



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
All India Institute of Medical Sciences, Rajkot, Gujarat 360110
An Institution of National Importance under PMSSY, MoHFW
Government of India www.aiimsrajkot.edu.in

SOP No.- RC 07	Standard Operating Procedure for recruitment of manpower in projects
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1. The purpose of this SOP is to describe the administrative process involved in the recruitment of manpower in projects undertaken in AIIMS Rajkot.
2. To initiate recruitment in a research project the Principal Investigator(s) is to constitute a selection panel comprising of the PI, one or two Co-PIs, representative of Research Cell (to be nominated by Dean Research), representative of Admin (to be nominated by DDA), Co-opted members to represent women, minority and reserved categories.
3. PI would fill the designated form (Annexure 1) for project recruitment and attach all the supporting documents.
4. The completely filled form and all supporting documents along with note sheet, are to be submitted to the Research Cell by the PI.
5. The Research Cell is to process the note sheet and forward for approval of the Dean (Research), AIIMS Rajkot and then return the approved proposal to PI.
6. Principal Investigator(s) is to coordinate recruitment process including floating of the advertisement on the institute's website and holding the examination and/or interview.
7. The approved selection committee may shortlist the applicants based on a documented and pre-approved set of criteria, if large number of applications are anticipated/received. The list of such short-listed candidates is to be published in the institutional website before holding the selection examination/interview.
8. On the day of the examination/interview, documents of the candidates are to be screened by the selection committee to determine their eligibility against the criteria published in the concerned advertisement.

Document Name	SOP for recruitment of Project staff	Revision No.	0
Issue No.	1.0	Issue Date	01 Jan 2025
		Page No.	Page 1 of 5



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9. Attendance of all the candidates who appeared in exam/interview is to be recorded by getting their signature on an attendance sheet (Make sure that the name of the candidate in the attendance sheet is legible, matches with the same in his educational certificates/experience certificates/ID Proof documents and the date of the birth of the candidate is also recorded on the attendance sheet to ensure the correct identity of a candidate).
10. Attendance sheet of the candidates is to be signed by all the members of selection panel.
11. An attendance sheet of selection panel with the signatures of the members is to be collected.
12. Scoring matrix is to be documented and approved by all the members of selection panel by having their signature on it (in case of a written exam, a copy of the question paper is to be signed by all the members of selection panel to ensure that the panel is satisfied and agrees that the questions are appropriate to test the suitability of the candidates for the post applied).
13. The final scoresheet is to be signed by all the members of the selection panel.
14. A final list of selected candidate(s) along with wait listed candidates (if any) is to be prepared in the form of a draft result signed by the PI.
15. Documents listed in point nos. 7-14 are to be sent by PI to the Research Cell in the same file in which approval of the Dean (Research) was taken for initiating the recruitment process.
16. The Research Cell is to examine the documents related to the selection process and then forward for approval of selection of the project staff to the Dean (Research), AIIMS Rajkot and then return the approved documents to PI.
17. Principal Investigator(s) is to send the approved result (as given in point no. 14) to the IT cell for posting on the Institutional website.
18. An offer letter is to be issued by the Principal Investigator(s) to the selected candidate(s) with the latest joining date. The offer letter should at least specify the designation, salary, leave

Document Name	SOP for recruitment of Project staff		Revision No.	0	
Issue No.	1.0	Issue Date	01 Jan 2025	Page No.	Page 2 of 5



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
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entitlement, notice period, provision of deducting security deposit (from initial one or two salaries) and last date of joining.

19. The candidate is required to report the Principal Investigator(s) on or before latest date of joining mentioned in the offer letter, failing which offer is to be sent to the next wait-listed candidate.
20. Office order after joining shall be issued by the Research Cell mentioning the duration of employment and salary with intimation to the DDO and accounts officer AIIMS Rajkot.
21. Daily attendance of the project staff shall be maintained by PI,
22. Monthly attendance of the project staff shall be forwarded by the PI to Research cell by 25th of each month. Research cell shall compile attendance of all project staff and forward it to the account officer for release of salary.
23. Extension of tenure of any project staff beyond the initial engagement will be subject to their satisfactory performance. It may be granted as per terms and conditions of the offer letter after obtaining approval of Dean (Research).
24. Relieving order after relinquishing the appointment and experience certificate for any project post shall also be issued by the Research Cell.

Document Name	SOP for recruitment of Project staff		Revision No.	0	
Issue No.	1.0	Issue Date	01 Jan 2025	Page No.	Page 3 of 5



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
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Annexure 'A'
(Ref Sr 3 of SOP/RC07)

FORMAT FOR APPLYING FOR RECRUITMENT OF MANPOWER IN PROJECTS

Project number:

Name of the project:.....
.....

Name of the PI:

Department of the PI:

Name of the Funding Agency:.....

Date of initiation of the project:

Duration of the project:.....

Grant received under salary head:.....

Amount spent from Salary head till date:

Name of the post		
No. of vacancies to be advertised		
Duration of the appointment		
Eligibility Criteria to be advertised (including age, essential and desirable educational qualification & work experience, as applicable)	Attached vide Draft Advertisement (Annexure II) Supporting evidence for the eligibility criteria proposed is attached vide Annexure III	
Whether any change has been made in the eligibility criteria approved by the funding agency. If yes, please give evidence of its vetting by the funding agency	Attached vide Annexure	Attached vide Annexure

Document Name	SOP for recruitment of Project staff	Revision No.	0
Issue No.	1.0	Issue Date	01 Jan 2025
		Page No.	Page 4 of 5



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
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Monthly salary		
Mode of recruitment proposed (Tick whichever is appropriate)	1. Written Exam only 2. Written Exam followed by Interview/skill test 3. Interview only 4. Interview followed by skill test	1. Written Exam only 2. Written Exam followed by Interview/skill test 3. Interview only 4. Interview followed by skill test
Proposed date for recruitment exam/ interview		
Last date for submission of applications		
Mode of applying: Paper/ Electronic		
Address/E-mail for submitting applications		
Panel proposed for the recruitment (Please include PI, one or two Co-PIs, representative of Research Cell, representative of Admin, Co-opted members to represent women, minority and reserved categories)		

Draft advertisement, attached by the PI with the note sheet, to contain this information. The draft advertisement should clearly mention that these posts are purely time-bound subject to continuation of funding for the project.

.....
(Signature of the PI)

.....
(Signature of the HoD)

Document Name	SOP for recruitment of Project staff	Revision No.	0
Issue No.	1.0	Issue Date	01 Jan 2025
		Page No.	Page 5 of 5