

**SICKLE CELL INSTITUTE CHHATTISGARH
RAIPUR**

(Reg. No. 4453)

**SICKLE CELL INSTITUTE CHHATTISGARH
(RECRUITMENT, SERVICE AND PROMOTION)
RULES, 2013**



**Genetic Lab, Department of Biochemistry
Pt.J.N.M.Medical College, Raipur (C.G.)
Ph: 0771-2280009, 2280012, 2883348
Fax: 0771-2883348
e-mail: pkp1964@yahoo.co.in**

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SICKLE CELL INSTITUTE CHHATTISGARH, RAIPUR

In exercise of the powers vested in the Governing Council by the Articles of Association, the Society for Sickle Cell Institute, Chhattisgarh, hereby, makes the following rules in respect of various appointments in service of the Institute, namely:-

RULES

CHAPTER-I: PRELIMINARIES

1. Short title, commencement and scope of application:-

- (1) These rules shall be called the 'Sickle Cell Institute Chhattisgarh (Recruitment, Service and Promotion) Rules, 2013'.
- (2) These rules shall come into force with immediate effect from the date of approval by the Governing Council.
- (3) These rules shall be applicable to the employees of the Institute.

2. Definitions:-

- (1) In these rules, unless the context otherwise requires,-
 - (a) "Appointing Authority" means the Director General of the Sickle Cell Institute;
 - (b) "Chairperson" means the Chairperson of the autonomous Society;
 - (c) "Council" means the Governing Council of the Society;
 - (d) "Director General" means the Director General of the Institute;
 - (e) "Employee" means any person appointed by the Society and paid from the funds of the Society;
 - (f) "Institute" means the Sickle Cell Institute Chhattisgarh, Raipur, registered under the Chhattisgarh Societies Registrickaran Adhinyam, 1973;
 - (g) "Joint Director Administration" means the Joint Director Administration of the Institute;
 - (h) "Post" means a post created for the Institute by the competent authority;
 - (i) "Rule" means the 'Sickle Cell Institute Chhattisgarh (Recruitment, Service and Promotion) Rules, 2013';
 - (j) "Selection Committee" means the committee constituted under Rule 5 of these Rules;
 - (k) "Service" means service of the Institute;
 - (l) "Society" means the Autonomous Society Sickle Cell Institute Chhattisgarh, Raipur;

- (m) "State Government" means Government of Chhattisgarh.
- (2) In these rules, unless otherwise provided, words and expressions used but not defined, shall carry the same meaning as has been assigned to them in the Article of Association, rules and regulations of the Institute and other rules applicable to employees of the Institute, from time to time.
3. **Classification and scale of pay:-** The classification of the service and the scale of pay attached thereto shall be as per Schedule–A of these rules, as amended from time to time.

CHAPTER-II: RECRUITMENT AND APPOINTMENT

4. Methods of Recruitment:-

- (1) Recruitment to the Service, after the commencement of these rules, shall be made by the following procedures, namely:-
- (a) By direct recruitment through selection (written examination and/or interview and/or merit of qualifying examination);
 - (b) By direct recruitment of specialists on a tenure or short-term contract/consultancy basis;
 - (c) By promotion of members on merit-cum-seniority basis or on selection by merit;
 - (d) On deputation of persons from Central Government, State Governments, semi-government organizations, public sector and other undertakings;
 - (e) By Ad-hoc appointment;
 - (f) On contract basis;
 - (g) On part time basis;
 - (h) On call consultancy services.
- (2) Vacancies against posts, normally required to be filled up by promotions, may be filled by contract appointment when no employee is eligible or available or found suitable for promotion.
- (3) Subject to the provisions of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular post or posts in the Service, as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method, shall be determined on each occasion by the Society.
- (4) At the time of recruitment, the provisions of the Chhattisgarh Lok Sewa (Anusuchit Jation, Anusuchit Janjation Aur Anya Pichhde Vargon ke Liye Arakshan) Adhiniyam, 1994 and directions issued by the General Administration Department, from time to time, shall be applicable.

5. **Selection committee:-** In making appointments the Appointing Authority shall be assisted by a Selection Committee as given below:-

- (a) For Director Medicine & Director Research:

1.	Nominee of the Govt. of Chhattisgarh	Chairperson
2.	Two external experts (one expert should be out of the State)	Member

- (b) For all other posts:

1.	Director Medicine/Director Research (as required)	Chairperson
2.	Nominee of the Govt. of Chhattisgarh	Member
3.	Two Subject Specialists	Member

Note:-Subject specialist shall be required only in selection of technical staff, where one of the members of selection committee shall belong to Scheduled Castes or Scheduled Tribes. In case no such member is present, then the Government may nominate one member, not below the rank of Deputy Secretary, belonging to Scheduled Castes or Scheduled Tribes.

