



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No.16/52/2010-Admn.II

Dated: 27.3.2014

To

The Directors/Directors-in-Charge
of all permanent Institutes/Centres of ICMR.

Sub: Revised Recruitment Rules for Nursing Staff Cadre Rules – 2014

Sir/Madam,

In supersession of all orders issued on this subject, a copy of revised Recruitment Rules for Nursing Staff Cadre Rules – 2014 is enclosed for your necessary action with immediate effect.

This issues with the approval of the Competent Authority.

(T.S. Jawahar)
Sr.DDG(Admn.)

Copy to:

1. PS to DG
2. PS to Sr. DDG(A)
3. PS to Sr. FA
4. All Divisional Heads
5. ADG(A)
6. All Sr. AOs/Sr.ACOs/AOs/ACOs/SOs
7. Head, BIC to place on icmr website.

**INDIAN COUNCIL OF MEDICAL RESEARCH
(ICMR)**

ICMR NURSING STAFF CADRE RULES

**New Delhi
2014**

PREFACE

The post of Nursing Sister and Nursing Superintendent were inadvertently not included in the new Revised Recruitment Rules for the "ICMR Nursing Staff Cadre Rules, 2010" and therefore it was felt necessary to amend/modify the existing RRs and guidelines for recruitment/selection of Nursing Staff Cadre. After including these two grade of posts and incorporating some other modifications a revised ICMR "Nursing Staff Cadre Rules" have been prepared. It is expected that these rules shall streamline the process and procedures for recruitment and promotion of Nursing Staff in ICMR Institutes/Centres/Units.



(T.S. Jawahar)
Sr. Dy. Director General (Admn.)
ICMR, New Delhi

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RECRUITMENT RULES FOR NURSING STAFF CADRE POSTS IN ICMR

In exercise of powers conferred under the Rules & Regulations and Bye-laws of the ICMR, the Competent Authority formulates the following Recruitment Rules for Nursing Staff posts in ICMR.

1. Short Title & Commencement

- (1) These Rules shall be called "ICMR Nursing Staff Cadre Rules, 2014
- (2) They shall come into force on the date of their publication.

2. Definitions

In these rules unless the context otherwise requires:

- a) "Appointing Authority" means the Director of the Institutes/Centre in the case of Group B&C posts (PB-2, 9300-34800 with Grade pay of Rs.1900 to 4600) as the case may be and DG, ICMR in the case of all Group A posts (PB-3, 15600-39100 with Grade pay of 5400).
- b) "Appendix" means the Appendix appended to these rules
- c) "Authorized cadre strength" in relation to a cadre, means the strength of duty posts in that cadre against which regular appointment may be made.
- d) "Cadre" means the ICMR Nursing Staff Cadre
- e) "Council" means the Indian Council of Medical Research
- f) "DG, ICMR" means the Director General of Indian Council of Medical Research
- g) "Director" means the Director/Director-in-charge of the Institute/Centre
- h) "Duty post" means any post permanent or temporary included in the Schedule
- i) "Government" means the **Department of Health Research**, Ministry of Health & Family Welfare, Government of India
- j) "Institute / Centre" means the Institutes and Centre of the Council.
- k) "ICMR Nursing Staff Cadre" means the posts mentioned in the Schedule
- l) "Scheduled Castes and Scheduled Tribes" have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India.
- m) "Schedule" means the schedules appended to these rules

3. Composition of the Cadre

The Composition of the ICMR Nursing Staff posts would be as under: -

Table -1

Post/Grade	Classification	Pay Scale (5 th CPC)	Pay Scale (6 th CPC) under Part –A		
			Pay Band	Pay Scale	Grade Pay
Nursing Orderly	Group C	2550-3200	PB-1	5200 – 20200	1800
Nursing Attendant	Group C	3050-4590	PB-1	5200 – 20200	1900
Auxiliary Nurse Midwife	Group C	4000 – 6000	PB-1	5200 – 20200	2400
Jr. Staff Nurse	Group C	4500-7000	PB-1	5200 – 20200	2800
Staff Nurse	Group B	5000-8000	PB-2	9300-34800	4600
Nursing Sister	Group B	5500-9000	PB-2	9300-34800	4800
Assistant Nursing Superintendent	Group A	6500-10500/ 7500-12000	PB-3	15600-39100	5400
Nursing Superintendent	Group A	8000-13500	PB-3	15600-39100	6600

