbed with the general technician cadre and their promotion should be consider based on inter – se seniority.

## 23. Projection Cadre

This is an isolated and to remove the stagnation and for the purpose of career progression of the incumbents, the following recommendations are made:

<b>Projection Cadre</b>					
1	Projectionist cum Mechanic	05	0	05	To be renamed as Projectionist Grade III with GP Rs. 2800/-.
2	Projectionist Grade II	0	02	02	To be created with GP Rs. 4200/-.
3	Projectionist Grade I	0	01	01	To be created with GP Rs. 4600/-.

## 24. Sanitation and Life Guard Cadre

Sanitation is a very important aspect of Hospital and there are very few posts in this cadre. With the expansion of facilities, the existing staff find it very difficult to maintain the sanitation of the



campus. There cannot be compromise on sanitation and hence the following recommendations are made:

<b>Sanitation and Life Guard Cadre</b>					
1	Sanitary Inspector GP Rs.2400/-	06	0	06	The post to be re-designated as Sanitary Inspector Grade II and grade pay to be upgraded to Rs. 2800/-.
2	Sanitary Inspector Grade I	0	05	05	To be created with GP Rs. 4200/-.
3	Sanitary Officer GP Rs.4600/- ( Senior Sanitary Inspector G.P of Rs.2800/- and Male Health Supervisor GP of Rs.2800/-)	1+1 =2	02	04	Presently one Senior Sanitary Inspector and One male Health Supervisor are there. They are to be merged and re designated as Sanitary Officer with up gradation of their GP Rs. 4600/- and two more posts are to be created in this cadre.
4	Senior Sanitary Officer GP Rs.4800/- (Sanitary Superintendent G.P of Rs.4200/- and Superintendent cum Manager GP of Rs.4200/-)	02	0	2	Existing Sanitary Superintendent and Superintendent cum Manager with G.P of Rs.4200/- to be up graded with GP Rs. 4800/-.

## 25. Pharmacy Cadre

With the expansion of facilities, there is an urgent need for more manpower in this area. In line and at par with the cadre structure and GP in AIIMS, the following recommendations are made:

<b>Pharmacy Cadre</b>					
1	Pharmacist Grade II GP Rs.2800/-	39	21	60	Additional 21 posts are to be created and grade pay also to be upgraded to Rs. 4200/-.
2	Pharmacist Grade I	0	20	20	To be created with Grade Pay Rs. 4600/-.
3	Senior Pharmacist GP Rs.4200/-	11	-3	08	Sanctioned strength to be reduced to 08 posts and grade pay to be upgraded to Rs. 4800/-.
4	Chief Pharmacist	0	03	03	To be created with Grade Pay Rs. 5400/-.

## 26. Hospital Attendant Cadre :

The grades of Clinical Attendant (03 Posts), Disinfectant Attendant (02 posts), Dresser (47 posts), ECG Attendant (02 posts), Nursing Attendant (126 posts) Hospital Ward Boy (03 posts) Stretcher Bearer (16 posts) (Theatre Attendant – 43 posts and Theatre Attendant (Plaster) (04 posts) all the posts in the pay scale PB-01 with grade pay of Rs. 1800/- may be clubbed together for the purpose of career progression. The present sanctioned strength is 246 posts and considering the expansion of activities, the committee recommended for creation of 54 additional posts in the cadre of Hospital Attendant. The post to be re-designated as Hospital Attendant Grade III in the pay scale of PB-01 with GP Rs. 1800/-. The promotional posts are also recommended for creation as under:

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Re-designation of post and proposed pay scale
1	Hospital Attendant Grade III GP Rs. 1800	246	54	300	
2	Hospital Attendant Grade II GP Rs. 2000	0	100	100	
3	Hospital Attendant Grade I	0	35	35	



	GP Rs. 2400				
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### 27. Dresser Cadre:

To be merged with other similarly placed posts such as Nursing Attendant, Theatre Attendant, Stretcher Bearer, etc. as stated above.