- (2) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for approval and shall be valid for one year.
- (3) If any relative of any of the members of the Selection Committee is the candidate for the post, such member shall withdraw himself from the Selection Committee to maintain impartiality and transparency in the selection process.
- (4) Presence of three members shall form the quorum. However, presence of the Chairperson shall be mandatory.
- (5) The Selection committee shall recommend a panel of names in order of merit based on an interview/written examination.

6. **Promotion Committee:-** The Departmental Promotion Committee shall consist of the following members, namely-

1.	Director General of Institute	Chairperson
2.	Nominee of the Govt. of Chhattisgarh	Member
3.	Respective Subject Specialist	Member

7. **Eligibility for Appointment:-** In order to be eligible to be appointed to Class-I, II and III of the Service, a candidate must satisfy the following conditions, namely :-

- (1) **Age –**

- (a) The candidate must have attained the age as specified in Schedule-B.
- (b) The upper age limit, as mentioned in Schedule-B, shall be relaxable as per the directions issued by the State Government, from time to time.

- (2) **Educational Qualifications-** The qualifications for recruitment of various officers and staff of the Institute shall be as per Schedule-B, as amended from time to time.

8. Disqualification:-

- (1) Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the Appointing Authority to disqualify him from appearing in the examination/selection;
- (2) Any candidate, who is married, before the minimum age fixed for marriage shall not be eligible for any service or post;
- (3) No candidate shall be eligible for appointment to a service or post who has more than two living children one of whom is born on or after the 26th day of January, 2001:

Provided that no candidate shall be ineligible for appointment to a service or post who already has one living child and next delivery is on 26th January, 2001 or thereafter, in which two or more children are born.

- (4) All disqualifications, as mentioned in the Chhattisgarh Civil Services (General Conditions of Services) Rules, 1961, shall be applicable.

9. Relaxation in various fees:- Relaxation for the Application fee, registration fee, and stamp duty on affidavit shall be as per the State Government rules, amended from time to time.

10. Appointments:-

- (1) Appointment of Director General shall be done by State Government;
- (2) (a) All posts at the Institute shall be filled by open advertisement.
(b) The Governing Council, on the recommendations of the Director General, shall decide that a particular post to be filled by promotion from amongst the members of the staff of the Institute or on deputation.
- (3) There shall be minimum 2 Time Scale promotions during the whole tenure (i.e. up to the retirement age). Minimum 10 years of service shall be required for first Time Scale promotion and another 10 years of service shall be required for second Time Scale promotion.
- (4) The Institute shall have the power to appoint persons on deputation in the interest of treatment, teaching and research and other specialized jobs.
- (5) The Council may appoint eminent persons, technical and non-technical persons on contract basis, renewable every year according to merit not exceeding 5 years, with a provision of renewal for further period on such terms and conditions as may be decided in each case on merit.
- (6) In the interest of the Institute the Director General may, with the approval of the Chairperson, appoint professionals, specialists and senior administrative and other technical officers as consultants on terms and conditions laid down

by the Council. Such terms and conditions shall be mentioned in the appointment letter.

- (7) An employee of the Institute shall be required to execute an agreement in the pro-forma provided under Schedule-C.
- (8) The Council shall have the power to restructure the staff requirement of the Institute. In case of addition to the already sanctioned posts, the approval from the State Government shall be required.
- (9) The Council, at its discretion, may consider, as it may find necessary, to re-employ any employee after the date of superannuation and the upper age limit shall be as per directions issued by the State Government, from time to time.

CHAPTER-III: GENERAL CONDITIONS

11. Service Conditions of permanent employees:-

- (1) All substantive appointments to posts under the Institute shall be made on probation for a period of two years.
- (2) The Appointing Authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary by not more than one year:

Provided that if, it is not formally extended, he/she shall be deemed to have continued on a temporary basis and that his services may then be terminable on one month notice or on payment of a month's salary in lieu thereof.

- (3) The Appointing Authority shall have the power to terminate the services of any member of the staff without issuing a notice during the period of probation.
- (4) A probationer may be confirmed after he/she has successfully completed the period of probation, including any extended period of probation and a formal order of confirmation shall be issued.

12. Service Conditions of temporary employees:-

- (1) The terms and conditions of the temporary employees shall be incorporated in the appointment order by the Appointing Authority and conduct rules for the temporary employees of the Institute shall be such as prescribed in Schedule-D.
- (2) Services of the temporary employees may be terminated by the Appointing Authority, at any time, by giving one month prior written notice or salary of one month in lieu thereof.
- (3) A temporary employee may also leave the Service by giving one month prior written notice, thereof.
- (4) In a case, where the Director General finds necessary, he may waive the requirement of the notice period in full or in part.

13. **Seniority:-** For determining seniority, Rule 12 of the Chhattisgarh Civil Services (General Conditions of Services) Rules, 1961 shall apply to all employees of the Institute.

CHAPTER-IV: SUSPENSION, PENALTIES AND APPEALS

14. **Suspension, Revocation, Reinstatement and Conclusion of Suspension:-**

- (1) Suspension of an employee shall be in accordance with Rule 9 of the Chhattisgarh Civil Services (Classification, Control And Appeal) Rules, 1966.
- (2) The effect of suspension, revocation, reinstatement and conclusion of suspension of an employee of the Institute shall be governed by the provisions of relevant rules on the subject matter as framed by the State Government, from time to time.

15. **Penalties:-** Penalty shall be imposed on an employee in accordance with Rule 10 of the Chhattisgarh Civil Services (Classification, Control And Appeal) Rules, 1966.

16. **Authority for Award of Penalty:-**

- (1) No order, imposing on any employee any of the Minor penalties, shall be passed by any authority subordinate to that by which he was appointed and unless the employee concerned has been given an opportunity to make a representation to the Appointing Authority.
- (2) No order imposing on any member of the staff any of the Major Penalties shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

17. **Appeals:-**

- (1) A member of the staff, aggrieved by any order imposing penalty passed by the Director General against him, shall be entitled to prefer an appeal to the Council against the order and there shall be no further appeal after the decision of the Council.
- (2) No appeal shall be entertained, unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against:

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period if he/she is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

- (3) The authority to whom an appeal against an order imposing penalty lies, may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such

order as it deems fit as if the member of the staff concerned had preferred an appeal against such order:

Provided that no action under this sub-rule shall be initiated more than six months after the date of the order to be reviewed.

CHAPTER-V: MISCELLANEOUS

- 18. Allowances, remuneration and reimbursement:-** The allowances, remuneration and reimbursement to any employee shall be as per the directions issued by the State Government, from time to time, till the Institute frames its own rules.
- 19. Pension and insurance: –**
- (1) The employee of the Institute shall not be entitled for pension.
 - (2) The permanent employee of the Institute shall be entitled for CPF (Contributory Provident Fund). There shall be a minimum deduction on pay scale per month and the minimum amount shall be contributed by the autonomous society, as per the State Government notification, from time to time.
 - (3) The Institute shall arrange the GIS (Group Insurance Scheme) for the permanent employees of the institute contacting with any insurance company.
- 20. Retirement Age:-**
- (1) The permanent employee shall continue to hold his/her office till the end of the month in which he/she attains the age of superannuation except when he/she leaves the appointment of his/her own or he/she is removed/ dismissed from the Service.
 - (2) The retirement age of the employees of the Institute shall be as per the State Government notification issued, from time to time
- 21. Residuary powers:-**
- (1) In cases where urgent action is necessary, the Chairperson may exercise the powers of the Council and the same shall be reported to the Council for ratification.
 - (2) Till such time as the Director General is appointed and assumes charge, the senior most faculty of the Institute, next to the Director General shall discharge all functions and responsibilities of the Director General of the Institute.
 - (3) The Director General may, with the approval of the Council, delegate any of his powers, responsibilities and authority vested in him by these rules to one or more employees of the Institute, as he may consider necessary, for smooth and efficient discharge of duties.
 - (4) On all such matters, as are not covered under these Rules, the Council shall

frame rules and prescribe procedures, from time to time. The orders passed by the Council in this behalf shall have the force of rules made under the Recruitment and Service Rules of the Institute.

22. Relaxation of rules:-

- (1) Where the Director General finds that the operation of any of these rules is likely to cause difficulty in the functioning of the Institute, he may place such cases before the Council for relaxation of any rule or rules.
- (2) The Council on merit of such case or cases may relax the requirement of any such rule in a just and equitable manner.

23. Leave Rules:- Matters pertaining to leave of employees of the Institute shall be in accordance with The Chhattisgarh Civil Services (Leave) Rules, 1977.

24. Interpretation:- The decision of the Council, on all questions relating to the interpretation of the provisions contained in these Rules, shall be final.

25. Saving:- Nothing contained in these rules shall affect reservation, relaxation and other conditions required to be provided for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the orders issued by the State Government, from time to time, in this regard.