4. Method of recruitment and eligibility

Recruitment to various grades of the cadre shall be made in accordance with the Schedule. Candidates working on the projects in ICMR Institutes/Centres shall be given one time age relaxation, for posts advertised under Direct Recruitment provided they meet the essential qualifications and

experience prescribed for the post, with a view to provide them opportunity to compete with the other candidates

5. Authorized cadre strength of the Grades

The authorized cadre strength of various grades of the cadre on the date of commencement of the rules shall be as specified in the Schedule.

6. Initial Constitution of the Cadre

(1) All earlier Group A,B&C Nursing Staff working in ICMR on the date of commencement of these rules shall be deemed to have been appointed to the posts in the scales of pay corresponding to those which they were holding on regular basis on the date of the initial constitution.

7. Future Maintenance of the Cadre

Once the initial constitution of the Cadre has been completed by the appointment of existing persons in accordance with Rule 6, vacant post shall be filled in the manner provided in the Schedule. Appointing Authority on each occasion shall decide the discipline in which the vacant post is to be filled depending on the functional requirement of the institute/centre/Hqrs. In case a post is not filled under promotion quota due to non-availability of eligible candidate, it can be filled at the lower grade to that group.

8. Probation

(1) Every direct recruit and promotee involving change in group after the commencement of these rules shall be on probation for a prescribed period from the date of appointment.

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed one year.

(3) During the period of probation the members of the Cadre may be required to undergo such training and pass such tests as the DG, ICMR may prescribe.

9. Seniority

(1) Persons appointed to a Pay Band and Grade Pay on initial constitution of the Cadre shall count their seniority from the date of their regular appointment to the earlier regular scale and shall be

senior to those appointed under Rule 7 after constitution of the cadre. Combined Inter-se Zone wise (List of Zones shown in Appendix) seniority list for promotions will be maintained Institute-wise upto PB-2 Grade Pay of Rs.4600 for Nursing Staff posts deemed to be appointed under rule 6. Similarly combined seniority on all India basis shall be maintained in PB-2 Grade Pay Rs.4800 for promotion to PB-3 GP Rs.5400 upwards and will be transferable on promotion.

(2) Persons recommended and appointed under Rule 7 shall rank in the Zone wise combined inter-se seniority in order of their appointment to the Pay Band and Grade Pay.

Provided that where quotas have been prescribed for various modes of recruitment, the inter-se seniority of the persons appointed to the Pay Band and Grade Pay shall be in accordance with the ratio prescribed for each mode of recruitment.

Provided further that a person recommended for appointment to a Pay Band or Grade Pay refuses at any time to be appointed to that grade for reasons acceptable to the appointing authority, shall on his appointment to the Pay Band & Grade Pay any time thereafter, be placed immediately after the person who was last appointed to the Pay Band & Grade Pay.

10. Liability of officers to serve in India or / and abroad

All employees appointed or deemed to be appointed shall be liable to serve anywhere in India or / and abroad.

11. Disqualification

No Person, -

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any other person,
- Shall be eligible for appointment in the Council:

Provided that the Competent Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

12. Power to relax

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the **Scheduled Castes, Scheduled Tribes** and other special categories of persons like **OBC** in accordance with the orders issued by the Central Government from time to time in this regard.

14. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the DG, ICMR, whose decisions shall be final.

15. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these rules, the DG, ICMR may make such provisions or issue such instructions with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.

16. Repeal :

ICMR Nursing Staff Cadre Rules, 2010 are hereby repealed and these rules supersede all the existing rules related to recruitment and promotion of Nursing Staff in ICMR Institutes/Centres to the extent the existing rules are inconsistent with these rules.

