

PUBLIC RELATION

39.1 RECEPTIONIST

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post RECEPTIONIST				Public Relation Executive
2	Number of Posts	18 posts	9 posts	No Post	
3	Classification	Group ‘C’	Group ‘C’		Group – ‘B’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200-20200) Grade Pay: Rs. 2800	PB-1, Rs.5200-20200 Grade Pay Rs. 2800		Pay Band: 2(Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment Note: All persons holding the post of Receptionist in the pay scale of Rs. 1200-2040 on regular basis, as on the date of publication of these rules shall be treated to have been appointed under these rules. And the service rendered in that post shall be counted for seniority.	By direct recruitment		100% by Direct Recruitment
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable upto 40 years in the case of employees of AIIMS)	18-30 years.		Between 18 and 25 years (Relaxable for departmental employees up to 40 years)
7	Educational and other qualification required for Direct Recruits	Essential (i) Degree from a recognised University (ii) Post-graduate Diploma in Journalism/Public Relations Desirable (i) Experience in Public Relations/ Publications/ Printing /Publishing (ii) Exposure to working on	Essential i) Degree from a recognized University. ii) Postgraduate diploma in journalism/ Public relations. Desirable 1. Experience in public relations/publications /printing/publishing. 2. Exposure to working on Personal computer.		Essential: (i) Degree from a recognised University (ii) Post graduate diploma in Public Relations

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		AIIMS	PGIMER	JIPMER	
		Personal Computer			
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable		Not Applicable
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable		Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	(1) Dy. Director (Admn.)	Chairman	Not Applicable	
		(2) P.R.O.	Member		
		(3) One Representative of SC/ST to be	Member		

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		nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(5) Chief Administrative Officer/ Sr. Administrative Officer	Member Secretary		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable		Not Applicable
12	Period of probation, if any	2 years	2 years		Direct Recruitment: 2 years
13	Brief nature of the Job				

39.2 JUNIOR RECEPTION OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post JUNIOR RECEPTION OFFICER				Junior Public Relation Officer
2	Number of Posts	6 posts	3 posts	No Post	
3	Classification	Group ‘B’	Group ‘B’		Group – ‘B’
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	PB-2, Rs. 9300-34800 Grade Pay Rs. 4200		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100% by Promotion	100% by promotion Note:- A personal holding on regular basis the post of Sr. Receptionist in the pay scale of Rs. 1640-2900 (pre revised) as on date of publication of these rules shall be treated to have been appointed to the grade under these rules. The services if any rendered in the post of Sr. Receptionist shall be counted for seniority in the grade.		By Promotion 75% by Promotion 25 % by Limited Departmental Competitive Examination
6	Age limit for Direct Recruits	Not Applicable	18-30 years.		Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Essential 1. Degree from a recognized University. 2 Postgraduate diploma in journalism/Public relations. Desirable		Not Applicable

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		AIIMS	PGIMER	JIPMER	
			Experience in public relations/publications /printing/publishing. Exposure to working on Personal computer.		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Merit-cum-seniority,		Selection - Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Receptionists with 5 years of regular service in the grade	Receptionist with 5 years of regular service in the grade.		<p>Grade: Receptionist/ Public Relation Executive</p> <p>Eligibility:</p> <p>(i) 5 years of regular service in the grade</p> <p>(ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p> <p>For Limited Departmental Competitive Examination</p>

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		AIIMS	PGIMER	JIPMER	
					Eligibility: (i) 5 years of regular service in the grade Benchmark: The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	(1) Chief of a Centre/ M.S.	Chairman	Not Applicable	
		(2) Dy. Director (Admn.)	Member		
		(3) P. R. O.	Member		
		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(5) One Representative of Minority Communities,	Member		

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		to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		(6) Chief Admn. Officer/ Sr. Admn. Office	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable		Not Applicable
12	Period of probation, if any	2 years	NIL		Promotion: 2 years
13	Brief nature of the Job				

39.3 ASSTT. PUBLIC RELATION OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post ASSTT. PUBLIC RELATION OFFICER				ASSTT. PUBLIC RELATION OFFICER
2	Number of Posts	2 posts	2 posts	No Post	
3	Classification	Group – B	Group ‘B’		Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	PB-2, Rs. 9300-34800 Grade Pay Rs. 4600		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4800
5	Method of Recruitment	100% by Promotion failing which by Deputation Note: A person holding (or eligible to hold), on regular basis the post of Asstt. Public Relations Officer as on the date of publication of these rules shall be treated to have been appointed to the grade under these rules. The service, if any, rendered in the post after appointment in AIIMS shall be counted for seniority.	100% by promotion Note: - A person holding on regular basis the post of Reception Officer in the pay scale of Rs.2000-3200 (pre revised) as on date of publication of these rules shall be treated to have been appointed to the grade under these rules. The services if any rendered in the post of Reception Officer shall be counted for seniority in the grade.		By Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable		Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable		Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension	Not Applicable	Not Applicable		Not Applicable

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		AIIMS	PGIMER	JIPMER	
	Rules, 1972				
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority	Merit-cum-seniority,.		Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Junior Reception Officer with 2 years on regular service in the grade,	Jr. Reception Officer with 2 years of regular service in the grade.		<p>Grade: Junior Reception Officer/ Junior Public Relation Officer</p> <p>Eligibility:</p> <p>(i) 2 years of regular service in the grade</p> <p>(ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not .Applicable.		Not Applicable
10	If a DPC exists, what is its composition	(1) Chief of a Centre/M.S.	Chairman	Not Applicable	Not Applicable
		(2) Dy. Director (Admn.)	Member		
		(3) P.R.O.	Member		

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		(4) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(5) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(6) Chief Admn. Officer/Sr. Admn. Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	DEPUTATION Officers of the Central/State/ U.T. Governments or Central Autonomous/Statutory Bodies or Public Sector Undertakings: (a) Holding:	Not Applicable		Not Applicable

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		(i) an analogous post on regular basis; or (ii) with 3 years of regular service in the scale of pay of Rs.1640-2900; and (b) Possessing the following qualifications and experiences (i) Degree from a recognised University (ii) Post-graduate Diploma in Public Relations/ Journalism and (iii) Not less than 3 years of experience in Public Relations/ Publicity/ Printing and Publishing. (Period of Deputation shall not ordinarily exceed 3 years)			
12	Period of probation, if any	Nil	NIL		NIL
13	Brief nature of the Job				

39.4 PUBLIC RELATIONS OFFICER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post PUBLIC RELATIONS OFFICER				PUBLIC RELATIONS OFFICER
2	Number of Posts	1 post	1 post	No Post	
3	Classification	Group – A	Group ‘A’		Group – A
4	Pay Band and Grade Pay	PB: 3 (Rs. 15600 - 39100) Grade Pay: Rs. 6600	PB:3, Rs. 15600-39100 Grade Pay Rs. 6600		Pay Band: 3 (Rs. 15600 - 39100) Grade Pay: Rs. 6600
5	Method of Recruitment	100% by Deputation	By direct recruitment or by deputation from Central/State/ U. T. Govt. or Central Statutory Autonomous Bodies or Public Sector undertakings holding analogous posts on regular basis promotion		by Deputation
6	Age limit for Direct Recruits	Not Applicable	Upto 40 years		Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	1. Degree of a recognized University or equivalent. 1. Postgraduate Diploma in Journalism/Public Relations/Mass Communication. 2. Not less than 12 years of experience out of which Atleast 7 years should be in the Supervisory capacity in public relation/publicity/printing and publishing.		Not Applicable

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8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable		Not Applicable
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable		Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not .Applicable.		Not Applicable
10	If a DPC exists, what is its composition	Not Applicable	Not Applicable		Not Applicable
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers tinder the Central/State/U.T. Governments or Central Statutory/ Autonomous Bodies or Central Public Sector Undertakings holding analogous posts on regular basis or with 5/8 year's regular service in a pay scale. of Rs.2200-4000 / Rs.2000-3500 respectively or	From Central/State/U.T. Govt. or Central Statutory/Autonomous Bodies or Public Sector Undertakings holding analogous posts on regular basis or with 5/8 years regular service in a pay scale of Rs. 2200-4000/Rs. 2000-3500 respectively or equivalent and having the following qualifications:- Degree or a recognized University lor equivalent. Postgraduate diploma in		Source: Officers of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development Organizations / Indian Information Service: Holding analogous posts on regular basis [Or] With 5 years of regular service in the posts in PB 3 (Rs. 15600 – 39100) with GP of Rs. 5400 or Possessing the following qualifications and experience:

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		equivalent and having the following: Degree of a recognised University or equivalent; Post Graduate Diploma in Journalism/Public Relations; and iii) Not less than 7 years of experience out of which at least 5years in supervisory capacity in public relations / publicity, printing and publishing (Period of deputation shall not ordinarily exceed 4 years)	Journalism/Public Relations; and Not less than 7 years of experience out of which Atleast 5 years in Supervisory capacity in public relations/publicity, printing and publishing. (Period of deputation shall not ordinarily exceed 3 years.)		A Degree from a recognised University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication Experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication Period of deputation: Shall not ordinarily exceed 3 years.
12	Period of probation, if any	Nil	Two years.		
13	Brief nature of the Job				

Note:-

1. There has been a demand from employees working in Public Relation Cadre to revise the designation of entry level post from Receptionist to Public Relation Executive.
2. The educational qualifications for Recruitment in the Public Relation Cadre are Graduation with Post graduate diploma in Journalism / Public Relations. The Method of Recruitment is Direct Recruitment for entry level post of Receptionist (proposed to re-designated as Public Relation Executive). The Pay Band and Grade pay for the post of Receptionist/Public Relation Executive is proposed to be revised as PB-2 (Rs9300-34800) with GP of Rs.4200.
3. Similarly, the Grade pay for the posts of Jr. Reception Officer/Junior Public Relation Officer & Assistant Public Relation Officer is therefore proposed to be revised as Rs.4600 & 4800. Eligibility conditions have been suitably modified
4. A Limited Departmental Competitive Examination is proposed to be introduced for promotion from the post of Receptionist/ Public Relation Executive to the post of Jr. Reception Officer.
5. During the discussion in the Coordination Committee, it was informed by JIPMER that the two posts of Receptionist have been merged with the Clerical Cadre, in view of the recommendations of Pay Commission. In view of the fact a full-fledged cadre of Public Relations exists in AIIMS & PGIMER, it was suggested that a similar cadre may be reorganized for JIPMER.