

## Annexure

**Guidelines for Observership at AIIMS, Rishikesh**

The observership is a scholastic program for a faculty or 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**

- Observership will be provided to faculty sponsored /indorsed by Government Institutions/ Autonomous Bodies (Government Funded) /Defence services. The faculty of NMC recognized private medical colleges may also be allowed to undergo observership. candidates must continue to be in training/employment of the sponsoring institution even after the end of observership at AIIMS, Rishikesh.
- Observership will be allowed to the students pursuing postgraduate courses from government institutes.
- Compulsory rotatory internship (except for MOU signed institutes or special permission by competent authority) will not be allowed for external candidates.
- It will not be allowed to the private practitioners or undergraduate students (except for MOU signed institutes).

**2. Duration**

- Observership 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 observership**

- A candidate will not have access to hands-on patient care, examination, clinical treatment of patients, to assist in any medical procedures, test or surgeries and research or other work during his/her Observership
- 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 MD thesis.
- An observer will abide by keeping the privacy and confidentiality of every patient.
- This observership will not lead to the award of any degree/diploma or equivalent professional qualification.

**4. Bench Fee:**

- An observer will be charged '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 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 Observership**

- The observership 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 observership so that any applicant does not automatically acquire observership even if he is not totally suitable for the same.



• HOD will ensure that the observer is following all the guidelines, will keep a record of attendance & performance of the observer and at the completion of training will send a 'concluding report' with attendance to Dean Academics office.

• HOD will ensure that presence of 'Observer/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 training/observership at AIIMS, Rishikesh may not be considered for repeated opportunities.

**• Only the Academic Section will issue certificate of observership. Department can not issue any certificate to this effect.**

## 7. Procedure of applying for the observership

• Candidates desirous of observership 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 observership'.

• Candidates have to submit their applications routed through proper channel i.e. from the Appointing authority / Vice Chancellor / Administration / Dean / Principal, of their current Employment/Educational Organization/ 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 observership regarding his/ her 'conduct and role and responsibilities' during the observership, he /she is not allowed to mention this observership 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,  
Veerbhadrha 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.

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(Adapted from: Observership, Academic Rules, AIIMS, Delhi and inclusions of approved modifications from Academic Committee-V<sup>th</sup> & XIII<sup>th</sup> AIIMS, Rishikesh)

Handwritten signatures and initials in blue ink at the bottom of the page, including a large signature on the right and several smaller ones on the left and center.





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

Application Form for Observership at AIIMS, Rishikesh

Affix recent  
passport  
size  
photograph

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 .....

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 observership .....

11. Specific name of program of observership .....

12. Name of the dept in which observership 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 .....

*(Handwritten signatures and marks)*



## 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 observership 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. 10<sup>th</sup> Mark sheet, 10<sup>th</sup> Passed /Age proof, 12<sup>th</sup> 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 observership.

**Undertaking:**

- I declare that I will abide with all the rules and regulations of AIIMS, Rishikesh during my observership
- I declare that I will deposit 'bench fee' in advance for total duration asked for observership 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 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)

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**JOINING FORM FOR OBSERVERSHIP**  
**AIIMS, RISHIKESH**

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

Signature of Candidate

Signature of Head of Department with Seal

Associate Dean (AHS)/Associate Dean (PG)

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

*(Handwritten signatures and initials are present at the bottom of the page, including a large signature on the right and several initials on the left.)*





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 Observership, 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.
  - A candidate will not have any access to hands-on patient care or contact, examination, research or other work during his/her Observership
  - 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 MD thesis.
  - Any candidate will not be allowed to participate in the clinical treatment of patients, to assist in any medical procedures, test or surgeries.
  - An observer will abide by keeping the privacy and confidentiality of every patient.
  - 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 observership 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 observership.
- 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

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*