INI-SS

Institute of National Importance Super Speciality Entrance Test

Institute of National Importance Super-Specialty Entrance Test (INI-SS)

for DM, M.Ch. & MD Hospital Administration courses January 2025 Session

PROSPECTUS

PART-B

Examination Section

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

1st Floor, Convergence Block,

Ansari Nagar, New Delhi – 110608, India

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1. INTRODUCTION

This is Part B of Prospectus of INI-SS, January 2025. Part B consists of information regarding Institute specific salary/stipend, rules, leaves, hostel, admission fee and penalty on resignation etc. of AIIMS, New Delhi, Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur, Bathinda, Nagpur, Rishikesh, Bilaspur, Mangalagiri, Rajkot, Gorakhpur, Bibinagar and Raebareli etc.

1.1. AIIMS, New Delhi

An Act of Parliament in 1956 established the All India Institute of Medical Sciences (AIIMS) as an autonomous institution of national importance and defined its objectives and functions. By virtue of this Act, the Institute awards its own medical degrees and other academic distinctions. The degrees awarded by the Institute under the All India Institute of Medical Sciences Act are recognized medical qualifications for the purpose of the Indian Medical Council Act and notwithstanding anything contained therein, are deemed to be included in the first schedule of that Act, entitling the holders to the same privileges as those attached to the equivalent awards from the recognized Universities of India.

1.2. Other AIIMS

Under the Pradhan Mantri Swasthya Suraksha Yojana other new All India Institutes of Medical Sciences have been established similar to AIIMS, New Delhi at **Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur, Bathinda, Nagpur, Bilaspur, Mangalagiri, Rajkot, Gorakhpur, Bibinagar, Raebareli and Rishikesh etc.** All these institutions have started various Postgraduate Super-Specialty Courses. As per the directives of the Ministry, selection for admission will be done through the same Entrance Examination through which candidates are selected for AIIMS, New Delhi. The admission will be done on the basis of merit-cum-choice of the candidates.

2. AIMS & OBJECTIVES

2.1. AIIMS, New Delhi

In the field of Doctoral education, the most important function of the Institute is to provide opportunities for training teachers for medical colleges in the country in an atmosphere of research and enquiry. Doctoral students are exposed to newer methods of teaching and given opportunities to actively participate in teaching exercises. The other important objectives of the Institute are to bring together in one place educational facilities of the highest order for the training of personnel in all the important branches of health activity and to attain self-sufficiency in Doctoral medical education. The educational principles and practices being adopted are those which are best suited to the needs of the students and patient care.

2.2. Other AIIMS

Aims & objectives of the other AIIMS Institutes are also of similar nature as mentioned above for AIIMS, New Delhi. The number and distribution of seats, rules and regulation may vary depending upon the periodic directives / directions from Competent Authorities.

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3. DM/M.Ch. Courses

3.1. Salary/Stipend

D.M./M.Ch. candidate selected for the post of Senior Resident will be paid emoluments as applicable to the post level 11 of the Pay Matrix (Pre-revised Pay Band-3 Rs.15600-39100+6600 Grade Pay) with entry pay of Rs.67700/- per month plus usual allowancesas admissible under the rules or revised pay scale as per 7th CPC as applicable. Sponsored/Foreign National/OCI candidates are not entitled for any salary/stipend from the institute.

3.2. Leaves

- DM/M.Ch. Candidates (3 year course) are entitled for the following leave during the three years training. Year 1: 24 days; Year 2: 30 days; Year 3: 36 days. Leaves of different years cannot be clubbed together. Availing leave more than these in any year will be treated as Extra Ordinary Leave without pay and the registration period will be extended by the number of days of Extra Ordinary Leave. If the Extra Ordinary Leaves are more than 30 days in total, the final exit exam of the candidate will be postponed by one session.
- Maternity leaves period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity Leave and the exam will be postponed by one session. For paternity leave, tenure extension and exam postponement will be done if the total leaves exceed 90 days 3 years (Academic Committee Agenda Item No.8 dated 20.11.2018).

