



OFFICE OF THE DEAN

NOTICE

Applications are hereby invited from the eligible faculty members of the Institute in the prescribed Proforma, for promotion, under **ASSESSMENT PERSONAL PROMOTION SCHEME: 2025**, up-to: **30-06-2025, up-to 5.00 PM** in the office of Dean.

Faculty-members who are applying for promotion under the ASSESSMENT PERSONAL PROMOTION SCHEME for the year: **2025** are directed to submit the details in the Proforma given below in 08 (Eight) copies to the office of the Dean, IGIMS, Patna,..

I-A	Name of the Consultants in the Department :
I-B	Number of Senior Residents in the Department:
I-C	Number of Post- Doctoral / Post Graduate Student in the Department
II	Clinical Work: Kindly provide year-wise details for last 03 (Three) years in case of post for Associate Professor, 3 years in case of post of Additional Professor and 04 (Four) years in case of post of Professor. a. Average number of patients seen by you and total number of patient/s seen by the department in OPD in the year And/or Total number of different test by your department of OPD patients in the year..... b. Total number of patient admitted by you and by the department in the year. And/or Total number different tests done by your department of in-door patients in the year. c. Total number of operation performed by you and your department separately in year. And/or Total number of emergency operation done by you in year. d. Total number of emergency operation done by you in year. And/or Total number of sample/procedures done by you and your department on emergency calls for the year..... e. Number of emergency calls attended by you beyond the scheduled duty-hours in the year.
Note:	Candidates from departments carrying out clinical as well as test/procedures must mention respective information pertaining to all areas concerned.
III	Teaching & Research Publication: Kindly provide year-wise details of publications in indexed Journal, (Medline, Pubmed Central, Citation Index, Sciences Citation Index, Expanded Embase, Scopus, Directory of Open access journals for last 03 (Three) years in case of post for Associate Professor, 3 years in case of post of Additional Professor and 04 (Four) years in case of post of Professor.

01.	<p><u>UNDERGRADUATE:</u></p> <ol style="list-style-type: none"> Number of lectures/seminar allotted to you. Number of lectures/Seminar taken by you. Hours per week/year spent in clinical teaching, demonstration/tutorials.
02.	<p><u>POSTGRADUATE:</u></p> <ol style="list-style-type: none"> Hours per week spent in clinical teaching, lectures, seminars, conference, journal-club etc. Number of Postgraduate student/s writing thesis under you as Chief or Co-supervisor. Number of postgraduate students working in your unit/department for professional training. Number of Postgraduate students trained by you.
IV	<p><u>Research Publication:</u> Kindly provide year-wise details for last 03 (Three) years in case of post for Associate Professor, 3 years in case of post of Additional Professor and 04 (Four) years in case of post of Professor. (Attached Photocopy of Papers published/ Accepted in Index Journal During this period)</p>
A.	<p>Title of research projects in which you have been involved in the previous years as:</p> <ol style="list-style-type: none"> Chief Investigator Co-investigator
B.	<p>Title of research projects in which you were involved during the year under review as:</p> <ol style="list-style-type: none"> Chief Investigator Co-investigator
C.	<p>Title of the Research Project under taken by the department in the year.</p>
D.	<p>Title of the Research Project submitted in the year.</p>
E.	<p>Photocopy of Papers published / Accepted in Index Journal During this period. List your publications [Attach separate sheet. Name of all authors with full details of each paper must be mentioned. Standard format as under should used “Higgs G.A. Moncada. S. Vane, J.R. (1978) prostacylin reduces the number of “Slow Moving” Leucocysts in hamster check pouch venules J. Physio, 280; 633”].</p>
F.	<p>List of papers presented by you in conference (Name the conference and attach separate sheet).</p>
G.	<p>List of papers with you as the co-author presented in the conferences.</p>
H.	<p>Number of DNB/MD/MS/DM/M.Ch/Ph.D. student/s working under you as Chief or Co-supervisor</p>



I.	<p style="text-align: center;"><u>Broad Specialities (MD/MS/DNB)</u></p> <p style="text-align: center;">Professor</p> <p>(i) Additional Professor should have completed the Basic course in Medical Education Technology from Institution(s) designated by NMC.</p> <p>(ii) Additional Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>(E) Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period.</p>	
----	---	--

J	<p style="text-align: center;"><u>Broad Specialities (MD/MS/DNB)</u></p> <p style="text-align: center;">Additional Professor</p> <p>(i) Associate Professor should have completed the Basic course in Medical Education Technology from Institution(s) designated by NMC.</p> <p>(ii) Associate Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>(E) Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period.</p>	
K	<p style="text-align: center;"><u>Broad Specialities (MD/MS/DNB)</u></p> <p style="text-align: center;">Associate Professor</p> <p>(i) Assistant Professor should have completed the Basic course in Medical Education Technology from Institution(s) designated by NMC.</p> <p>(ii) Assistant Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>(E) Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period.</p>	



