

# MEDICAL SOCIAL SERVICE OFFICE

## 9.1 SOCIAL WORKERS GR-II

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		<b>SOCIAL WORKERS GR-II</b>		<b>SOCIAL WORKERS GR-II ISOLATED POST IN PGIMER. (TO BE PHASED OUT).</b>
2	Number of Posts	No post	3 posts	No post	
3	Classification		Group ‘C’		
4	Pay Band and Grade Pay		PB-1 ,Rs. 5200 – 20200 G P: Rs. 1900		
5	Method of Recruitment		By direct recruitment.		

## 9.2 SOCIAL WORKERS GR-I

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post		<b>SOCIAL WORKERS GR-I</b>		<b>SOCIAL WORKERS GR-I ISOLATED POST IN PGIMER. (TO BE PHASED OUT).</b>
2	Number of Posts	No post	1 post	No post	
3	Classification		Group ‘C’		
4	Pay Band and Grade Pay		PB-1, Rs. 5200 – 20200 G P: Rs. 2400		
5	Method of Recruitment		By promotion.		

### 9.3 MEDICAL SOCIAL WORKER GRADE II

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>MEDICAL SOCIAL SERVICE OFFICER GRADE II</b>	<b>MEDICAL SOCIAL WORKER GR.II</b>	<b>MEDICAL SOCIAL WORKER</b>	<b>MEDICAL SOCIAL WORKER GRADE II,( on the analogy of PGIMER &amp; JIPMER)</b>
2	Number of Posts	27 posts	15 posts	13 posts	
3	Classification	Group 'C'	Group 'B'	Group 'B'	Group 'B'
4	Pay Band and Grade Pay	PB-2,(Rs 9300-34800) G P: Rs. 4200	PB-2,(Rs 9300-34800) G P: Rs. 4200	PB-2,(Rs 9300-34800) G P: Rs. 4200	PB-2,(Rs 9300-34800) G P: Rs. 4200
5	Method of Recruitment	By Direct Recruitment	By Direct Recruitment	By Direct Recruitment	By Direct Recruitment
6	Age limit for Direct Recruits	Not exceeding 35 years (Relaxable for employees of AIIMS upto 5 years)	18-30 years	Up to 35 years	Not exceeding 35 years ( <i>Relaxable in accordance with the instructions or orders issued by the Government</i> )
7	Educational and other qualification required for Direct Recruits	<b>Essential:</b> (i) Master's Degree in Social Work from a recognized University/Institution. (ii) Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health	<b>Essential</b> (i) Master's degree in Social Work/Applied Sociology from a recognized University/Institution. (ii) Experience in the line with a Welfare	<b>Essential</b> (i) Master's Degree in Social Work with specialization in Medical Social work from a recognized Institution/ University or equivalent (ii) Two years' experience in Social Work	<b>Essential:</b> (i) MA (Social Work) / MSW, with at least 55% marks, from a recognized University / Institution (ii) Experience in a government or private sector hospital dealing

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		AIIMS	PGIMER	JIPMER	
		Service. <b>Desirable:</b> Specialization, by experience or qualification or training in Medical Social Work including psychiatric services.	or Health Agency preferably dealing with Medical/Public Health Services.. <b>Desirable:</b> Specialization by experience or qualification or training in Medical Social Worker including psychiatric services.		Medical or Public Service <b>Desirable:</b> Ability to use computers
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	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	Not Applicable
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9c	Whether age and educational qualifications prescribed for direct	Not Applicable	Not Applicable	Not Applicable	Not Applicable

S No	Description	“As is” Recruitment Rules					Recommendation of Coordination Committee
		AIIMS		PGIMER		JIPMER	
	recruits will apply in the case of promotees						
10	If a DPC exists, what is its composition	(i) Medical Supdt.	Chairman	Not Applicable	(i) Medical Supdt.	Chairperson	
		(ii) 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		(ii) One Senior Prof.	Member	
		(ii) 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		(iii) One Prof.	Member	
		(iii) Deputy	Member		(iv) DDA/Sr.	Member	

S No	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS		PGIMER	JIPMER	
		Director (Admn.)			Admin Officer	
		(iv) Chief Medical Social Service Officer	Member			
		(v) Chief/Sr. Admn. 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	Not Applicable
12	Period of probation, if any	Two Years		Two Years	Two Years	Two Years
13	Brief nature of the Job					.

#### 9.4 FAMILY WELFARE EXTENSION EDUCATOR

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>FAMILY WELFARE EXTENSION EDUCATOR</b>	<b>FAMILY WELFARE EXTENSION EDUCATOR ISOLATED POST IN JIPMER REDESIGNATE AS MSW GR II</b>
2	Number of Posts	No post	No post	1 post	
3	Classification			Group ‘B’	
4	Pay Band and Grade Pay			PB-2,(Rs 9300-34800) G P: Rs. 4200	
5	Method of Recruitment			By Direct Recruitment	

## 9.5 MEDICAL SOCIAL WORKER CUM TUTOR

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination committee
		AIMS	PGIMER	JIPMER	
1	Name of the Post			<b>MEDICAL SOCIAL WORKER CUM TUTOR/PSYCHATRIC SOCIAL WORKER CUM TUTOR</b>	<b>To be re-designated as Medical Social Worker Grade II</b>
2	Number of Posts	No post	No post	1 +1 =2 posts	
3	Classification			Group ‘B’	
4	Pay Band and Grade Pay			PB-2,(Rs 9300-34800) G P: Rs. 4200	
5	Method of Recruitment			By Direct Recruitment	



## 9.6 MEDICAL SOCIAL WORKER Grade-I

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>MEDICAL SOCIAL SERVICE OFFICER Grade-I</b>	<b>MEDICAL SOCIAL WORKERS GR-I</b>		<b>MEDICAL SOCIAL WORKER Grade-I</b>
2	Number of Posts	12 posts	5 Posts	No post	
3	Classification	Group ‘B’	Group ‘B’		Group ‘B’
4	Pay Band and Grade Pay	PB-2,(Rs 9300-34800) G P: Rs. 4600	PB: 2 (Rs. 9300-34800) G P: Rs. 4600		PB-2,(Rs 9300-34800) G P: Rs. 4600
5	Method of Recruitment	By Promotion	By Promotion		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 Rules, 1972	Not Applicable	Not Applicable		Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
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	Medical Social Service Officer, Gr .II with 2 yrs. regular service in the grade.	Medical Social Workers Gr-II with 10 years of regular service in the grade.		<p><b>Grade: MSSO Gr-II/Medical Social Worker Gr II</b></p> <p><b>Eligibility:</b></p> <ol style="list-style-type: none"> <li>i. 5 years of regular service in the grade</li> <li>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, attended CME for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</li> </ol> <p><b>Benchmark:</b> The minimum assessment of ACRs – Very Good</p>

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
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	(i) Medical Supdt.	Not Applicable		Not Applicable
		(ii) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Not Applicable		
		(iii) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or	Nil		

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		some other organisation.			
		(iv) Dy. Director (Admin.)			
		(v) Chief Medical Social Service Officer	Member		
		(vi) Chief/Sr. Admn. Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			Not Applicable
12	Period of probation, if any	Nil			Nil
13	Brief nature of the Job				.

## 9.7 SOCIAL SERVICE OFFICER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>SOCIAL SERVICE OFFICER</b>	<b>To be Re-designate as Medical Social Worker Gr.I</b>
2	Number of Posts	No post	No post	1 post	1 post
3	Classification			Group ‘B’	Group ‘B’
4	Pay Band and Grade Pay			PB: 2 (Rs. 9300-34800) G P: Rs. 4600	PB: 2 (Rs. 9300-34800) G P: Rs. 4600
5	Method of Recruitment			By Promotion	By Promotion
6	Age limit for Direct Recruits			Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits			Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972			Not Applicable	Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9	In case of Recruitment by Promotion:			Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’			Non-Selection	Selection(Merit-cum-Seniority)
9b	Grades from which promotion is to be made and eligibility			Promotion from Medical Social Worker/Medical Social Worker cum Tutor/Psychiatric Social Worker cum Tutor/Family Welfare Extension Educator with 5 years regular service in the grade	<p><b>Grade:</b>Medical Social Worker/Medical Social Worker cum Tutor/Psychiatric</p> <p><b>Eligibility:</b></p> <ol style="list-style-type: none"> <li>i. 5 years of regular service in the grade</li> <li>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, attended CME for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</li> </ol>

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
					<b>Benchmark:</b> 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	
10	If a DPC exists, what is its composition			(i) Medical Supdt.	Chairperson
				(ii) One Sr. Professor	Member
				(iii) One Professor	Member
				(iv) DDA/Sr.Admin Officer	Member
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation				
12	Period of probation, if any			<b>Not Applicable</b>	
13	Brief nature of the Job				

## 9.8 SENIOR MEDICAL SOCIAL WORKER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>SUPERVISING MEDICAL SOCIAL SERVICE OFFICER</b>			<b>SENIOR MEDICAL SOCIAL WORKER</b>
2	Number of Posts	8 posts	No post	No post	
3	Classification	Group ‘A’			Group ‘A’
4	Pay Band and Grade Pay	PB-3, Rs. 15600-39100 G P: Rs. 5400			PB-3, Rs. 15600-39100 G P: Rs. 5400
5	Method of Recruitment	100% by Promotion			100% by Promotion
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	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			Selection(Merit-Cum-Seniority)



S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	Medical Social Service Officer Gr.I with 3 years of regular service in the grade.			<p><b>Grade:</b> Medical Social Worker Grade I</p> <p><b>Eligibility:</b></p> <p>i. 3 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, attended CME for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</p> <p><b>Benchmark:</b> 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. The promotees should however, possess Master's Degree in Social Work.			Not Applicable
10	If a DPC exists, what is its composition	(i) Direct	Chairman		
		or (ii) Dean	Member		

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		AIIMS	PGIMER	JIPMER	
		(iii) Medical Supdt.	Member		
		(iv) 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		
		(v) 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		
		(vi) Chief Medical Social Service Officer	Member		
		(vii) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable			Not Applicable
12	Period of probation, if any	2 years			2 years

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
13	Brief nature of the Job				.

## 9.9 SOCIAL SCIENTIST

S No	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post			<b>SOCIAL SCIENTIST</b>	To be re-designated as <b>SENIOR MEDICAL SOCIAL WORKER</b> and regulated as per Recruitment Rules of Senior Medical Social Worker
2	Number of Posts	No post	No post	1 post	
3	Classification			Group 'A'	
4	Pay Band and Grade Pay			PB: 3 Rs. 15600-39100 G P: Rs. 5400	
5	Method of Recruitment			By Transfer on deputation failing which by Direct Recruitment	

## 9.10 CHIEF MEDICAL SOCIAL WORKER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	<b>CHIEF MEDICAL SOCIAL SERVICE OFFICER</b>			<b>CHIEF MEDICAL SOCIAL WORKER</b>
2	Number of Posts	4 posts	No post	No post	
3	Classification	Group ‘A’			Group ‘A’
4	Pay Band and Grade Pay	P B: 3 (Rs. 15600-39100) G P: Rs. 6600			P B: 3 (Rs. 15600-39100) G P: Rs. 6600
5	Method of Recruitment	By Promotion failing which by Deputation.			By Promotion failing which by Deputation.
6	Age limit for Direct Recruits	Not Applicable			Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable			Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable			Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable			Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-Cum-Seniority			Selection(Merit-Cum-Seniority)
9b	Grades from which promotion is to be made and eligibility	Supervising Medical Social Service Officer with 5 yrs of regular service in the grade			<p><b>Grade:</b> Senior Medical Social Worker</p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>i. 5 years of regular service in the grade</li> <li>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, attended CME for upgrading their skills for the post to which they are being considered for promotion [or] should have published once in every two years a research paper in a journal of national standing and repute.</li> </ul> <p><b>Benchmark:</b> The minimum assessment of ACRs – Very Good</p>
9c	Whether age and	Not Applicable. The promotees			

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		AIIMS	PGIMER	JIPMER	
	educational qualifications prescribed for direct recruits will apply in the case of promotees	should however, possess Master's Degree in Social Work.			
10	If a DPC exists, what is its composition	(i) Director	Chairman		
		(ii) Dean	Member		
		(iii) Medical Supdt.	Member		
		(iv) 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		
		(v) 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		

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		AIIMS	PGIMER	JIPMER	
		(vi) Chief Medical Social Service Officer	Member		
		(vii) Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	<p>Officers of the Central/State Govts./Union Territory Administrations or of Autonomous/Statutory bodies holding analogous posts on regular basis or with 5 years of regular service in a post in the scale of Rs.2200-4000 and possessing the following qualifications and experience:</p> <p>(i) Bachelor's Degree from a recognized University.</p> <p>(ii) Master's Degree in Professional Social Work from a recognized University /Institution or equivalent; and</p> <p>(iii) Twelve years of teaching/ research/ professional experience in a Medical Institution/Organisation in The of Medical social Work preferably Rehabilitation of Orthopaedically handicapped persons.</p> <p>(Period of deputation shall not</p>			<p><b>Source:</b> Officers of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research &amp; Development Organizations</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis or</p> <p>(ii) With 5 years of regular service in the post in PB 3 with Grade Pay of Rs.4800 and</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) <b>Essential:</b> M.A. in Social Work / MSW from a recognised institute / university and not less than 12 years of experience in the field of Medical social welfare with sound knowledge of</p>



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		AIIMS	PGIMER	JIPMER	
		ordinarily exceed 3 years)			medical and other government run financial aid schemes. <b>Period of deputation:</b> Shall not ordinarily exceed 3 years.
12	Period of probation, if any	Two years (for promotees only)			
13	Brief nature of the Job				.

Note:-

JIPMER & PGIMER to propose creation of post Senior level post in Medical Social Worker Cadre, as per workload.