### 28. PM & RC Cadre :

There are few isolated posts in this cadre and they may be merged for smooth career progression. Few posts are recommended for creation to cater to the needs of the expansion of facilities.

PM & R Cadre Physiotherapy Cadre					
1	Craft Teacher	01	0	01	It is isolated post and the grade pay to be upgraded to Rs. 2400/-
2	Orthotist&Prosthetist	02	02	04	To be clubbed and re-designated as Senior Technician (Orthotic & Prosthetic) for career progression. They shall be up graded from GP Rs.4200 to GP Rs.4600/-
3	Orthotic Craftsmen& Prosthetic Craftsmen	03	04	07	Both the Craftsmen posts may be merged. Additional posts 04 to be created and the post also to be upgraded with grade pay Rs. 2400/-
4	Orthotic Technician & Prosthetic Technician	04	04	08	Both the Technician posts to be merged for the career progression and up graded to the G.P of Rs.4200/-.
5	Orthotic & Prosthetic Technical Officer	0	02	02	To be newly created in the pay band PB 03 with GP Rs. 5400/-.

### 29. Medical Social Service Cadre:

The post of Medical Social Worker cum Tutor (01 post), Psychiatric Social Worker cum Tutor (01 post) and Medical Social Worker (21 posts) to be merged and also to be re-designated as Medical Social Service Officer Grade II with grade pay of Rs. 4200/- There is no structured cadre which can enable smooth career progression and the following recommendations are made:

Medical Social Service Cadre					
1	Medical Social Service Officer Grade II	1 + 1 + 21=23	10	33	To be created with grade pay of Rs. 4600/-
2	Medical Social Service Officer Grade I	0	10	10	The post to be upgraded with grade pay of Rs. 5400/- and additional 02 posts to be created
3	Supervisor Medical Social Service Officer	0	03	03	To be created with Grade pay of Rs. 6600/-.
4	Chief Medical Social Service Officer	0	01	01	To be created with Grade pay of Rs. 7600/-.

### 30. Engineering Cadre:

With procurement of many sophisticated, state-of-the-art and high end equipments, higher level posts are required in this cadre. Hence the following recommendations are made:

Engineering Cadre					
1	Bio Medical Engineer GP Rs.4200/-	02	0	02	The post to be upgraded with grade pay of Rs. 4600/-
2	Senior Bio Medical	0	01	01	To be newly created with GP Rs. 5400/-



	Engineer				
3	Chief Bio Medical Engineer	0	01	01	To be newly created with GP Rs. 6600/-

### 31. Library Cadre:

Though MBBS seats were increased and the Library infrastructure has been developed/enhanced and modernized, enough posts are not there in the supervisory levels. Hence the cadre is not structured and there is no scope for career progression. The following recommendations are made:

Library Cadre					
1	Library Attendant	12	0	12	The post of Library Attendant and Library Clerk to be merged and upgraded with grade pay of Rs. 2000/-. The post to be re-designated as Library Attendant Gr II
2	Library Attendant Grade I	0	04	04	To be newly created for the career progression of feeder cadre
3	Library Information Assistant	01	04	05	To be re-designated as Library Assistant with grade pay of Rs. 4600/-
4	Library Information Assistant Grade I	0	03	03	To be newly created for the career progression of feeder cadre in the PB02 with GP Rs. 4800/-
5	Library & Information Officer	0	01	01	To be newly created for the career progression of feeder cadre in the PB03 with GP Rs. 5400/-
6	Senior Library & Information Officer	0	01	01	To be newly created for the career progression of feeder cadre in the PB03 with GP Rs. 6600/-
7	Chief Library & Information Officer	0	01	01	To be newly created for the career progression of feeder cadre in the PB03 with GP Rs. 8700/-

### 32. Information Technology Cadre

Very few posts were created for this cadre and for a robust Information Technology Cadre and for better Hospital Information System, more number of posts are required and the following recommendations are made in the lines of the cadre existing in AIIMS:

Information Technology Cadre					
1	Computer Data Processor	02	0	02	There is no change and to be retained the same with GP Rs. 4200/-.
2	Data Processing Assistant Grade II	02	10	12	Additional 10 posts to be created with GP 4200/-
3	Data Processing Assistant Grade I	02	18	20	Additional 18 posts to be created with GP 4600/-
4	Computer Programmer	02	06	08	Additional 06 posts to be created with GP 5400/-
5	System Analyst	01	03	04	The post to be re-designated as Senior Programmer with GP 6600
6	Senior System Analyst	0	02	02	To be newly created with GP Rs. 7600/-
7	Chief System analyst	0	01	01	To be newly created with GP Rs. 8700/-.

### 33. Dietetics Cadre

1	Assistant Dietician GPRs. 4200/-	04	06	10	06 additional posts to be created in this grade
2	Dietician GPRs. 4600/-	01	03	04	03 additional posts to be created in this grade



3	Senior Dietician GPRs. 5400/-	01	01	02	01 additional posts to be created in this grade
4	Chief Dietician GPRs. 6600/-	01	0	01	

### 34. Workshop Cadre:

1	Workshop Attendant GP.1800/-	01	0	01	Post already merged with MTS
2	Mechanic GP Rs.1900/-	02	0	02	Existing posts to be upgraded with GP Rs. 2400/-. As and when the incumbent retires, the same post stands abolished as per the co-ordination committee recommendation.
3	Carpenter GP Rs. 1900/-	02	0	02	
4	Refrigeration Mechanic GP Rs 1900/-	01	0	01	
5	Senior Refrigeration Mechanic GP Rs 2400/-	01	0	01	
6	Electro Mechanic GPRs. 2400/-	03	0	03	Existing posts to be upgraded with GP Rs. 2800/-. As and when the incumbent retires, the same post stands abolished as per the co-ordination committee recommendation.
7	Glass Blower GP Rs. 2400/-	01	0	01	
8	Foreman GP Rs. 2800/-	01	0	01	
9	Technical Assistant GP Rs. 4200/-	01	0	01	Existing posts to be upgraded with GP Rs. 4600/-. As and when the incumbent retires, the same post stands abolished as per the co-ordination committee recommendation.
10	Manager Workshop GP Rs. 4600/-	01	0	01	Existing posts to be upgraded with GP Rs. 5400/-. As and when the incumbent retires, the same post stands abolished as per the co-ordination committee recommendation.

### 35. Canteen Cadre:-

As per the DOP&T guidelines issued by Director (Canteens) and based on the strength of employees the Canteen caters to, the Departmental Canteen needs to be recategorised as '4A' Canteen. The present categorization is 'A' type and the sanctioned strength is 20 posts and the Type after recategorisation is 4A and the sanctioned strength is 35 posts.

S.No	Name of the post	Present sanctioned strength	Sanctioned strength after recategorisation	Redesignation, grade pay and other remarks
1.	Canteen Attendant GP Rs. 1800	11	20	Includes the erstwhile posts of Tea/Coffee Maker, Bearer & Wash Boy. 9 posts to be created.
2.	Assistant Halwai-Cum Cook GP Rs. 1900	2	3	1 post to be created.
3.	Halwai-Cum Cook GP Rs. 2000	2	3	1 post to be created.
4.	Clerk GP Rs. 1900	3	5	2 posts to be created.