L	<p style="text-align: center;"><u>Super Speciality (DM/ M. Ch/ DNB)</u></p> <p style="text-align: center;">Professor</p> <p>(i) Additional Professor should have completed the NMC recognized Basic course in Medical Education Technology.</p> <p>(ii) Additional Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>(E) Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period..</p>	
M	<p style="text-align: center;"><u>Super Speciality (DM/ M. Ch/ DNB)</u></p> <p style="text-align: center;">Additional Professor</p> <p>(i) Associate Professor should have completed the NMC recognized Basic course in Medical Education Technology.</p> <p>(ii) Associate Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>(E) Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period..</p>	
N	<p style="text-align: center;"><u>Super Speciality (DM/ M. Ch/ DNB)</u></p> <p style="text-align: center;">Associate Professor</p> <p>(i) Assistant Professor should have completed the NMC recognized Basic course in Medical Education Technology.</p> <p>(ii) Assistant Professor should have completed the Basic course in biomedical research from Institution(s) designated by NMC.</p> <p>(iii) Works and achievement during the period of consideration for promotion.</p> <p>(A) Specialization.</p> <p>(B) Identify your expertise job function performed during period of review and % of time spent for each function.</p> <p>(C) Academic/ Honours if any during the assessment period with proofs.</p> <p>(D) Research Projects undertaken with proofs.</p> <p>Publication:- Publication in National and International Journals with impact factor and citation index during the Assessment Period..</p>	



Note:- The desired information with experiences may be sent to Academic Section in Prescribe Format.

1. Broad Specialities (MD/MS/ DNB)

Posts	Academic Qualification	Teaching & Research Experiences
Professor	A post graduate qualification MD/MS/DNB in the concerned subject and as per MCI/NMC Regulations	<ul style="list-style-type: none"> (i) Atleast two Research Publications during tenure of Additional Professor (cumulative six) (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author. (ii) Should have completed the Basic course in Medical Education Technology from Institution(s) designated by MCI/ NMC. (iii) Should have completed the Basic course in biomedical research from Institution(s) designated by MCI/ NMC.
Additional Professor	A post graduate qualification MD/MS/DNB in the concerned subject and as per MCI/NMC Regulations	<ul style="list-style-type: none"> (i) Atleast two Research Publications during tenure of Associate Professor (cumulative four) (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author. (ii) Should have completed the Basic course in Medical Education Technology from Institution(s) designated by MCI/ NMC. (iii) Should have completed the Basic course in biomedical research from Institution(s) designated by MCI/ NMC.
Associate Professor	A post graduate qualification MD/MS/DNB in the concerned subject and as per MCI/NMC Regulations	<ul style="list-style-type: none"> (i) Atleast two Research Publications during tenure of Assistant Professor (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author. (ii) Research project in lieu of publication/ authorship can be considered only if the person is Principal or Co- Principal investigator (PI/ CoPI) of a research project funded by a national research body such as Indian Council for Medical Research (ICMR), Department of Sciences & Technology (DST), Department of Bio-Technology (DBT) or any such body. (iii) Should have completed the Basic course in Medical Education Technology from Institution(s) designated by MCI/ NMC. (iv) Should have completed the Basic course in biomedical research from Institution(s) designated by MCI/ NMC.



1. Super Specialities (DM/ M.Ch/ DNB)

Posts	Academic Qualification	Teaching & Research Experiences
Professor	A post graduate qualification DM/ M.Ch/ DNB in the concerned subject and as per MCI/NMC Regulations	<p>(i) Atleast two Research Publications during tenure of Additional Professor (cumulative six) (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author.</p> <p>(ii) Should have completed the MCI/ NMC recognized Basic course in Medical Education Technology</p> <p>(iii) Should have completed the Basic course in biomedical research from Intuition(s) designated by MCI/ NMC.</p>
Additional Professor	A post graduate qualification DM/ M.Ch/ DNB in the concerned subject and as per MCI/NMC Regulations	<p>(i) Atleast two Research Publications during tenure of Associate Professor (cumulative four) (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author.</p> <p>(ii) Should have completed the MCI/ NMC recognized Basic course in Medical Education Technology</p> <p>(iii) Should have completed the Basic course in biomedical research from Intuition(s) designated by MCI/ NMC.</p>
Associate Professor	A post graduate qualification DM/ M.Ch/ DNB in the concerned subject and as per MCI/NMC Regulations	<p>(i) Atleast two Research Publications during tenure of Assistant Professor (only original papers, meta-analysis, systematic reviews, and case series that are published in journals included in Medline, Pubmed Central, Citation index, Sciences Citation index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) will be considered). 1st three Authors or corresponding Author.</p> <p>(ii) Research project in lieu of publication/ authorship can be considered only if the person is Principal or Co- Principal investigator (PI/ CoPI) of a research project funded by a national research body such as Indian Council for Medical Research (ICMR), Department of Sciences & Technology (DST), Department of Bio-Technology (DBT) or any such body.</p> <p>(iii) Should have completed the Basic course in Medical Education Technology from Institution(s) designated by MCI/ NMC.</p> <p>(iv) Should have completed the Basic course in biomedical research from Institution(s) designated by MCI/ NMC</p>