Accordingly, the leave entitled for the candidates during the tenure will be as follows: -

Leave (DM/M.Ch. Courses 3years)	
First Year	24 Days
Second Year	30 Days
Third Year	36 Days

NOTE:

i. Candidates are not entitled to any other leave except that mentioned above.
ii. Leaves of different years cannot be clubbed together.
iii. The leaves of one year cannot be carried forwarded to another year.
iv. Leaves availed by candidates beyond permissible limit (per year) shall be treated as Extra Ordinary Leaves (EOL) without pay. The Extraordinary Leaves can be availed up to maximum of 30 days in the tenure period of 3/6 years. But the candidate will have to work for the extended period equivalent to that of EOL.
v. In case EOL availed are more than 30 days the Residency will be extended for the similar period and final examination of the candidate shall be held with next batch.
vi. The unveiled leaves can be encashed after completion of tenure period on submission of final no dues from the concerned departments.
vii. Sponsored/Foreign National candidates are not entitled for leave encashment.

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3.2.1. Maternity Leave

The Female Residents (DM/M.Ch.) are entitled for maternity leaves as per Govt. of India rules during their course with full pay. Their period of registration/training will be extended for the equivalent period. The DM/M.Ch. candidate will have to work for the extended period and the final examination of the candidate shall be held with next batch.

3.2.2. Paternity Leave

The Male Residents (DM/M.Ch.) are entitled for paternity leaves as per Govt. of India rules. The tenure will be extended and exams will be postponed only if the total leaves exceed 90 days in 3 years.

3.3. Internal Assessment

- Internal assessment/progress report should be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department should send such an internal assessment/progress report of each candidate on yearly basis and send to the Examination Section under intimation to Academic Section for official records. The weightage of the internal assessment/progress report i.e. **20% marks of the candidate will be added in his/her final examination**.

- DM/M.Ch candidates shall be required to attend the Research Methodology/Orientation/Foundation course within one year of their joining and must clear the exit examination of the course to be eligible for appearing for the final DM/M.Ch. examination. Additional mandatory courses, as notified from time to time, may also be subject to the same conditions.

3.4. Dissertation

Every candidate will be required to (a) one dissertation and protocol to be submitted within 4 months from the date of registration. (b) Relaxation for two months can be given by the Dean on merit of each case (c) furnish proof of having undertaken research of high order which may be in the form of a manuscript of an original article fit for publication or already accepted by an approved journal or (d) present evidence of having published papers of research value in the subject concerned in journals recognized by the Institute for this purpose. All these should have been done during the period of training at the Institute.

Regarding submission of Protocol/Thesis/dissertation

a) For 3 years DM/M.Ch. candidate one dissertation at least three months prior to the examination and protocol (within 4 months from the date of registration are to be submitted.
b) Relaxation for two months can be given by the Dean on merit of each case.
c) The last date for submission of thesis/dissertation for DM/M.Ch will be 31st August for those appearing in December Examination and 31st January for those appearing in the May Examination.

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3.5. Penalty

Original certificate of all candidates will be retained in the Academic Section at the time of joining. The same will not be returned to the candidate before completion of the course unless he/she deposits a sum of **Rs.3, 00,000/- (Rupees Three Lakhs Only).** If any candidate who joins the DM/M.Ch./MD (Hospital Administration) course, leaves the said course within six months of joining, he/she shall be liable to pay a sum of **Rs.3, 00,000/- (Rupees Three Lakhs Only)** and after six months of joining shall be liable to pay a sum of **Rs.5,00,000/- (Rupees Five Lakhs Only)** as compensation for losses incurred by the AIIMS due to such midstream departure. The salary for the month in which his/her resignation from the course becomes effective, shall also stand forfeited.

FOR AIIMS JODHPUR

"In the event of Post-graduate student (MD/MS/MDS/DM/MCH) of **AIIMS, Jodhpur** leaving the course after the last date of joining of last/open counselling, he/she shall be liable to pay a sum of **Rs.5,00,000/- (Rupees Five lakh only)** by way of compensation/losses incurred by AIIMS, Jodhpur due to such midstream departure".

Note:

The tenure of training for these courses is 3 years (36 months) from the date of joining the course. The final exam will be held at a date fixed by the Examination Section. In order to be eligible to appear for the final exam candidates must:

i. Submit their dissertation at least 3 months prior to the commencement of the examination (31st January for May examination and 31st August for December examination).

ii. Complete the prescribed postings trainings, work schedules and assessments during the tenure.

iii. Not have availed EOL more than 30 days during the entire tenure Maternity leave period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams.

4. MD (Hospital Administration) Courses

4.1. Salary/Stipend

Junior Residents MD (Hospital Administration) (three years' tenure period) level 10 of the Pay Matrix (Pre—revised Pay Band-3 Rs.15600-39100+5400 Grade Pay) with entry Pay of Rs.56100/- per month plus usual allowances as admissible under the rules in the first year of the residency as per 7th CPC as applicable. **Foreign National/Sponsored Candidates are not entitled for any honorarium/stipend/salary**.

4.2. Leaves

During the term of his/her employment, he/she will be entitled for leave as under:

i. First year 30 days leave on Pro-rata basis.

JR (Acad.) will be entitled to the leave calculated on Pro-rata basis i.e. JR Acad. during the first year of their tenure they will be sanctioned leave for only that much number of days which they have already earned.

ii. Second year 36 days leave.

iii. Third year 36 days leave.

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As per rule, leave cannot be carried forward and they are not entitled to any other leave except the above mentioned leave. However, can be accumulated for the purpose of leave encashment on completion of tenure. Further, the residency period as well as exam of residents, who avail leave over & above their entitlement, will be extended.

Note:

i. Candidates are not entitled to any other leave except that mentioned above.
ii. Leaves of different years cannot be clubbed together.
iii. The leaves of one year cannot be carried forwarded to another year.
iv. Leaves availed by candidates beyond permissible limit (per year) shall be treated as Extra Ordinary Leaves (EOL) without pay. The Extraordinary Leaves can be availed up to maximum of 30 days in the tenure period of 3/6 years. But the candidate will have to work for the extended period equivalent to that of EOL.
v. In case EOL availed are more than 30 days the Residency will be extended for the similar period and final examination of the candidate shall be held with next batch.
vi. The unveiled leaves can be encashed after completion of tenure period on submission of final no dues from the concerned departments.
vii Sponsored/Foreign National candidates are not entitled for leave encashment. **Foreign National/Sponsored Candidates are not entitled for any honorarium/stipend/salary**.

MATERNITY LEAVE: The Female Residents MD (HA) are entitled for maternity leaves as per Govt. of India rules during their courses with full pay. Their period of registration/training will be extended for the equivalent period. The MD (HA) candidate will have to work for the extended period and the final examination of the candidate shall be held with next batch.
Maternity leave period will be assessed in a manner similar EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity Leave and the exam will be postponed by one session.

4.3. Internal Assessment

- Internal assessment/progress report should be evaluated periodically by the faculty members of the concerned department on the theoretical knowledge and practical skills of a candidate. The Head of the Department should send such an internal assessment/progress report of each candidate on regular basis i.e. six monthly and send to the Academic Section for official records. The weight age of the internal assessment/progress report i.e. **20% marks of the candidate will be added in his/her final examination**.
- MD (Hospital Administration) candidates shall be required to attend the Research Methodology/Orientation/ Foundation course within one year of their joining and must clear the exit examination of the course to be eligible for appearing for the final MD (Hospital Administration) examination. Additional mandatory courses, as notified from time to time, may also be subject to the same conditions

4.4. SUBMISSION OF PROTOCOL AND THESIS FOR MD (HOSPITAL ADMINISTRATION)

a. Period of submission of thesis protocol: within 4 months from the date of joining.
b. Relaxation by the Dean on merit of each case: 2 months.
c. Additional extension with penalty (period of registration to be increased by one term i.e.

six months) with permission of Dean 6 months. Thereafter the registration will stand cancelled. **If a candidate fails to submit the thesis/protocol within the prescribed period, his/her registration will stand cancelled.** The last date for submission of thesis will be **30th June** for appearing in the **December** examination and **30th November** for appearing in **May** Examination.

IMPORTANT:

Please note that the candidates who have already done pursuing MD/MS in any subject or MD (Hospital Administration) at the time of selection/interview shall not be considered for admission to MD (Hospital Administration), if it is found at a later stage that the candidate has given false undertaking at the time of selection/interview his/her candidature/registration will be cancelled. The confirmed PG Seat will be allotted to the candidates only after giving an undertaking as above and after depositing all original certificates.

4.5. Penalty

Original certificate of all candidates will be retained in the Academic Section at the time of joining. The same will not be returned to the candidate before completion of the course unless he/she deposits a sum of Rs.3, 00,000/- (Rupees Three Lakhs only). If any candidate who joins the DM/M.Ch./MD (HA) course, leaves the said course within six months of joining, he/she shall be liable to pay a sum of Rs.3, 00,000/- (Rupees Three Lakhs Only) and after six months of joining shall be liable to pay a sum of Rs.5, 00,000/- (Rupees Five Lakhs Only) as compensation for losses incurred by the AIIMS due to such midstream departure. The salary for the month in which his/her resignation from the course becomes effective, shall also stand forfeited.

5. GENERAL INFORMATION

5.1. FEES

S.No.			**Duration**
1.	**Registration Fee**	Rs. 25/-	
2.	**Tuition Fee**		
i)	DM/M.Ch. /MD(HA) (Sponsored)	Rs. 1050/-	3 Years
ii)	MD (Hosp. Admn.)	Rs. 702/-	3 Years
3.	**Laboratory Fee**		
i)	DM/M.Ch/MD(HA) (Sponsored)	Rs. 120/-	3 Years
ii)	MD (Hosp. Admn.)	Rs. 120/-	3 Years
4.	**Pot Money**		

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i)	DM/M.Ch/MD(HA) (Sponsored)	Rs. 720/-	3 Years
ii)	MD (Hosp. Admn.)	Rs. 720/-	3 Years
5.	**Electricity**		
i)	DM/M.Ch./MD(HA) (Sponsored)	Rs. 240/-	3 Years
ii)	MD (Hosp. Admn.)	Rs. 240	3 Years
6.	**Gymkhana Fee**		
i)	DM/M.Ch. (Sponsored)	Rs. 120/-	3 Years
ii)	MD (Hosp. Admn.)	Rs. 120/-	3 Years
7.	**Caution Money**	Rs. 100/-	
		(To be deposited by every student for breakages or loss of Institute's Equipment)	
8.	**Hostel Security**	Rs. 1000/- (Refundable)	

(All Fees and dues payable at the time of admission)

Note: 1. The Hostel Security deposit (refundable) i.e., Rs.1000/-

Note: 2. Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.

5.2. HOSTEL ACCOMMODATION

The unmarried Senior Residents (DM/M.Ch./MD (Hospital Administration) will be provided partially furnished accommodation subject to availability. Those married and living with family will be provided, subject to availability, partially furnished married hostel accommodation on recovery of rent as per rules of A.I.I.M.S. However, the sponsored Demonstrators will be charged a sum of Rs.450/- per month for single room hostel accommodation and a sum of Rs.650/- per month for married hostel accommodation.

5.3. INSTITUTE LIBRARY

The Institute library is well stocked with all important medical books and journals. Other facilities include photocopying, Medline, video monitor facilities and modern learning resources materials (LRM). Books and periodicals are loaned to bonafide members for a specified period of time.

The National Medical Library is also situated in the vicinity of the Institute campus.

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5.4. CODE OF CONDUCT FOR STUDENTS AT AIIMS, NEW DELHI

(i)***Maintenance of Discipline among students of the AIIMS:***

1. All powers relating to discipline and disciplinary action are vested with the Director, AIIMS.
2. The Director, AIIMS may delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline

(a) Physical assault or threat to use physical force against any member of the teaching or nonteaching staff of any Department/Centre of AIIMS or any other persons within the premises/ Campus of AIIMS.
(b) Carrying or use or threat of use of any weapon.
(c) Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
(d) Any practice, whether verbal or otherwise, derogatory to women.
(e) Any attempt at bribing or corruption in any manner.
(f) Wilful destruction of institutional property
(g) Creating ill-will or intolerance on religious or communal grounds
(h) Causing disruption in any manner of the functioning of the AIIMS, New Delhi.
(i)**Regarding ragging the directive of Supreme Court will be followed strictly. It is as under**:

"***As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to Rs.10,000/-. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."***

4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate. The Director, May in exercise of his/her powers aforesaid order or direct that any student or students.
    - Be expelled;
    - Be, for a stated period: be not for a stated period, admitted to a course or courses of study in AIIMS.
    - Be fined with a sum of rupees that may be specified;
    - Be debarred from taking any examination(s) for one or more semesters. Withhold the result of the student(s) concerned in the Examination(s) in which he/she or they have appeared be cancelled.
    - Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.
5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the

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Director and several authorities of the AIIMS who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Rules and the rules that have been framed there under by competent authorities of AIIMS.

(ii) *Prohibition of and Punishment for Ragging:*

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS and also outside the AIIMS Campus.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which:
    - Involve physical assault or threat or use of physical force;
    - Violate the status, dignity and honour of women students;
    - Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
    - Expose students to ridicule and contempt and affect their self-esteem;
    - Entail verbal abuse and aggression, indecent gesture and obscene behaviour.
4. The Director, Dean, Hostel Superintendent and Faculty of AIIMS shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/or authority may also sue motto enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
6. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semester.
8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as AIIMS, departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
9. In case where students who have obtained degree(s) of AIIMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS.
10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

(iii) *Anti Sexual Harassment Monitoring Committee:*

A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.

(iv) *Unauthorized absence of students:*

Unauthorised absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the

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Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/ Director, AIIMS.

5.5. GUIDELINES FOR AIIMS NEW DELHI FACULTY FOR THE DM/M.CH COURSE UNDER SPONSORED CATEGORY

1. Members of the medical faculty can apply for registration to DM/M.Ch. Course as in-service candidate of AIIMS, New Delhi.
2. At any time only one out of a 5 Faculty members in a particular department can be registered as DM/M.Ch. course and not more than 2 candidates in any department at any given time, will be registered as DM/M.Ch candidate in a particular department where there are more than 5 faculty members.
3. Individual opting to pursue the course should be below 50 years of age.
4. Faculty member seeking admission under this category should only be registered for DM/M.Ch course in the same department in which he/she is working. (115 Academic Committee 22.11.2016)
5. The faculty should be a regular employee of the Institute & should have rendered a minimum of 3 years continues service as faculty at the Institute.
6. The candidate admitted under this category will be considered as in service candidate provided the Head of the Department certifies that (a) such training will help in patient care/teaching/research of the department (b) the work of the department will not suffer and no additional staff will be asked for.
7. The faculty member who has registered himself/herself as DM/M.Ch. Course will not be eligible to be Guide/Co-Guide of any other DM/M.Ch. candidate in the concerned department during the time he/she is undergoing the course.
8. (a) The faculty members may apply through proper channel as sponsored candidates and appear for the entrance examination.
9. Candidates selected for pursuing the said course has to pay DM/M.Ch. Fee etc.
10. Faculty member has to excuse a bond that he/she will serve the institute for a period not less than five years after completing the said course failing to which they are liable to return the total salary, allowances and any amount paid to them by the institute during their course along with a penalty amount of RS.20 Lakhs. In case of violation of compliance of the provisions of the executed bond appropriate legal action shall be initiated against the defaulters.
11. During the period of the course, in-service/faculty member will be treated as on study leave.
12. The period of study leave for the said course within the same Department or within AIIMS will be counted for the purpose of A.P.S. Those who are availing study leave for courses outside AIIMS the period will not be counted for A.P.S
13. The Candidate/faculty will not be entitled for winter/summer vacation during the entire course and he/she will be eligible for leaves as per the Residency Scheme.
14. Duties/Responsibilities of the trainee will be as per the Residency Scheme.
15. In-service candidates will have the option to pursue this course in any stream, subject to the availability of seats and forwarding of their application through proper channel.
16. Candidate/faculty will be allowed to avail of study leave for pursuing DM/M.Ch course only one during the entire service.

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