5.	Assistant Manager-cum-Storekeeper GP Rs. 2400	0	1	1 post to be created.
6.	Manager-Cum-Accountant GP Rs. 4200	1	1	
7.	Deputy General Manager GP Rs. 4200	0	1	
8.	General Manager GP Rs. 4200	0	1	1 post to be created.
<b>Total</b>		20	35	

### 36.Laundry & Linen Section:

Considering the enormous increase in patient flow and the amount of linen handled, the present strength could not cope with the workload. Moreover there is no smooth career progression. Hence the following recommendations are made:

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Re-designation of post and proposed pay scale
<b>Laundry , Linen Section, Boiler Attendant and Tailor</b>					
1	Laundry Operator Grade III	23	0	23	To be re-designated as Laundry Operator Grade III with GP 1800/-. For their cadre progression Grade II and I to be created as under
2	Linen Master	02	0	02	To be clubbed with Laundry Operator for the purpose of career progression.
3	Laundry Operator Grade II	0	07	07	To be created with GP Rs. 1900/-
4	Laundry Operator Grade I	0	02	02	To be created with GP Rs. 2400/-
5	Assistant Laundry Supervisor	01	03	04	The post to be upgraded with GP Rs. 2800/-.
6	Laundry Supervisor GP Rs. 4200	02	0	02	No change proposed
7	Laundry Manager	0	01	01	To be created with GP Rs. 4600/-

	<b>Boiler Attendant</b>	07	03	10	To be renamed as Boiler Technician Grade III with GP 2400/-. For their career progression the following posts may be created.
1	Boiler Technician Grade II	0	03	03	To be created with GP Rs. 2800/-
2	Boiler Technician Grade I	0	01	01	To be created with GP Rs. 4200/-
<b>Tailor Cadre</b>					
1	Tailoring unit to be outsourced as per the recommendation of the Co-ordination Committee.				
2	Senior Tailor	01	01	02	The post to be upgraded with GP Rs. 2400/-

### 37.Driver Cadre :

Though many new vehicles were bought and more ambulances introduced into service, no driver post was created in the recent post.

The present total strength in the cadre is 20 and 16 more posts are recommended for creation and distributed as per the ratio as prescribed by DOP&T [Ordinary Grade: Grade II: Grade I: Special Grade = 30:30:35: 5]

S/No	Name of Post	No of posts already sanctioned	No of additional posts to be created	Total requirement of posts	Remarks
1	Driver Ordinary Grade GP Rs. 1900	07	04	11	
2	Driver Grade II GP Rs. 2400	05	06	11	
3	Driver Grade I GP Rs. 2800	07	05	12	
4	Driver Special Grade GP Rs. 4200	01	01	02	

### 38. Hindi Cadre:

The existing posts are retained and a need was felt for a post of Senior Hindi Translator-Cum-Information Assistant and recommendation for creation of one post of Senior Hindi Translator-Cum-Information Assistant is made:

Hindi Cadre					
1	Junior Hindi Translator	03	0	03	No Change proposed
2	Senior Hindi Translator	01	0	01	No Change proposed
3	Hindi Officer	01	0	01	No Change proposed
4	Senior Hindi Translator cum information Assistant	0	01	01	New post to be created

### 39. Engineering Division:

JIPMER has been utilizing the services of CPWD as well as M/s HLL Health Care Ltd., for Operation and Maintenance services and for the selection of agencies for Projects and for Operational and Maintenance services.

It was approved in the SFC meeting held on 10<sup>th</sup> January 2012 that the Institute should have an Engineering division and based on the approval by SFC on 30 Mar 2012, a proposal was submitted for creation of 9 posts (from the level of Junior Engineer to Superintendent Engineer) but only 5 posts at the lower level of Junior Engineer and Assistant Engineer were created.

With the development of all the above new facilities and the upcoming projects, the requirement for strengthening the engineering division of the Institute has become very urgent for proper monitoring and follow up of the project works as well as operation and maintenance of the existing facilities.

While the other Institutes of National Importance have a robust engineering cadre, JIPMER does not have such a setup. Hence the following recommendations are made:

1	Overseer (Civil) GP Rs. 2800	0	06	06	To be created.
2	Overseer (Electrical) GP Rs. 2800	0	06	06	To be created.
3	Overseer (Air Conditioning/Refrigeration) GP Rs. 2800	0	06	06	To be created.