SCHEDULE – A

VARIOUS POSTS OF SICKLE CELL INSTITUTE CHHATTISGARH, RAIPUR

CLASS-I OFFICERS

Name of Post/Service	Classification	Total post	Salary Band & Grade Pay
Director General	Class-I	01	37400-67000 (GP 12000)
Director Medical	Class-I	01	37400-67000 (GP 10000)
Director Research	Class-I	-	37400-67000 (GP 10000)
Team leader	Class-I	-	37400-67000 (GP 9000)
Pediatrics Specialist	Class-I	02	37400-67000 (GP 9000)
Obs/ Gynics Specialist	Class-I	01	37400-67000 (GP 9000)
Orthopedics Specialist	Class-I	01	37400-67000 (GP 9000)
Surgery Specialist	Class-I	01	37400-67000 (GP 9000)
Anesthesia Specialist	Class-I	03	37400-67000 (GP 9000)
Biochemistry Specialist	Class-I	03	37400-67000 (GP 9000)
Pathology Specialist	Class-I	02	37400-67000 (GP 9000)
Medicine Specialist	Class-I	02	37400-67000 (GP 9000)
Hematology Specialist	Class-I	01	37400-67000 (GP 9000)
Transplantation Specialist	Class-I	01	37400-67000 (GP 9000)
Transfusion Specialist	Class-I	01	37400-67000 (GP 9000)
Radiology Specialist	Class-I	01	37400-67000 (GP 9000)
Chief Training Officer	Class-I	01	37400-67000 (GP 8900)
Senior scientists	Class-I	02	37400-67000 (GP 8900)
Joint Director Administration	Class-I	01	15600-39100 (GP 7600)
Joint Director Finance	Class-I	01	15600-39100 (GP 7600)
Joint Director HRD	Class-I	-	15600-39100 (GP 7600)
General Duty Medical Officer	Class-I	04	15600-39100 (GP 7000)
Counselor	Class-I	01	15600-39100 (GP 7000)
Scientists	Class-I	05	15600-39100 (GP 6600)
Scientist in Bioinformatics	Class-I	01	15600-39100 (GP 6600)
Statistician	Class-I	01	15600-39100 (GP 6600)

Class-II OFFICERS

Name of Post/Service	Classification	Total post	Salary Band & Grade Pay
Post Doctoral Fellow	Class-II	03	15600-39100 (GP 5400)
Resident Doctors	Class-II	14	15600-39100 (GP 5400)
Store cum Maintenance Officer	Class-II	01	15600-39100 (GP 5400)
Account officer	Class-II	01	15600-39100 (GP 5400)
Computer Programmer	Class-II	-	15600-39100 (GP 5400)
Medical Record Officer	Class-II	01	15600-39100 (GP 5400)
Training Officer	Class-II	01	15600-39100 (GP 5400)
Training Coordinator	Class-II	01	15600-39100 (GP 5400)
Research Associates	Class-II	03	9300-34800 (GP 4800)

Class-III STAFF

Name of Post/Service	Classification	Total post	Salary Band & Grade Pay
Assistant Computer Programmer	Class-III	01	9300-34800 (GP 4200)
Junior Counselor	Class-III	02	5200-20200 (GP 2800)
Nurses	Class-III	20	5200-20200 (GP 2800)
Technician	Class-III	02	5200-20200 (GP 2800)
Lab Assistant	Class-III	15	5200-20200 (GP 2800)
Steno	Class-III	-	5200-20200 (GP 2800)
UDC	Class-III	01	5200-20200 (GP 2400)
Clerk Cum Computer Operator	Class-III	12	5200-20200 (GP 1900)
Steno typist	Class-III	04	5200-20200 (GP 1900)
Driver	Class-III	03	5200-20200 (GP 1900)

Class-IV STAFF

Name of Post/Service	Classification	Total post	Salary Band & Grade Pay
Non technical attendant	Class-IV	05	5200-20200 (GP 1800)
Lab Attendant	Class-IV	05	4750-7440 (GP 1300)
Attendant	Class-IV	08	4750-7440 (GP 1300)
Ward Boy	Class-IV	11	4750-7440 (GP 1300)
Peon	Class-IV	12	4750-7440 (GP 1300)
Security (round the clock)	Class-IV	02	4750-7440 (GP 1300)
Lab Cleaner	Class-IV	-	4750-7440 (GP 1300)
Sweeper	Class-IV	13	4750-7440 (GP 1300)

SCHEDULE-B

SICKLE CELL INSTITUTE CHHATTISGARH, RAIPUR

Pay Scales, Qualifications, Experience and upper age limit of various posts:

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
1.	Director General 37400-67000 (GP 12000)	(i) MD/MS (recognized by Medical Council of India). (ii) 15 years teaching/ research experiences in medical college/ hospital and publications in frontline journals.	Should have experience in Research works in the field of sickle cell disease.	60 years
2.	Director Medical 37400-67000 (GP 10000)	(i) MD/MS (recognized by Medical Council of India). (ii) Should have excellent academic career, minimum 10 yrs teaching/ research experience.	Outstanding academic and proven research record with evidence of independent research work in the areas of human disease with publications in front line journals related to the above research areas.	55 years
3.	Director Research 37400-67000 (GP 10000)	(i) MD/MS (recognized by Medical Council of India) OR Master degree in Life Sciences or allied subject with minimum 55% marks at master level (or an equivalent grade) and Ph.D. (ii) Minimum 10 yrs teaching/ research experience.	Outstanding academic and proven research record with evidence of independent research work in the areas of human disease with publications in front line journals related to the above research areas.	55 years
4.	Team leader 37400-67000 (GP 9000)	(i) Ph.D. in Life Sciences. (ii) Post doctoral experience in the areas of research in human disease for 7 years.	Outstanding academic and proven research record with evidence of independent research work in the areas of human disease with publications in front line journals related to the above research areas.	50 years
5.	Pediatrics Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
6.	Obs/ Gynics Specialist 37400-67000 (GP 9000)	(i) MD/MS (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
7.	Orthopedics Specialist 37400-67000 (GP 9000)	(i) MS (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals.	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
8.	Surgery Specialist 37400-67000 (GP 9000)	(i) MS (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
9.	Anesthesia Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
10.	Biochemistry Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
11.	Pathology Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
12.	Medicine Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals.	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
13.	Hematology Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in hematology in teaching hospital/ govt. hospitals OR DM in Hematology.	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
14.	Transplantation Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject/allied branches. (ii) 5 years work experience as consultant in bone marrow transplantation in teaching hospital/ govt. hospitals OR DM in Hematology or Medical Oncology.	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
15.	Transfusion Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject/allied branches. (ii) 5 years work experience as consultant in teaching hospital/	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed	45 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
		govt. hospitals OR DM in Hematology/Transfusion Medicine.	Journals	
16.	Radiology Specialist 37400-67000 (GP 9000)	(i) MD (recognized by Medical Council of India) in respective subject. (ii) 5 years work experience as consultant in teaching hospital/ govt. hospitals	(i) Research experience in sickle cell disease or other hemoglobinopathies. (ii) Publications related to sickle cell disease or hemoglobinopathies in Indexed Journals	45 years
17.	Chief Training Officer 37400-67000 (GP 8900)	MBA in hospital administration/ Human resource management	5 yrs. experience in hospital administration/ training institute in health/ health research.	50 years
18.	Senior scientists 37400-67000 (GP 8900)	(i) MD degree recognized by MCI OR M.E./ M.Tech. degree in Biotechnology recognized by AICTE OR M.Sc. with Ph.D. in life sciences or allied branches, (Minimum 55% marks in M.Sc.) recognized by UGC. (ii) Seven years R&D/teaching experience in the relevant areas in an ICMR/ DBT/ DST/ CSIR Lab or academic Institute or MCI recognized Medical college after obtaining essential qualifications.	(i) Outstanding academic and proven research record with evidence of independent research work in the areas of human disease with publications in front line journals related to the above research areas. (ii) Knowledge of computer applications.	45 years
19.	Joint Director Administration 15600-39100 (GP 7600)	(i) MBA in hospital administration/ Human Resource Management. (ii) 5 years experience in administration of Govt. Hospital or health research institute.	Knowledge of computer applications	55 years
20.	Joint Director Finance 15600-39100 (GP 7600)	(i) CA/ICWA OR MBA (Finance) with 60% or more. OR M.Com with 60% or more alongwith B. Com with minimum 60% marks. (ii) 5 years working experience in the same field in government/ semi-government/public sector.	Recognized Degree of MBA(Finance) of a University established by Law in India OR approved by All India Council for Technical Education (AICTE) OR by the Distance Education Council (DEC) and M.Com qualification of a University established by Law in India, must be of 2 years duration. It includes 2 years PG Diploma in Business Management declared equivalent to MBA (Finance).	55 years