RECRUITMENT RULES FOR Nursing Staff

1	Name of the Post	Nursing Orderly
2	No. of Posts	*12 (2014) *Subject to variation depending on work load
3	Classification	Group C, Technical
4	Scale of Pay	Rs. 2550-3200 (5 th CPC) PB-1-Rs.5200-20200 GP 1800 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by Merit through DR
6	Age limit for Direct Recruits	18 - 28 Years
7	Educational and other qualifications required for direct recruits	10 th pass with Physics, Chemistry, Math or Biology as science subjects or equivalent from a recognized board
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	NA
9	Period of Probation, if any	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	NA
12	Circumstances in which UPSC is to be consulted	Not Applicable

13	If a Selection /D.P.C. exists what is its composition	Director of institutes /Centre -Chairman Member I - External expert from other Scientific or Academic Institute Member II – Internal expert from Institute/Centre Member III Representative from Reserved category The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.
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Scheme of Selection

(i) Selection by DR shall be by competitive test and/ or interview. (ii) If the posts to be filled are more than 10 at one time, it is mandatory to associate a Woman Officer from a Govt. Orgn./Academic Institute etc in the Selection Committee. Also efforts are to be made to associate woman officer in the selection/ DPC as Member- II as shown above.

Allocation of Posts

N.I.R.R.H., Mumbai - 8
 N.I.R.T., Chennai - 4

RECRUITMENT RULES FOR Nursing Staff

1	Name of the Post	Nursing Attendant
2	No. of Posts	*05 *Subject to variation depending on work load
3	Classification	Group C, Technical
4	Scale of Pay	Rs. 3050-4590 (5 th CPC) PB-1-Rs.5200-20200 GP 1900 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by Merit through DR and Non-Selection for promotion by DPC.
6	Age limit for Direct Recruits	18 - 28 Years
7	Educational and other qualifications required for direct recruits	10 th pass from a recognized board with one year experience of Nursing work from a reputed hospital after 10 th pass.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	Age – No, EQs yes.
9	Period of Probation, if any	Two years for Direct recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	50% by Direct Recruitment and 50% by promotion from Nursing Orderly with 3 years regular service .
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Nursing Orderly in PB-1 and GP Rs. 1800
12	Circumstances in which UPSC is to consulted	Not Applicable

13	If a Selection /D.P.C. exists what is its composition	Director of institutes /Centre -Chairman Member I - External expert from other Scientific or Academic Institute Member II – Internal expert from Institute/Centre Member III Representative from Reserved category The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.
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Scheme of Selection

(i) Selection by DR shall be by competitive test and/or interview. (ii) Efforts are to be made to associate Woman Officer in the Selection/ Departmental Promotion Committee as Member- II.

Allocation of Posts

N.I.N., Hyderabad - 05

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI SCHEDULE-III

RECRUITMENT RULES FOR Nursing Staff

1	Name of the Post	Auxiliary Nurse Midwife
2	No. of Posts	*10 *Subject to variation depending on work load
3	Classification	Group C, Technical
4	Scale of Pay	Rs. 4000-6000 (5 th CPC) PB-1-Rs.5200-20200 GP 2400 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by Merit through DR
6	Age limit for Direct Recruits	18 – 28 Years
7	Educational and other qualifications required for direct recruits	10 th pass with certificate course in Auxiliary Mid Wifery.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	Not Applicable
9	Period of Probation, if any	Two years for Direct recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% Direct recruitment from amongst the candidates sponsored by the Employment Exchange and through open advertisement.
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	NA

12	If a Selection /D.P.C. exists what is its composition	<p>Director of institutes /Centre -Chairman</p> <p>Member I - External expert from other Scientific or Academic Institute</p> <p>Member II – Internal expert from Institute/Centre</p> <p>Member III Representative from Reserved category</p> <p>The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.</p>
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Scheme of Selection (i) Educational qualifications should be from a board or institute recognized by Govt. for appointment. (ii) Selection by DR shall be by competitive test and /or interview. (iii) If the posts to be filled are more than 10 at one time, it is mandatory to associate a Woman Officer from a Govt. Orgn./Academic Institute etc in the Selection Committee. Also efforts are to be made to associate Woman Officer in the Selection Committee as Member II.

Allocation of Posts

FDTRC, Hyderabad – 02

NIN, Hyderabad - 07

NJIL & OMD, Agra - 01

RECRUITMENT RULES FOR Nursing Staff

1	Name of the Post	Jr. Staff Nurse
2	No. of Posts	*25 *Subject to variation depending on work load
3	Classification	Group C, Technical
4	Scale of Pay	Rs. 4500-7000 (5 th CPC) (5 th CPC) PB-1-Rs.5200-20200 GP 2800 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Non-Selection for promotion and selection by merit for DR.
6	Age limit for Direct Recruits	18-28 years
7	Educational and other qualifications required for direct recruits	10 th pass with from a recognized board with Certificate Course in Auxiliary Midwife from recognized institute with 5 years working experience in a recognized hospital or institute.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	NA
9	Period of Probation, if any	Two years for Direct recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Promotion of ANM with 5 years regular service, failing which by DR.
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	PB-1, Grade Pay Rs.2400

12	If a Selection /D.P.C. exists what is its composition	<p>Director of institutes /Centre -Chairman</p> <p>Member I - External expert from other Scientific or Academic Institute</p> <p>Member II – Internal expert from Institute/Centre</p> <p>Member III Representative from Reserved category</p> <p>The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.</p>
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Scheme of Selection (i) Educational qualifications should be from a board or institute recognized by Govt. (ii) Selection by DR shall be by competitive test and /or interview. (iii) If the posts to be filled are more than 10 at one time, it is mandatory to associate a Woman Officer from a Govt. Orgn./Academic Institute etc in the Selection/ Departmental Promotion Committee. Also efforts are to be made to associate Woman Officer in the Selection/ Departmental Promotion Committee as Member II.

Allocation of Posts

NARI, Pune - 01

NIN, Hyderabad - 06

NJIL & OMD, Agra – 02

N.I.R.T., Chennai- 16

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
SCHEDULE-V

RECRUITMENT RULES FOR Nursing Staff

1	Name of the Post	Staff Nurse
2	No. of Posts	* 44 *Subject to variation depending on work load
3	Classification	Group B, Technical
4	Scale of Pay	Rs. 5000-8000 (5 th CPC) PB-2 Rs.9300-34800 GP 4600 (6 th CPC Part-B)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by merit for DR and Non-selection for promotion.
6	Age limit for Direct Recruits	30 years relaxable to 40 years in case of Departmental Candidates. Also age is relaxable for SC/ST candidates up to 45 years
7	Educational and other qualifications required for direct recruits	(i) Diploma in General Nursing and Midwifery (GNM) or equivalent (ii)(1) Registered as Nurse; or (2) Registered as ANM or equivalent with any State Nursing Council.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	No
9	Period of Probation, if any	Two years for Direct recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	25% by promotion of Junior Staff Nurse with 11 years' service and 75% by Direct Recruitment.

11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Junior Staff Nurse with GP Rs.2800
12	If a Selection /D.P.C. exists what is its composition	Director of institutes /Centre -Chairman Member I - External expert from other Scientific or Academic Institute Member II – Internal expert from Institute/Centre Member III Representative from Reserved category The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.

Scheme of Selection (i) Educational qualifications should be from a board or institute recognized by Govt. (ii) Selection by DR shall be by competitive test and /or interview. (iii) If the posts to be filled are more than 10 at one time, it is mandatory to associate a Woman Officer from a Govt. Orgn./Academic Institute etc in the Selection/ Departmental Promotion Committee. Also efforts are to be made to associate Woman Officer in the Selection/ Departmental Promotion Committee as Member II as shown above. (iv) Existing Public Health Nurse/Senior Staff Nurse in the erstwhile Scale of Rs.5500-9000 shall stand merged with Staff Nurse w.e.f.1.1.2006 and shall be senior to the incumbent appointed on or after 1.1.2006.

Allocation of Posts

- GRC, Mumbai -01
- NARI, Pune - 01
- NIRRH, Mumbai – 05
- NIRT, Chennai – 20
- NJIL & OMD, Agra – 08
- RMRC, Port Blair – 02
- RMRIMS, Patna – 06
- VCRC, Puducherry- 01

RECRUITMENT RULES FOR NURSING STAFF

1..	Name of the Post	Nursing Sister
2.	No. of Posts	*07 *Subject to variation depending on work load
3.	Classification	Group B, Technical
4.	Scale of Pay	Rs.5500-9000 (5 th CPC) PB-2 Rs.9300-34800 GP 4800 (6 th CPC Part-B)
5.	Whether Selection-cum-seniority or selection by merit or non-selection	Non-Selection for promotion and Selection by Merit in DR.
6.	Age limit for Direct Recruits	30 years
7.	Educational and other qualifications required for direct recruits	(i) Degree or Diploma in Grade 'A' Nursing and Midwifery or equivalent. (ii) (1) Registered as Nurse; and (2) Registered as Midwife or equivalent with any State Nursing Council. (iii) 2 years as Staff Nurse in Grade Pay Rs.4600
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	NA
9.	Period of Probation, if any	Two years for Direct Recruit
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods	100% by promotion failing which by DR for the particular year .
11.	In case of recruitment by promotion or deputation or absorption grades from which	Staff Nurse in GP Rs.4600 with two years regular service

	promotion or absorption to be made	
12.	If a Selection / DPC exists what is its composition	<p>Director of Institutes/Centres – Chairman</p> <p>Member I – External expert from other Scientific or Academic Institute</p> <p>Member II – Internal expert from Institute/Centre</p> <p>Member III – Representative from Reserved category</p> <p>The Appointing Authority will nominate the committee. No member will be below the Group 'A' status.</p>

Scheme of Selection

- (i) Selection by DR shall be by competitive test and/or interview (ii) Efforts are to be made to associate Woman Officer in the Selection / Departmental Promotion Committee as Member-II.

Allocation of Posts

NIRT, Chennai - 07

RECRUITMENT RULES FOR NURSING STAFF

1.	Name of the Post	Assistant Nursing Superintendent
2.	No. of Posts	*04 *Subject to variation depending on work load
3.	Classification	Group A, Technical
4.	Scale of Pay	Rs.6500-10500 (5 th CPC) PB-3 (Rs.15600-39100) GP 5400 (6 th CPC)
5.	Whether Selection-cum-seniority or selection by merit or non-selection	Non-Selection
6.	Age limit for Direct Recruits	NA
7.	Educational and other qualifications required for direct recruits	Degree in Nursing from an Institute recognized by Nursing Council of India with 3 years experience in GP Rs. 4600 or 2 years experience in Grade Pay Rs.4800
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	N.A.
9.	Period of Probation, if any	Two years for Promotee
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods	100% promotion from Staff Nurse or Nursing Sister
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Promotion from Staff Nurse with 3 years regular service or Nursing Sister with 2 years regular service.

12.	If a Selection/DPC exists what is its composition	Director of Institutes/Centres – Chairman Member I – External Expert from other Scientific or Academic Institute Member II – Internal Expert from Institute/Centre Member III – Representative from Reserved Category The Appointing Authority will nominate the committee. No member will be below the Grade Pay Rs.7600.
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Scheme of Selection (i) Selection by DR shall be by competitive test and/ or interview . (ii) Efforts are to be made to associate Woman Officer in the Departmental Promotion Committee as Member II (iii) Existing Nursing Officer in erstwhile scale of Rs.8000-13500 shall stand merged w.e.f. 1.1.2006 and their seniority will be from the date of promotion/appointment in the grade.

Allocation of Posts

- | | | | |
|----|---------------|---|----|
| 1. | NIRT, Chennai | – | 03 |
| 2. | NJIL, Agra | – | 01 |

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
VIII

SCHEDULE-

RECRUITMENT RULES FOR NURSING STAFF

1.	Name of the Post	Nursing Superintendent
2.	No. of Posts	*01 *Subject to variation depending on work load
3.	Classification	Group A, Technical
4.	Scale of Pay	Rs.8000-13500 (5 th CPC) PB-3 (Rs.15600-39100) GP 6600 (6 th CPC)
5.	Whether Selection-cum-seniority or selection by merit or non-selection	Non-Selection for promotion and selection by merit for DR
6.	Age limit for Direct Recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	Master's or Bachelor's Degree in Nursing from institutes recognized by Nursing Council of India with 8 years experience or 10 years experience respectively in a recognized hospital (i) Should be a Registered Nurse and Registered Midwife in a State Nursing Council Register (ii) Three years' experience in Nursing as ANS in a Hospital.
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes	Age - Yes, EQ - No
9.	Period of Probation, if any	Two years for Promotee
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods	100% by promotion from Assistant Nursing Superintendent with 5 years regular service in the Grade Pay Rs.5400 failing which by deputation, and then failing by DR.

11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	PB-3, Grade Pay Rs.5400
12.	If a Selection/DPC exists what is its composition	<p>Director of Institutes/Centres – Chairman</p> <p>Member I – External Expert from other Scientific or Academic Institute</p> <p>Member II – Internal Expert from Institute/Centre</p> <p>Member III – Representative from Reserved Category</p> <p>The Appointing Authority will nominate the committee. No Member will be below Grade Pay of Rs.7600.</p>

Scheme of Selection (i) Selection by DR shall be by competitive test and/or interview . (ii) Efforts are to be made to associate Woman Officer in the Selection /Departmental Promotion Committee as Member-II.

Allocation of Post

1. NIRT, Chennai - 01

Constitution of Zones

North Zone

1. ICMR Hqrs., New Delhi.
2. National Institute of Malaria Research, New Delhi.
3. National Institute of Medical Statistics, New Delhi.
4. Institute of Pathology, New Delhi.
5. Institute of Cytology / Preventive Oncology, NOIDA.
6. National JALMA Institute for Leprosy and other Microbacterial Diseases, Agra
7. Desert Medicine Research Centre, Jodhpur.
8. Regional Medical Research Centre for Tribals, Jabalpur
9. NIREH, Bhopal
10. BMHRC, Bhopal

West Zone

11. National Institute of Occupational Health, Ahmedabad.
12. Enterovirus Research Centre, Mumbai.
13. National Institute for Research in Reproductive Health, Mumbai.
14. Genetic Research Centre, Mumbai.
15. Institute of Immunohaematology, Mumbai.
16. National AIDS Research Institute, Pune.
17. National Institute of Virology / Microbial Containment Complex, Pune.
18. Microbial Containment Complex, Pune

East Zone

National Institute of Cholera & Enteric Diseases / Virus Unit, Kolkata.

19. Rajendra Prasad Memorial Research Institute of Medical Sciences, Patna.
20. Regional Medical Research Centre, Bhubaneswar.
21. Regional Medical Research Centre, Dibrugarh.
22. Virus Unit, Kolkata

South Zone

23. National Institute of Epidemiology, Chennai.
24. Tuberculosis Research Centre, Chennai.
25. National Centre for Laboratory Animal Science, Hyderabad.
26. National Institute of Nutrition, Hyderabad.
27. Food Drug & Toxicology Research Centre Hyderabad.
28. Centre for Research in Medical Entomology, Madurai.
29. Vector Control Research Centre, Puducherry.
30. Regional Malaria Research Centre, Belgaum.
31. Regional Medical Research Centre, Port Blair.

(I) GENERAL CARE OF THE PATIENTS

1. Admission and discharge of patients
2. Assistance and instructions to patients and their relations
3. Bathing patients including daily care of mouth, nails and pressure points
4. Four hourly, or more frequent attention to pressure points
5. Giving and removing of bed pans and urine pots
6. Giving and removing of hot water bottles
7. Bed making
8. Feeding of patients
9. Distribution of diets, milk, etc.
10. Preparation of special foods, eggs, milk, etc.
11. Technical nursing care of patients
12. Planning in cooperation with the sisters of each unit for effective administration
 - (a) Administration of medicine
 - (b) Assistance in administration of intravenous injections
 - (c) Administration of injections
 - (d) Preparing for injections and clearing up
 - (e) Recording of medicines and injections given
 - (f) Taking and charting T.P.R.
 - (g) Rounds with doctor
 - (h) Technical procedures e.g., enema, catheterization, dressings, irrigations oxygen therapy, preparing for and clearing up after procedures
 - (i) Preparation for and assistance in clinical tests and medical procedure
 - (j) Pre-and post-operative care
 - (k) Urine testing
 - (l) Collecting labeling and dispatching of specimens
 - (m) Escorting patients and from departments
 - (n) Giving and receiving reports

(II) WARD MANAGEMENT

- (a) Handing over and taking charge of shift
- (b) Keeping the ward clean and tidy
- (c) Preparation of surgical supplies, bandages, splints
- (d) Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintosh, etc.
- (e) Care of clean and soiled linen
- (f) Disinfection of linen, beds, floor and bed pans

(III) GENERAL

1. **Demonstration and guidance to students nurses and domestic staff**
2. **Supervision of domestic staff**
3. **Assistance in orientation of new staff nurses**
4. **Participation in staff education and staff meeting**
5. **Participation in professional activities**
6. **Any other duty that may be specified from time to time**
7. **Management of Nursing Orderly/Nursing Attendant**

DUTIES AND RESPONSIBILITIES OF NURSING SISTERS

(i) Nursing care of patients.

- 1 Admission and discharge of patients.
- 2 Sufficient nursing care personal comfort and toilet of patient's administration of drugs and treatment, observation and recording.
- 3 Patient's Diet
- 4 Rounds with medical staff.
- 5 Assistance to medical staff in examination of patients and treatment.
- 6 Assistance at or supervision of clinical investigations, preoperative and post- operative care.
- 7 Maintenance of patient's records.
- 8 Care of patients personal effects in accordance with hospital rules.
- 9 Following of prescribed rules regarding accident or death of a patient.
- 10 Giving and receiving reports.
- 11 Information to relatives and friends.
- 12 Intimation to Nursing Superintendent/ Matron of any special emergency in the ward.

(ii) Ward Staff

- 1 Assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff.
- 2 Coordinating and facilitating work of other staff, e.g. Occupational therapist, Social Worker, dietician, voluntary Worker.
- 3 In-Service training.
- 4 Orientation of new staff.
- 5 Maintaining good relationships among all categories of staff and with patients and their relatives.
- 6 Discipline of nursing and domestic staff. Reporting on absence of staff.
- 7 Confidential reports.

(iii) Ward Management

- 1 Cleanliness of ward, its annexes and environments.
- 2 Linen and Ward equipment- up-keep and repair.
- 3 Custody of dangerous drugs. Record of their administration.
- 4 Indents for drugs, surgical supplies, stores, diets.
- 5 Maintenance of stock registers inventories.
- 6 Interpretations of hospital policies and regulations and their implementation.

7 Investigations of complaints.

8 Issue of stores, etc.

9 Control of Visitors.

General

1 Rounds with medical staff and Nursing Superintendent/
Matron.

2 Taking round special visitors.

3 Participation in staff education and staff meetings.

4 Participation in professional activities.

5 Any other duty as may be specified from time to time.

DUTIES AND RESPONSIBILITIES OF ASSISTANT NURSING SUPERINTEDENT

(i) Nursing care of the patient and ward management of the Department.

- 1 General supervision of the nursing care given to the patient and all nursing activities within the nursing unit.
- 2 Cleanliness and order in her department and environment.
- 3 Regular rounds in her department including out- patient and night rounds.
- 4 Receiving reports from the night staff regarding the nursing care of the patient at night.
- 5 Analysing/ evaluating the kind and amount of nursing services required in her unit.
- 6 Rotation of the nursing staff in her unit to ensure good nursing Care.
- 7 Planning in cooperation with sisters of each unit for effective administration.
- 8 interpreting the principles of good management to ward sisters especially to those who are inexperienced and orientating them to apply these principles to their daily work.
- 9 Helping the nursing to ensure supplies and equipment and rechecked their use and care.
- 10 Acting as the public relations officer for the unutilized deal with problems if any specially with the class IV staff and patients attendances.
- 11 Keeping the Nursing Superintendent/ informed the needs of the nursing unit and of any special problem.

(ii) General

- 1 To plan the implement a proper orientation for all new staff posted with her.
- 2 Taking the Medical and Nursing Superintendent and special visitor round the department.
- 3 Helping the Nursing Superintendent in the office work if necessary.
- 4 Participation in staff education, staff meeting and other professional activities.
- 5 Any other duty delegated by the Nursing Superintendent Matron.

DUTIES AND RESPONSIBILITIES OF NURSING SUPERITENDENT

- 1 Training of nursing staff.
- 2 Regular rounds in wards and departments, daily visits seriously ill-patients and surprise night rounds.
- 3 Submissions of daily reports regarding admissions, discharges and deaths complied by night sisters.
- 4 Assigning nursing staff duties.
- 5 Organising and conducting staff meeting of the nursing staff.
- 6 Sanitation of wards and departments.
- 7 Leave roster of the nursing staff.
- 8 Grievances of nursing staff.
- 9 Any other duty that may be assigned by Director from time to time.