4	Junior Engineer (Civil) GP Rs. 4200	01	03	04	Three additional post to be created
5	Junior Engineer (Electrical) GP Rs. 4200	01	03	04	Three additional post to be created
6	Junior Engineer (Air conditioning/Refrigeration) GP Rs. 4200	0	04	04	To be created.
7	Assistant Engineer (Civil) GP Rs. 4800	01	01	02	One additional post to be created.
8	Assistant Engineer (Electrical) GP Rs. 4800	01	01	02	One additional post to be created.
9	Assistant Engineer (Air-Conditioning) GP Rs. 4800	01	01	02	One additional post to be created.
10	Executive Engineer (Civil)	0	01	01	To be created with PB 03 + GP Rs. 6600/-.
11	Executive Engineer (Electrical)	0	01	01	To be created with PB 03 + GP Rs. 6600/-.
12	Executive Engineer (air Conditioning/Refrigeration)	0	01	01	To be created with PB 03 + GP Rs. 6600/-.
13	Superintending Engineer (Civil)	0	01	01	To be created with PB 04 + GP Rs. 8700/-.

#### 40. Press Cadre:

Other Institutes – AIIMS & PGIMER do not have Press Cadre. Since JIPMER is having press from its inception, the Committee made the following recommendations:

1	DTP Operator	0	02	02	To be created with GP Rs. 2800/-
2	Offset Machine Operator	01	02	03	The post to be re-designated as Offset Mechanic and also the post to be upgraded with GP Rs. 2800/-. Two additional post also to be created.
3	Proof Reader/Senior Reader	01	01	02	To be created with GP Rs. 4200/-
4	Manager Press	01	0	01	The post to be upgraded to PB-03 with GP Rs. 5400/-.
5	Binder and other posts to be merged with MTS. Additional 05 posts of MTS created.				

#### 41. Multi-Tasking Staff (MTS):

There is a general discontent amongst the Multi-Tasking Staff that there is very little scope for their career progression. Hence the following recommendations are made for a structured MTS Cadre and smooth career progression.

1	Multi-Tasking Staff	620	-170	450	Multi Tasking Staff comprising of 46 categories posts. Some of the posts of hospital side not yet merged with the MTS. MTS ordinary grade may be restricted to 450 posts and the balance posts to be upgraded as under for the career progression of MTS. No additional post is proposed.
2	Multi-Tasking Staff Grade II	0	120	120	To be created with GP 1900/-
3	Multi-Tasking Staff Grade I	0	50	50	To be created with GP 2000/-

#### 42. Biochemist Cadre:

<b>Bio-Chemist Cadre</b>					
1	Assistant Bio Chemist GP Rs.4600/-	01	05	06	Additional 05 posts are to be created.
2	Bio Chemist	03	0	03	No change proposed

	GP Rs.5400/-				
3	Chief Bio Chemist	0	01	01	To be created in PB-03 with GP Rs. 6600/-

#### 43. Isolated Posts:

All the isolated posts were considered and on the lines of AIIMS, recommendations were made:

1	Law Officer	01	0	01	The post to be upgraded in PB-03 with GP Rs. 6600/- as in PGIMER.
2	Welfare Officer	01	0	01	No change proposed in Grade pay
3	Physical Instructor	01	0	01	No change proposed in Grade Pay
4	Museum Curator	02	0	02	The post to be upgraded in PB-02 with GP Rs. 4200/-
5	Museum Technician	01	0	01	To be merged with General Technician Cadre
6	Litigation Assistant GP Rs.2800/-	01	01	02	To be re-designated as Assistant Law Officer and also the post to be upgraded to PB-02 with GP Rs. 4200/-. Essential Qualification for DR will be LLB or its equivalent.

#### 44. Dental cadre:

Dental Attendant post to be merged with the post of Hospital Attendant.

#### 45. Mortuary Cadre

The coordination committee recommended for out sourcing this facility.

#### 46. Peon Cadre

The peon cadre is already merged with the MTS cadre.