

Annexure

Guidelines for Externship at AIIMS, Rishikesh

The externship is a scholastic program for a student for attaining an opportunity to discern about best clinical practices and new advancement in technology with mention to his/her field of specialization.

1. Eligibility

- Externship will be provided to post graduate and undergraduate students sponsored /recommended by Central/State government affiliated institutions/universities and the institutes with which a 'Memorandum of Understanding' (MOU) has been signed with AIIMS, Rishikesh. The students of NMC recognized, private medical colleges and Deemed/Deemed-to-be universities may also be allowed to undergo externship.
- Candidates must continue to be in education/training of the sponsoring institution even after the end of observership at AIIMS, Rishikesh.
- Compulsory rotatory internship (except for MOU signed institutes or for special permission by competent authority) will not be allowed for external candidates.

2. Duration

- Externship will be allowed for a maximum of 6 months. This period may be extended as per the merit of given reason and with the permission of competent authority of AIIMS, Rishikesh.

3. Permitted Academic jobs during externship

- A candidate will not be allowed any direct/independent access to hands-on patient care or contact, examination, or other work during his/her Externship
- Any candidate will be allowed to participate under supervision of faculty to assist in any OPD non-invasive medical procedures/test and will not be allowed even 'under supervision of faculty' for patient treatment/surgeries/invasive procedures/research work.
- A candidate will abide by keeping the privacy and confidentiality of every patient.
- A candidate who is pursuing post-graduation or any other equivalent degree from other institutions will not be allowed to do any research or part of it related to their degree/course for example dissertation/thesis.
- This observership will not lead to the award of any degree/diploma or equivalent professional qualification.

4. Bench Fee:

- The externship will be charged i.e. 'Bench Fee' of Rs. 10,000/- per month.
- The exemption/concession of 'bench fee' may be considered by the permission of the competent authority of AIIMS, Rishikesh to the candidates from government institutes and MOU signed institutes.
- Bench fee has to be deposited in advance for total duration asked for observership and if the candidate leaves early, no refund will be permissible. An undertaking has to be signed before joining for the same. Approval will not be given if reapplied for externship in succession.

5. Hostel Accommodation

- Due to shortage of hostel accommodation, hostel facility is not available.

6. Role of Respective Head of the Department for Externship

- The externship will be permitted by Dean Academics office in consultation with the HOD of the respective department to determine 'eligibility, period and feasibility' for a candidate.
- HOD of each department may make its own guidelines required for deciding the eligibility of a candidate for externship so that any applicant does not automatically acquire externship even if He/she is not totally suitable for the same.

Handwritten signatures of various officials at the bottom of the page, including names like 'Ankur', 'J. P. Dhillon', and 'J. P. Dhillon'.

- HOD will ensure that the extern is following all the guidelines, will keep a record of attendance & performance of the extern and at the completion of externship will send a 'concluding report' with attendance to Dean Academics office.
- HOD will ensure that presence of 'Extern/s' in a particular department should not affect the training of postgraduates/ residents in the department.
- HOD will ensure that the applicants who have previously received externship at AIIMS, Rishikesh may not be considered for repeated opportunities.
- **Only the Academic Section will issue certificate of externship. Department can not issue any certificate to this effect.**

7. Procedure of applying for the externship

- Candidates desirous of externship shall be required to submit their bio-data along with documents/ certificates for evaluation. Candidates should submit the application along with a write up (of not more than 300 words) defining 'objectives of his/her visit' and his/her 'expectations from this externship'.
- Candidates have to submit their applications routed through proper channel i.e. from the Appointing authority / Vice Chancellor / Administration / Dean / Principal, of their current University / Institution. The Authority's approval letter 'in Original' is required with application. Application(s) forwarded by the Professor/ Head of the Department /Self will not be considered.
- A minimum of 3–4 weeks' time will be expended to process the application by Dean Academics office so before that do not enquire about the decision.
- The candidate has to sign an undertaking at the time of commencement of his/her externship regarding his/ her 'conduct and role and responsibilities' during the training, he /she is not allowed to mention this externship for any kind of advertisement on letter head, visiting card, name plate etc and will not use AIIMS logo on any of his/her documents.
- Candidates are advised to report to Academic Section, AIIMS Rishikesh, when they receive a communication from there regarding the approval of dates of observership.

Application may be sent to:

Dean Academics
All India Institute of Medical Sciences,
Veerbhadrar Road, Rishikesh 249203,
Uttarakhand, India
Email: Dean@aiimsrishikesh.edu.in

Candidates are advised to fill up each & every column of the application form & read the instructions/ guidelines carefully before filling up the form. Incomplete applications will be rejected straightaway.