21.	Joint Director HRD 15600-39100 (GP 7600)	(i) MBA in hospital administration/ Human Resource Development. (ii) 5 yrs. experience in administration of government hospital/ health research institute.	Knowledge of computer applications	55 years
22.	General Duty Medical Officer 15600-39100 (GP 7000)	MBBS with 3 years experience/ MD (recognized by Medical Council of India)	-	40 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
23.	Counselor 15600-39100 (GP 7000)	(i) MD in PSM (recognized by MCI) OR Master Degree in Psychology with Ph.D. OR Master Degree in Life Science or allied with Ph.D. (ii) 3 years counseling experience in health care/ research.	(i) Degree/diploma in counseling from a recognized institute. (ii) Master Degree in Medical Social Work with 5 years counseling experience in health care (work experience in the field of dealing sickle cell disease counseling will be preferable)	40 years
24.	Scientists 15600-39100 (GP 6600)	MD degree recognized by MCI OR M.E./ M.Tech. degree in Biotechnology recognized by AICTE OR M.Sc. with Ph.D. in life sciences or allied branches, (Minimum 55% marks in M.Sc.) OR First class Masters degree in relevant branch of Biological Sciences/ Medical Biotechnology/ Biotechnology recognized by UGC with 5 years research experience in an ICMR/DBT/DST/CSIR institute/Medical college recognized by MCI/ teaching experience in reputed institutes.	(i) Doctorate degree in relevant field recognized by AICTE. (ii) Additional Post doctoral research/teaching experience in relevant subjects (especially in human diseases). (iii) Knowledge of computer applications. (iv) Outstanding academic and proven research record with evidence of research work in the areas of human disease with publications in front line journals related to the above research areas.	37 years
25.	Scientist in Bioinformatics 15600-39100 (GP 6600)	M.E./ M.Tech. degree in Bioinformatics recognized by AICTE OR M.Sc. with Ph.D. in Bioinformatics, (Minimum 55% marks in M.Sc.) OR First class Masters degree in Bioinformatics recognized by UGC with 5 years research experience in ICMR/DBT/DST/CSIR institute/ Medical college recognized by MCI/ teaching experience in reputed institutes.	(i) Doctorate degree in Bioinformatics recognized by AICTE. (ii) Additional post doctoral research/teaching experience in bioinformatics (especially in human genomics). (iii) Knowledge of computer applications. (iv) Outstanding academic and proven research record with evidence of research work in the areas of human disease with publications in front line journals related to the above research areas.	37 years
26.	Statistician 15600-39100 (GP 6600)	MD Degree in PSM recognized by MCI OR M.Sc. with Ph.D. in Biostatistics, (Minimum 55% marks in M.Sc.) OR First class Masters degree in Biostatistics recognized by UGC with	(i) Additional Post doctoral research/teaching experience in Biostatistics (especially in human genomics and genetic disorders). (ii) Knowledge of computer applications. (iii) Outstanding academic and proven research record with evidence	37 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
		5 years research experience in ICMR/DBT/DST/CSIR institute/ Medical college recognized by MCI /teaching experience in reputed institutes.	of research work in the areas of human disease with publications in front line journals related to the above research areas.	
27.	Post Doctoral Fellow 15600-39100 (GP 5400) (tenure post)	MD recognized by MCI OR Ph.D. in Biological Sciences/Medical Biotechnology/ Biotechnology/ Bioinformatics recognized by UGC. (if Ph.D. submitted candidates are selected, has to submit the degree within 1 year)	(i) Research experience in the field of human genetic disorders. (ii) Knowledge of computer applications. (iii) Outstanding academic and proven research record with evidence of research work in the areas of human disease with publications in front line journals related to the above research areas.	35 years
28.	Resident Doctors 15600-39100 (GP 5400) (tenure post)	MD/MS (MCI recognized degree). <i>Note: Subject specialty will be specified in the advertisement according to the requirement.</i>	-	35 years
29.	Store cum Maintenance Officer 15600-39100 (GP 5400)	MBA in hospital administration/ logistics and supply chain management.	Desirable: Graduate in Biomedical Engineering and knowledge of computer applications.	35 years
30.	Account officer 15600-39100 (GP 5400)	CA/ICWA. OR MBA (Finance) with 60% or more. OR M.Com. with 60% or more along with B.Com. with minimum 60% marks.	Recognized Degree of MBA(Finance) of a University established by Law in India OR approved by All India Council for Technical Education (AICTE) OR by the Distance Education Council (DEC) and M.Com qualification of a University established by Law in India, must be of 2 years duration. It includes 2 years PG Diploma in Business Management declared equivalent to MBA (Finance).	35 years
31.	Computer Programmer 15600-39100 (GP 5400)	Master Degree in Computer Application/Computer Science/IT OR BE in Computer Science/IT OR 1st Class Master Degree in Mathematics/ Statistics with PGDCA	Experience in hospital related work/Clinical informatics.	35 years
32.	Medical Record Officer 15600-39100 (GP 5400)	Master in Statistics/Mathematics	Experience in hospital related work and knowledge of computer applications.	35 years
33.	Training Officer 15600-39100 (GP 5400)	MBA in Hospital administration/Human Resource Management	Ph.D. in relevant field and knowledge of computer applications.	35 years
34.	Training Coordinator 15600-39100 (GP 5400)	MBA in Hospital administration/ Human Resource Management	Ph.D. in relevant field and knowledge of computer applications.	35 years
35.	Research Associates 9300-34800(GP 4800)	MBBS degree recognized by MCI OR	(i) M.D in relevant branch (ii) M.Tech. in relevant branch	35 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
		B.E./B.Tech. degree in Biotechnology recognized by AICTE OR First class Masters degree in relevant branch of Biological Sciences/Medical Biotechnology/ Biotechnology recognized by UGC.	(iii) Ph.D. or three years research/teaching experience in the related discipline. (iv) Knowledge of computer applications.	
36.	Assistant Computer Programmer 15600-39100 (GP 5400)	Master Degree in Computer Science/Application OR 1st Class Master Degree in Mathematics/ Statistics with PGDCA	Experience in hospital work.	35 years
37.	Junior Counselor 5200-20200 (GP 2800)	Master Degree in Psychology/ Social Work/ Sociology	Work experienced in the field of dealing sickle cell disease counseling.	35 years
38.	Nurse 5200-20200 (GP 2800)	(i) Matriculation or its equivalent from a recognized university/board. (ii) Certificate in General Nursing and Midwifery from a recognized Institution or equivalent qualification for Male Nurse. (iii) Should be Registered "A" Grade Nurse and Midwife with a State Nursing Council or equivalent qualification for Male Nurse.	(i) B.Sc. (Hons) Nursing (4 year course) or (ii) B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized institute/ university. (iii) Should be registered with the Indian Nursing Council / State Nursing Council.	35 years
39.	Technician 5200-20200 (GP 2800)	(i) Higher Secondary from recognized board with Physics, Chemistry, Biology subjects (ii) DMLT/One year diploma/certificate in pathology/microbiology/biochemistry technician from recognised institute. (iii) Specific subject like Radiodiagnosis, ECG, Ophthalmology, OT, etc will be specified in advertisement according to the requirement.	Should have hands on experience in the field as per requirement.	35 years
40.	Lab Assistant 5200-20200 (GP 2800)	(i) Higher Secondary from recognized board with Physics, Chemistry, Biology subjects (ii) DMLT/One year diploma/certificate in pathology/microbiology/biochemistry technician from recognised institute.	Should have hands on experience in the field as per requirement.	35 years
41.	Steno 5200-20200 (GP 2800)	(i) Higher Secondary from recognized board (ii) From recognized institution or board: (a) 100 words and 30 words/minute shorthand and typing speed respectively for	-	35 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
		Hindi stenographer (b) 100 words and 35 words/minute shorthand and typing speed respectively for English stenographer (c) Stenography and Typing exam certificate as required in section (a) and (b), for bilingual stenographer (iii) One year diploma in data entry operator/programming with 10,000 key depression/ hr. from recognized institution		
42.	UDC 5200-20200 (GP 2400)	(i) Higher Secondary from recognized board (ii) One year Diploma/Certificate in Data Entry Operator/Programming from recognized board. (iii) In Computer Hindi typing 5000 key depression/hr speed. (iv) 5 years experience as Assistant Grade-3/ Clerk cum Computer Operator.	-	35 years
43.	Clerk Cum Computer Operator 5200-20200 (GP 1900)	(i) Higher Secondary from recognized board (ii) One year Diploma/Certificate in Data Entry Operator/Programming from recognized board. (iii) In Computer Hindi typing 5000 key depression/hr speed.	-	35 years
44.	Steno typist 5200-20200 (GP 1900)	(i) Higher Secondary from recognized board (ii) From recognized institution or board : 60 words and 25 words/minute shorthand and typing speed respectively for Hindi stenographer & 80 words and 30 words/minute shorthand and typing speed respectively for Hindi stenographer (iii) One year diploma in data entry operator/programming with 5,000 key depression/ hr. from recognized institution	-	35 years
45.	Driver 5200-20200 (GP 1900)	(i) 8th Passed from recognized board/institute (ii) Light & Heavy Vehicle Driving License	Should be experienced of driving light/heavy vehicle in government/semi government/public sector.	35 years
46.	Non technical attendant 5200-20200 (GP 1800)	Higher Secondary from recognized board with Biology, Physics and Chemistry subjects	-	35 years
47.	Lab Attendant 4750-7440 (GP 1300)	10th Passed from recognized board/institute	-	35 years

S. N.	Post / Pay Scale	Essential Qualifications	Desirable	Age
48.	Attendant 4750-7440 (GP 1300)	8th Passed from recognized board/institute	-	35 years
49.	Ward Boy 4750-7440 (GP 1300)	8th Passed from recognized board/institute	-	35 years
50.	Peon 4750-7440 (GP 1300)	8th Passed from recognized board/institute	-	35 years
51.	Security (round the clock) 4750-7440 (GP 1300)	8th Passed from recognized board/institute	-	35 years
52.	Lab Cleaner 4750-7440 (GP 1300)	Class 5th passed from recognized board/institute	-	35 years
53.	Sweeper 4750-7440 (GP 1300)	Class 5th passed from recognized board/institute	-	35 years

SCHEDULE – C
SICKLE CELL INSTITUTE CHHATTISGARH, RAIPUR

Form of Agreement of Service

Agreement of service made this day of two thousand between(herein after called the appointee) of the one part and the Sickle Cell Institute Chhattisgarh, Raipur (here in after called the Institute) of the other part:

WHEREAS the Chairperson of the Governing Council of the Institute has been pleased to approve the appointment of the appointee on the post ofon regular/ deputation/ contract/consultant basis and the appointee has accepted such appointment upon the terms and conditions hereinafter set forth;

NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:

- 1) This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Recruitment and Service Rules of the Institute as in force from time to time as applicable to relevant category of employees.
- 2) The appointee shall be on service under the agreement with effect from that is date of joining the post till the period set forth in the letter of appointment provided that in the case of permanent appointee the appointment will last till the date of superannuation if not terminated earlier.
- 3) The appointee shall devote his whole time to the service of the Institute and will be subjected to the Conduct Rules and other relevant provisions of Rules and Regulations of the Institute.
- 4) Any information obtained by the appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects, to be subject to the Indian Official Secrets Act, 1923, as amended from time to time.
- 5) During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled a monthly salary of Rs. as amended from time to time by the competent authority provided that if at any time the appointee proceeds on deputation out of India, his pay and allowances during the period of his deputation will be such as may be decided by the Governing Council. In addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.
- 6) Notwithstanding anything hereinbefore contained the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be effected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.
- 7) The appointee shall be entitled to leave as admissible to the employees of the Institute under the Recruitment and Service Rules as amended from time to time.
- 8) The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the relevant Rules of the Institute.

- 9) Any amount received by the appointee through publication of books and articles by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Governing Council from time to time.
- 10) The services of the appointee may during the period of agreement be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months.
The appointee may terminate his service by giving to the Institute three calendar months notice in writing.
- 11) In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the rules and regulations made hereinafter or any modification thereof for the time being in force.

Signature

Joint Director Administration/ Nominee of Director General
Sickle Cell Institute Chhattisgarh, Raipur

Signature of the Appointee

Signature of

(1) Witness with addresses.

Signature of

(2) Witness with addresses.

SCHEDULE – D

CONDUCT RULES

1.0 General

1.01 Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

1.02 An employee should at all times be courteous in his dealings with other members of the staff, patients, students and members of the public.

1.03 Unless otherwise stated specifically in terms of appointment, every employee is a whole time employee of the Institute, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties, inter-alia, shall include attendance at meetings of committees to which he may be appointed by the Institute.

1.04 An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

1.05 Except for valid reasons and/ or unforeseen contingencies no employee shall be absent from duty without prior permission.

1.06 No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

1.07 Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Director, if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

2.0 Taking part in Politics and Elections

2.01 No employee shall take part in politics or be associated with any party or organization which takes part in political activity; nor shall he subscribe in aid or assist in any manner any political movement or activity.

2.02 No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

3.0 Connection with Press or Radio or Patents

3.01 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

3.02 No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or in any Television programme or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspapers or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note: Subject to the restrictions noted below members of the staff are at liberty, without any sanction as contemplated in paragraphs above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political things. Publication of articles relating to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

4.0 Criticism of the Institute

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

4.01 Which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or

4.02 Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organization or members of the public.

5.0 Evidence before Committee or any other Authority

5.01 No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

5.02 No employee giving such evidence shall criticize the policy or any action of the Institute or the State Government

5.03 Nothing in this paragraph shall apply to:-

5.03.01 Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or

5.03.02 Evidence given in any judicial enquiry; or

5.03.03 Evidence given in any departmental enquiry ordered by the Institute authorities.

6.0 Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

7.0 Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift or more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

8.0 Private Trade Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business, any private practice, private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Director General which may be given subject as regards acceptance of remuneration as may be laid down by the Governing Council.

9.0 Investments, Lending & Borrowing

9.01 No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

9.02 No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

10.0 Insolvency, Habitual Indebtedness and Criminal Proceedings

10.01 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is

continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.

10.02 An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

11.0 Moveable, Immoveable and Valuable Property

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the Institute may prescribe in this behalf of all immoveable property owned, acquired or inherited by him or held on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

12.0 Vindication of Acts and Character of employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

13.0 Marriage etc

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the Institute service.

14.0 Representations

14.01 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

14.02 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

14.03 Punishment, Appeals etc.

An employee shall be governed by the provision of the relevant rules regarding imposition of penalties for breach of any of these rules preference of appeals against any such action taken against him.

14.04 Interpretation

The decision of the Governing Council on all questions relating to the interpretation of these provisions shall be final.

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