अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय
(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)
सिजुआ, डाक: डुमुडुमा, भुवनेश्वर, ओडिशा - ७५१०१९
SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

Date: 06.11.2026

NOTICE

Subject: Inviting applications from eligible faculty members for promotion under Assessment Promotion Scheme (APS) in the grades of Professor, Additional Professor and Associate Professor at AIIMS Bhubaneswar reg.

1. Offline applications, in the enclosed format are invited from eligible faculty members as mentioned below, for promotion to the next higher grade under the Assessment Promotion Scheme (APS):
    A. Assistant Professors with three years of regular service will be eligible for appointment to the post of Associate Professor, subject to the fulfilment of the eligibility criteria.
    B. Associate Professors with three years of regular service will be eligible for appointment to the post of Additional Professor, subject to the fulfilment of the eligibility criteria.
    C. Additional Professors with four years of regular service will be eligible for appointment to the post of Professor, subject to the fulfilment of the eligibility criteria.

2. The promotion under the APS will be conducted in accordance with the guidelines issued on May 15, 2013 vide F. No. V-11025/57/2008-ME-I (Pt.) by the Ministry of Health and Family Welfare, Government of India, based on the recommendations of the Dr. Sneh Bhargava Committee and as amended from time to time. (**Copy attached as Annexure-I**)

3. Soft copy of the application form can be downloaded from the Institute website. Before filling the prescribed pro-forma, kindly go through the guideline.
4. The eligibility of faculty members for consideration under APS will be determined as of the cut-off date, which is 30 June 2026.

5. The eligible faculty members are requested to submit the prescribed application form along with all requisite documents through proper channel to the Establishment Section, AIIMS Bhubaneswar on or before 16.11.2026, up to 05:00 PM IST. (**Copy attached as Annexure-II**)

6. The applications received shall be scrutinized and placed before the Standing Selection Committee for assessment/interview. The date of same will be notified in due course.

7. This issues with the approval of the Competent Authority, AIIMS Bhubaneswar.

Sd/-

ED & CEO, AIIMS, Bhubaneswar

'Annexure - I'

F.No.V-16020/57/2008-ME-I(Pt.)
Government of India
Ministry of Health and Family Welfare
Department of Health and Family Welfare

Nirman Bhavan, New Delhi.
Dated, the 15th of May, 2013.

OFFICE MEMORANDUM

Sub: Work Standards for Faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare, Government of India- guidelines - reg.

Attention is invited to Ministry of Health and Family Welfare's letter No. V-16020/57/2008-ME.I dated 12.1.2010 (copy enclosed) whereby the revision of pay scales of faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare were communicated. Attention is further invited to paragraph 5(v) of the letter ibid wherein it has been stipulated that the Institute Bodies concerned shall finalize suitable work standards for faculty within one year.

2. For the purpose of determining the work standards referred to above, Ministry of Health and Family Welfare vide letter No.V-16020/57/2008 dated 23rd July, 2010 had constituted a Committee with Dr. Sneh Bhargava, former Director, AIIMS, New Delhi as Chairperson. The Committee submitted its report to Ministry of Health and Family Welfare on 29th October, 2011. The report of the Committee was circulated among all the Institutions of medical education under the Department of Health and Family Welfare and further consultation was undertaken in a meeting taken by Secretary (Health & Family Welfare) on 22nd June, 2012 with the Heads of the autonomous Institutions. Subsequently, based on the commonly agreed issues, a draft OM was circulated among the Heads of all the autonomous Institutions of Medical Education under this Department vide letter of even no. dated 21/25 September, 2012 seeking further comments.

3. Based on the recommendations of Dr. Sneh Bhargava Committee and the consultations held with the Institutions thereafter, the standards for faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare, as detailed hereinafter, are hereby circulated, with the approval of Secretary, Department of Health & Family Welfare, as guidelines for adoption.

4. FUNCTIONS OF FACULTY & ALLOCATION OF TIME

4.1 Faculty of medical institutions under reference are usually expected to devote time to

i. Teaching and training,

ii. Research,

iii. Service delivery and patient care

iv. Corporate activities.