[Signature]

Other relevant guidelines of APS

(A) Guidelines related to Personal Promotion Scheme (Both Super specialty and Broad speciality) will be according to AIIMS criteria only.

(B) At the same time as we are dependent on NMC for our recognition, the other recommendations e.g. publications, various basic courses in MET & Research etc would be complied as per NMC criteria.

© NMC criteria will be adopted for re-designation of Faculty in both Broad specialities & Super Specialty, on discretion of competent authority to facilitate NMC Assessment /efficient working/ teaching of any department. In such situation any faculty fulfilling the NCM criteria can be re-designated by competent authority. The re-designated will be without any financial implications and will have no effect on the seniority list.

(D) If any of the faculty members have been anyway adversely affected due to any Personal Promotion made as per NMC guideline in recent past, they may represent to the Director IGIMS and attempt will made to redress their grievances.

As per recommendations of SAC (26/296) and approval of BOG (105/1579):-

(i) Assistant Professor with Three years of service will be eligible for Assessment Promotion Scheme to the post of Associate Professor subject to clearance of the prescribed selection process.

(ii) Associate Professor with Three years of service will be eligible for Assessment Promotion Scheme to the post of Additional Professor subject to clearance of the prescribed selection process.

(iii) Additional Professor with Four years of service will be eligible for Assessment Promotion Scheme to the post of Professor subject to clearance of the prescribed selection process.

APPLICATION :- These Guidelines will apply to promotions to the faculty posts in grades of Associate Professor, Additional Professor and Professor.

ELIGIBILITY :- Assistant Professors & Associate Professors with 03 (three years) of regular service in the respective grades in IGIMS are eligible for Promotion as Associate Professor / Additional Professor respectively and Additional Professors with 04 (Four) years of regular service in the respective grades in IGIMS are eligible for Promotion as Professor.

PERIODICITY AND CRUCIAL DATE:- The Assessment Board will meet once a year and considered the fitness of all persons who have completed the requisite eligibility service as on 30th June of the year. All Promotions under the Scheme will be effective from 1st July.

SENIORITY LIST:- As per the rules in force, there can be direct recruitment to all grades of the faculty and selection on each occasion could be for appointment to be made at the same time but in more than once discipline. The combined seniority list of the Institute in each category shall be worked out as follows:-



(E) The seniority of employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selection on an earlier occasion being ranked senior as a block to those selected later as per rule.

(F) The preparation of seniority list of persons selected in the same selection committee would involve the following steps:-

STEP-I Draw up list of persons on the basis of their date of joining those on an earlier date being placed above those joining on a later date.

STEP-II In the list prepared as above, those who join on the same date may be arranged in order of age those born earlier being placed above those born later.

STEP-III : For those joining on the same date and adjusted as in step-II above according to their age, further re-arrangement may be carried out so that the original inter-seniority of the Institute employees in the Lower Post/ Grade maintained. This operation may be done by pulling down the junior in the previous combined seniority list immediately below his senior in that list now appearing in this list even though he may be elder in age.

STEP-IV : The above list may now be further modified to carry corrections of violation of departmental merit/ seniority laid down by the selection committee. This will be done by pulling the junior down immediately below his senior in merit.

NOTE:- In cases where a junior in the combined & seniority list is being considered for assessment, all persons senior to him/ her in the seniority list will also be considered even though the senior do not have the requisite years of service. The senior if found fit will be given notional promotion with effect from the date of promotion of his / her junior and for purpose of pay etc. It would be granted to him/ her with effect from the date of actual promotion i.e. the date on which he completes 4 years service on the grade at the IGIMS, provided the following two conditions are fulfilled :-

(a) Probation should have been completed by him/ her successfully.

(b) The total period of extension granted to join the service should not have exceeded 6 months.