(Adapted from: Observership, Academic Rules, AIIMS, Delhi and inclusions of approved modifications from Academic Committee-Vth & XIIIth AIIMS, Rishikesh)

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अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences Rishikesh

Application Form for Externship at AIIMS, Rishikesh

Name (IN BLOCK CAPITALS)

1. Father's Name (IN BLOCK CAPITALS)

2. Mother's Name (IN BLOCK CAPITALS)

3. Date of Birth: Day Month Year

4. Correspondence Address

Affix recent
passport
size
photograph

Mobile No. e-Mail

5. Permanent Address

Mobile No. E. Mail

7. Contact Name & Number (for emergency contact)

8. Nationality: Religion State of Domicile:

9. Aadhar No.

10. Specific period with dates of externship

11. Specific name of program of externship

12. Name of the dept in which externship is required

13. Name & Place of affiliated organization (University/Institute)

14. Nature of affiliated organization-Govt/Private

15. End date of current academic course/employment

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16. Academic Qualification:

Examination	Year	College/ Institute	Board/Univ	Marks		
				Max	Obt	%age
High School						
Intermediate						
Under-graduation Degree						
Post-Graduation Degree						
Any other						

Declaration:

• I certify that information given in the application for externship are correct and if any of them is found to be incorrect, the decision of the competent authority of AIIMS, Rishikesh will be final and binding on me.

• I certify that all my 'Originals Certificates' (i.e. 10th Mark sheet, 10th Passed /Age proof, 12th Mark sheet, Undergraduate degree & registration, Postgraduate degree & registration) are authentic. If any is found false, my candidature will be treated cancelled at any time during the externship.

Undertaking:

- I declare that I will abide with all the rules and regulations of AIIMS, Rishikesh during my externship
- I declare that I will deposit 'bench fee' in advance for total duration asked for externship and if I leave early, no refund will be permissible to me from AIIMS, Rishikesh. Approval will not be given to me by AIIMS, Rishikesh if I reapplied for externship in succession.
- I declare that I will not use any kind of advertisement on letter head, visiting card, name plate etc in the name of AIIMS, Rishikesh and will not use AIIMS, Rishikesh logo on any of my documents at present or in future.

Signature of Applicant with date

(Name of applicant)

[Handwritten signatures and marks are visible at the bottom of the page, including a large signature on the right and several smaller ones on the left and center.]

**JOINING FORM FOR EXTERNSHIP
AIIMS, RISHIKESH**

Name		
Father's Name		
Contact Mobile Number		
Email Id		
Address		
Subject of Post-graduation/Other		
Name of the Institute from where candidate is being designated for externship		
<ul style="list-style-type: none"> ▪ Letter No & Date of Certificate from 'Head of Institute' from where candidate is being designated for externship. ▪ Attach a copy (Yes/No) 		
Department of externship at AIIMS, Rishikesh		
Duration requested (dates)	From	To
Total Months		
<ul style="list-style-type: none"> ▪ Fees amount deposited ▪ Receipt number ▪ Attach copy of receipt (Yes/No) 		

Signature of Candidate

Signature of Head of Department with Seal

Associate Dean (AHS)/Associate Dean (PG)

Note: 'Head of Department' will ensure that the extern is following all the guidelines, will keep a record of attendance and performance of the extern and at the completion of training, will send a 'concluding – report' with attendance to Dean Academics office.

[Handwritten signatures and initials are present below the note, including names like Anur, Nishu, and others.]



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences, Rishikesh

AIIMS-Rish/Assoc. Dean (AHS)/ Dated.....

Designate for Assignment (DFA)

To,

Mr./Ms.....

Mobile No.....

D/o, /S/o. Mr.....

• This is to inform you that your application of for Months in the department of has been approved by competent authority, AIIMS Rishikesh & permission is granted for the same as per guidelines of Externship of AIIMS Rishikesh.

• Total of Rs...../ (Rupees.....) to be deposited online for the duration of Months, from.....to.....

- All original documents/certificates need to be produced at the time of joining.
 - Dress Code: White scrub suit and shoes to be worn.
 - A candidate will not be allowed any direct/independent access to hands-on patient care or contact, examination, or other work during his/her Externship
 - Any candidate will be allowed to participate under supervision of faculty to assist in any OPD non-invasive medical procedures/test and will not be allowed even 'under supervision of faculty' for patient treatment/surgeries/invasive procedures/research work.
 - A candidate will abide by keeping the privacy and confidentiality of every patient.
 - A candidate who is pursuing post-graduation or any other equivalent degree from other institutions will not be allowed to do any research or part of it related to their degree/course for example dissertation/thesis.
 - This observership will not lead to the award of any degree/diploma or equivalent professional qualification.
 - **Academic Section will issue the certificate of observership.** Department can not issue any certificate to this effect.
 - This is not allowed to mention this externship for any kind of advertisement i.e. on letter head, visiting card, name plate etc and will not use AIIMS logo on any of your documents in present or future.
 - AIIMS Rishikesh will not provide any hostel accommodation and stipend for the same.
 - Further elaborate guidelines can be read from website for rules of externship.
- This issues with approval of competent authority, AIIMS Rishikesh.

Dean Academics / Associate Dean (AHS)
AIIMS Rishikesh.

Copy to:

1. Dean (A) if signed by Associate Dean (AHS)
2. HOD of the concerned department