4.2 Apportionment of faculty time amongst these functions would vary from Department to Department. Therefore, Departments are to be grouped into THREE broad categories viz. the Basic Sciences Departments, the Para-clinical Services Departments and the Health Care Providers/ Clinical Departments. The apportionment of time for faculty activities is expected to be as under:

Basic Sciences Departments	Anatomy, Physiology and Pharmacology, Biophysics, Biochemistry, Biotechnology and NMR
Teaching and Training	45% of time
Research	45% of time
Corporate activities *	10%
Since teaching and research go hand in hand a 10-20% variation in time would be an acceptable norm	

Para-clinical services Departments	Pathology, Microbiology, Laboratory Medicine **
Teaching and Training	30% of time
Service Delivery	30% of time
Research	30%
Corporate activities *	10%

Healthcare providers/clinical Departments	Medicine and sub specialties, Surgery and sub specialties, Gynae and Obst, Radiology and Imaging and Nuclear Medicine **
Teaching and Training	30%% of time
Patient care	30% of time
Research	30% if optimum conditions are provided
Corporate activities *	10%
Since teaching training and health care service delivery go- hand- in- hand the captive times would be interchangeable 10-20%.	

**Corporate activities include serving on various Department/ Institutional/ National/ Academic Committees.*

*** Each Institute can categorize its various Departments into these three groups according to work assigned to these Departments.*

4.3 Institutes would have the flexibility of altering the time allocation criterion for evaluation of performance amongst various components by 15-25%. This would be formally notified by the Institute(s). The performance of faculty would be assessed against these components as per the formally assigned weight-age to each component.

5. CRITERIA FOR EVALUATION OF PERFORMANCE

5.1 The evaluation of faculty for promotion under the Assessment Promotion Scheme (APS) would be based on the following parameters:

a. Teaching & Training

Evaluation shall be based on:
i. Didactic lectures delivered

ii. Participation in Departmental, Institutional, programs sponsored by National Associations and other educational Institutions, educational exercises i.e. Continuing Medical Education, Grand rounds, Seminars, Workshops

iii. Clinical teaching exercises

iv. Interdepartmental teaching

v. Mentorship & guidance provided to students for thesis work.

vi. Visiting Professorships

vii. Question Bank formation

viii. Student Feed back

ix. Production of teaching Material/Books/Monographs/Technical Manuals

x. Innovation in teaching methods introduced

5.2 Details of the above stated activities will be maintained in a self reporting log/ proforma and would be made available to the internal screening committee.

b. Research

5.3 Subject to the flexibility allowed, 25-30% of working time should be captive time for research. This would be assessed on the following parameters and is mandatory when considering promotions of faculty

Grants obtained

Assistant Professor	One intramural grant for an approved project of Rs. 2 5 lakh per year to be provided by the Institution as seed money at the time of joining the Institutes.
Associate Professor	Extramural Grant – One
Additional Professor	Extramural grants-Two

i. The grant could be held either as Principal Investigator or as Co-investigator.

ii. Peer reviewed ethics committee approved non funded grants would also be given the same weight-age considered for evaluation under APS

iii. Institutes other than AIIMS New Delhi, PGIMER Chandigarh, NIMHANS Bangalore would also establish their Scientific Advisory Committees.

iv. Institutes must introduce training courses in Research Methodology for all faculty on mandatory basis.

c. Publications

5.4 To be considered for promotion under the APS, faculty are required, as a part of their research activities, to publish papers as under:

	Publication in PubMed indexed journal (Mandatory)
Assistant Professor	At least 3 publications of which at least 1 should be first author
Associate Professor	3-5 papers during the assessment period of which at least 1 should be first/ corresponding author original article.
Additional Professor	5-7 papers during the assessment period of which at least 2 should be first/ corresponding author original article.
Professor	5-10 papers during the assessment period of which at least 3 should be first/ corresponding author original article. The publications should be focused in a particular research area.

5.5 Evaluation of published papers would be done on the basis of

i. Number of papers published in
   a. National Journals
   b. International Journals

ii. Total citation index

iii. Average impact factor of journals

iv. Quality of publication(s).

v. Number of PhD scholars being guided would be given due credit.

vi. Patents earned will be given due credit.

vii. Elected membership/fellowship of medical and science academies is a desirable achievement and will be given due credit.

d. Patient Care Services

5.6 The criteria for assessment of performance in delivery of Patient Care services would be as follows:

5.6.1 Clinical

i.OPD's clinics attended per month

ii.IPD duties assigned and done per month

iii.Procedures / surgeries undertaken

iv.New techniques developed

v.New Services started Creation of disease management programmes for care-continuum

vi.Destination programs (High excellence)

vii.Interdisciplinary clinical treatment that are pace setters for other systems to adopt

viii.Development of new care models/ care delivery methods.

5.6.2 Para-Clinical

Based on:

i. Work-load;

ii. New diagnostic tests/ techniques introduced

Note: *Every Institution would establish departmental collegiums comprising of the HoD and the next two senior most faculty members in the Department for apportioning time for patient care services by individual faculty which would be communicated to the administration for record and subsequent assessment under the APS.*

e. Corporate Activities

5.7 This would include participation by faculty in activities promoting the objectives of the Institute, smooth functioning of the department(s). Faculty of national Institutes are also called upon to serve on various committees of national and international scientific, educational and health care Institutions/organizations and by Industry as well. These activities would be given due credit.

6. PROCESSES & TIME SCHEDULE FOR PROMOTION UNDER APS

6.1 Applications for consideration under APS shall be invited every year on the May. Applicant faculty would be asked to indicate whether he/she would like to make presentations of their work. Interviews of applicant faculty by the Standing Selection Committee would be organized accordingly.

6.2 As under the Flexible Complementing Scheme, there would be two levels of screening under the Assessment Promotion as well. In addition Peer Review of performance would also undertaken.

6.2.1 Internal Screening & Peer Review

i. An Internal Screening Committee shall be constituted for each Department every

Institution for evaluation of annual work done by individual faculty members vis-à-vis the relevant bench mark(s). A report on the work done b, the faculty would be prepared by the Committee. The resume submitted by the faculty and the report on his/her performance would be sent for peer review to be assessed and graded as under:

Outstanding = A+
Very Good =A
Good= B+
Average = B
Poor = C

ii. The ACR/APAR of the relevant period would also be assessed as per extant guidelines and graded accordingly as:

Outstanding (A+),
Very Good (A),
Good (B+),
Average (B) and
Poor(C).

iii. The ACR/APAR grading, the report on the work done and the outcome of the peer review would be submitted for consideration by the Standing Selection Committee.

6.2.2. Screening by the Selection Committee

i. The Chairman of the Standing Selection Committee in consultation with the Director of the Institute will select the experts to be associated with the interview from amongst the panel of experts proposed by the Department concerned.

ii. Meetings of the Selection Committee will be fixed for September every year to consider the application received from faculty.

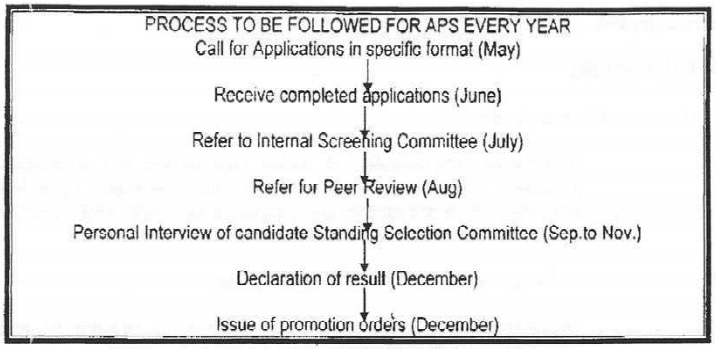
iii. All members and experts after the interview shall individually grade the faculty from "A+" to "C"

A+ shall be treated as 'outstanding'.
A shall be treated as 'Very Good'
B+ shall be treated as 'Good'
B shall be treated as 'Average'.
C shall be treated as 'Poor'.

iv. For promotion to Associate Professor and Additional Professor, the benchmark would be 'A'.

v. For promotion from Additional Professor to Professor, the benchmark would be 'A+'

7. ANNUAL SCHEDULE TO BE FOLLOWED FOR THE ASSESSMENT PROMOTION SCHEME



8. APPEALS AGAINST THE RECOMMENDATIONS OF THE STANDING SELECTION COMMITTEE

8.1 In case of appeals, the Governing Body should scrutinize the appeals as to whether they should be entertained. If any appeal/representation has a reasonable basis, the same should be referred back to the full Selection Committee for reconsideration and the experts assisting the Committee during reconsideration, should not be the same who participated in the original selection.

8.2 The appellant should invariably be given opportunity of personal hearing by the Selection Committee.

9. REVIEW OF CANDIDATES FOUND UNFIT FOR PROMOTION UNDER APS

There would be no bar or ban on consideration for APS in the succeeding year(s) for candidates found unfit under APS during the first year of their eligibility.

10. PERIOD OF ABSENCE FROM INSTITUTE

10.1 The APS requires a minimum period of service at each level before a faculty can be eligible for next promotion. Therefore, faculty members taking assignments outside the Institute would normally not be eligible for consideration under the APS unless they have put in the required years of service in the Institute. While relieving faculty for taking up such assignments, the relieving order must clearly specify whether the period of absence from the Institute would count towards eligibility under the APS or not.

10.2 Period of training/service with national/international/multinational agencies dealing in health sector (services) which is treated as duty would, however, be counted for eligibility under APS.

10.3 The period of leave including leave on medical g rounds, EOL, etc., availed on personal grounds shall not count towards the minimum residency period.

10.4 Child care leave of maximum six months duration would be considered for assessment

purposes under APS.

11. INFRASTRUCTURE

All Institutes shall immediately

i. Undertake computerization of patient care records and administrative processes. The e-hospital and e-office modules developed by National Informatics Centre and currently under implementation under AIIMS New Delhi could be considered by other Institutes as well.

ii. Fill up all sanctioned and vacant faculty posts.

iii. Announce thrust areas of research; make funds available for multi-disciplinary and multi-Institutional projects relevant to the country.

Each Institution shall take immediate steps for incorporation of these guidelines into their regulations.

Sundeep Nayak

(Sundeep Kumar Nayak)
Joint Secretary to the Govt. of India
Tel: 23061773
Email: sk.nayak@nic.in

To,
1. The Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi.
2. The Director, Post Graduate Institute of Medical Education and Research, Chandigarh – 160012.
3. The Director, Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry.
4. The Director, National Institutes of Mental Health and Neuroscience, Bangalore, Karnataka.
5. The Director, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong, Meghalaya.
6. The Director, All India Institute of Medical Sciences, Bhopal, Madhya Pradesh.
7. The Director, All India Institute of Medical Sciences, Bhubaneswar, Odisha.
8. The Director, All India Institute of Medical Sciences, Jodhpur, Rajasthan.
9. The Director, All India Institute of Medical Sciences, Patna, Bihar.
10. The Director, All India Institute of Medical Sciences, Raipur, Chattisgarh.
11. The Director, All India Institute of Medical Sciences, Rishikesh, Uttarakhand.

Copy to: PS to HFM, PS to Secretary HFW, PPS to AS&FA, PPS to AS &DG, PPS to JS(SG), PPS to JS(SKN), DS (AL), DS(ON).
SrTD NIC with request to host it on website of MoHFW.

Annexure-II

अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
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SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

Application form for consideration for promotion under APS to the grade of _____

1. Name in block letters: -

Dr.																			

2. (a) Department:

(b) Present designation: -

(c) Date of Joining at this Institute:

(d) Date of Joining on Present designation:

3. Date of Birth (DD/MM/YYYY)

4. Name of Central/ State Medical Council in which Registered, Registration No. & Date:

_____

Educational Qualification: - (Please tick the relevant Degrees)

Name of the Examination	**Subject/ Discipline/Title**	**University/ Institute/ College**	**Month & Year of Passing final Examination**	**No. of attempts**	**Class/ Division /Grade**
BDS/ M.B.B.S					
MDS/ M.D./M.S./ DNB					
D.M./ M.Ch					
M.Sc.					
Ph.D.					
Any other examinations(s)					

5. Employment details at AIIMS Bhubaneswar (starting from Current Designation): -

Designation	Experience		Details of Extra Ordinary Leave without pay and CCL during assessment period, if any
	From (DD/MM/YYYY)	To (DD/MM/YYYY)	

6. **Service delivery** (Strike out whatever is not applicable):-

(A) Patient Care Service during period under review for faculty of **healthcare providers/ Clinical Departments (**i.e., CM&FM, Medicine and sub specialties, Surgery and sub specialties, Obs & Gynae, Radiology and Imaging, Nuclear Medicine and Super specialties):

i. OPD/IPD/Surgeries attended per month:
ii. New Techniques developed/ New Services Started/ Development of New Case Models/ Innovation:
iii. Interdisciplinary clinical treatment:
iv. Camps/ Outreach patient care:
v. Any other:

(B) Service delivery during period under review for faculty of **Para-clinical services Departments (i.e.,** FMT, Pathology, Pharmacology and Microbiology):

i. Work Load:
ii. New Diagnostic test/ technique introduced:
iii. Any other:

(C) Service delivery during period under review for faculty of **Basic Sciences Departments-** (i.e., Anatomy, Biochemistry and Physiology):

i. Work Load:
ii. Any other:

7. Publication and Research Work (during the assessment period):

7.1- Published in Indexed Journals only: Please do not mention any article below if you are not first/ corresponding author/ lead author.

Research Papers	Indexing/ Publishing Agency	Name of the Journal	Title of Publication	Year of Publication	Original Article (Yes/ No)	1st or Corresponding Author (CA)	Copy Attached (Yes/ No)	Impact Factor	ISSN/ ISBN Number
Abstracts									

7.2- Published in Indexed Journals only: Please mention any article below if you are as a co-author where you are not the first/ corresponding author/ lead author.

Research Papers	Indexing/ Publishing Agency	Name of the Journal	Title of Publication	Year of Publication	Original Article (Yes/ No)	1st or Corresponding Author (CA)	Copy Attached (Yes/ No)	Impact Factor	ISSN/ ISBN Number
Abstracts									

7.3- Published in Non-Indexed Journals: Please do not mention any article below if you are not first/ corresponding author/ lead author.

Research Papers	Publishing Agency	Name of the Journal	Title of Publication	Year of Publication	Original Article (Yes/ No)	1st or Corresponding Author (CA)	Copy Attached (Yes/ No)	Impact Factor	ISSN/ ISBN Number
Abstracts									

7.4- Published in Non-Indexed Journals: Please mention any article below if you are as a co-author where you are not the first/ corresponding author/ lead author.

Research Papers	Indexing/ Publishing Agency	Name of the Journal	Title of Publication	Year of Publication	Original Article (Yes/ No)	1st or Corresponding Author (CA)	Copy Attached (Yes/ No)	Impact Factor	ISSN/ ISBN Number
Abstracts									

Chapter in Books	**Publishing Agency**	**Name of the Book**	**Title of Chapters**	**Year of Publication**	**Page No.** (From – To)	Main Author / Co-Author	**Copy Attached (Yes/ No)**	**ISSN/ ISBN Number**

((a) Text Books (b) Educational Books)	**Publishing Agency**	**Name of the Book**	**Year of Publication**	**Page No.** (From – To)	Main Author / Co-Author	**ISSN/ ISBN Number**

- Information regarding Additional Publication may be produced in separate sheet, if required.

8. Research Projects as Chief Investigator/Co-investigator (during the assessment period for the present promotion):

Name of Project	Funding Agency	Year / Duration	Chief Investigator/Co-investigator	Year of Publication / Ongoing	Extramural	Total Amount

Name of Project	Funding Agency	Year / Duration	Chief Investigator/Co-investigator	Year of Publication / Ongoing	Intramural	Total Amount

9. Additional Projects, if any:

10. Awards, fellowships and membership of professional bodies: -

11. Membership of Editorial boards of indexed international journals/Review Committees at National bodies and Institutions: -

12. Invited speaker/ Examiner/ Visiting Professorships (during the assessment period)

13. Describe you most notable contribution in **Teaching and Training** including fellowship/ PhD enrolled/ Mentoring/ Guidance provided to the students (during the assessment period): -

14. **Corporate Activities (during the review period):**

i. Involvement in Institutional work, National and International Scientific, Educational and Health care institutions:

ii. CME/ Workshops/ Conferences:

15. **List of enclosures:**

1.

2.

3.

UNDERTAKING

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

Place: Signature:

Date: Name of the Candidate:
(IN BLOCK LETTERS)

Comments of Head of the Department / Officer In-charge of the Department

Signature with Stamp