ASSESSMENT PROCESS :- The Assessment Board shall take into consideration its recommendation of the Head of the Department/ Unit, the performance of the faculty members with reference to annual confidential reports and his/ her performance in the interview for deciding his fitness for promotion to the next higher grade.

NUMBER OF CHANCES:- A faculty member could avail of a total of three chances at each level for being considered for promotion under the scheme. The time of interval between the first and second chance would be two years and between this second and third chance three years.

A handwritten mark or signature, appearing to be a stylized 'H' or a similar character, located at the bottom center of the page.

RESEARCH PUBLICATION:-

(I) Assistant Professor with two research publication in indexed journals (Medline, Pubmed Central, Citation index, Sciences Citation Index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) as 1st three Authors or corresponding Author with 3 years of service will be eligible for Assessment Promotion Scheme to the post of Associate Professor.

(II) Associate Professor with four research publication in indexed journals (Medline, Pubmed Central, Citation index, Sciences Citation Index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) as 1st three Authors or corresponding Author with 3 years of service will be eligible for Assessment Promotion Scheme to the post of Additional Professor.

(III) Additional Professor with Six research publication in indexed journals (Medline, Pubmed Central, Citation index, Sciences Citation Index, Expanded Embase, Scopus, Directory of Open access journals (DoAJ) as 1st three Authors or corresponding Author with 4 years of service will be eligible for Assessment Promotion Scheme to the post of Professor.

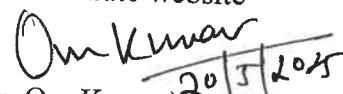
Sd/-
(Dr. Om Kumar)
Dean,
I.G.I.M.S., Patna-14

Memo No. 2068 /Acad. /2025

Dated: 20-05-2025

Copy forwarded to Director's Cell/Medical Superintendent/Professor In-charge Medical College/All Head of the Department & Officer In-charge/Administrative Section/Accounts Section/Guard for information and needful.

Copy to: - SE. (Bio-Medical) Engineer for information and uploading the Institute website


(Dr. Om Kumar) 20/5/2025
Dean,
I.G.I.M.S., Patna-14



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES:SHEIKHPURA: PATNA-14

(APPLICATION FORM FOR ASSESSMENT PROMOTION FOR FACULTY MEMBER)

(Please fill this pro-forma neatly typed: 08 Copies)

(BRIEF BIO-DATA)

01	Post Applied for:		
	Name	Date of Birth	
	Whether "No Objection Certificate furnished	Yes/No/Not Applicable	
	Total teaching experience after MD/MS/Ph.D./D.M./M.Ch. Years Months	
	Present Position:	Present Basic Pay with Pay Scale:	

02	Academic Qualification			
	Degree Examinations Indicate duration of MD/ MS D.M./M.Ch. Course	Month & Year	Marks obtained / Percentage	No of Attempt/s
	MBBS			
	MD/MS			
	DM/M.ch			
Any other Academic qualification				

03	Publication & Research Work (Give Number Only)			
		Published	Under Publication	Authorship
	I. Research Paper (a.) Index Journal (b.) Non-Index Journal
	II. Books a. (Text books) b. Edited books c. Educational books
	III. Chapter in Books
	IV. Abstracts (a.) Indexed (b.) Non-Indexed

Best Papers@Index Journal)

I. For Associate Professor02
II. For Additional Professor04
III. For Professor06

*(List should be enclosed separately)***4. RESEARCH GUIDANCE**(Number of scholars who have been awarded D.M./M.Ch./M.S./Ph.D. Degree under your supervision: Both Guide & Co-guide)

<u>Awarded</u>	<u>Under Submission</u>
1. Ph. D.:
2. M.D./M.S.:
3. D.M./M.Ch.:

5. TEACHING/RESEARCH EXPEREINCE

<u>Institution</u>	<u>Post Held</u>	<u>From</u>	<u>To</u>

6.

I	Research Projects as Chief Investigator Source of the Funding Agency :	Name of the Funding Agency	Year:	Total Amount
II	Award, Fellowship and memberships of Professional bodies		Name of the Body	Year
III	Membership of Educational Board of Indexed International Journals/Review Committee of National Bodies and Intuitions.			



IV	Services: Contributions made towards the development of new Univ./ Speciality/Laboratory/ Facility/Programme/ Therapeutic / or Diagnostic Procedures developed or patients taken (Enclosed evidence)	
V.	Special training	
VI	Contribution in Community & National Programme.	
VII	Describe your most notable contribution in Teaching & Research in 200 words	

IMPORTANT: I hereby declare that the information given by me in the pro-forma is correct to the best of my knowledge.

Signature
Name: