

RECRUITMENT RULES FOR THE POST OF DEAN

1.	Name of the post	:	Dean
2.	Number of post	:	1 (one)
3.	Classification of post	:	Group 'A'
4.	Scale of Pay	:	PB-4 Rs.37400-67000 +10000 Grade Pay + Special Pay of Rs.1000/-
5.	Whether selection post or non-selection post	:	Not applicable
6.	Age limit for Direct Recruitment	:	Not exceeding 59 years
7.	Age for Superannuation	:	62 years
8.	Period of probation, if any	:	1 year
9.	Education Qualification	:	<p>i) A medical qualification included in Schedule I & II or Part II of the third Schedule of the Indian Medical Council Act of 1956 (candidates possessing the qualifications included in Part-II of the third Schedule should also fulfill the conditions specified in Section 13(3) of the Act).</p> <p>ii) A postgraduate qualification, e.g., MD/MS or a recognized qualification equivalent thereto.</p> <p>Experience: Minimum of ten years teaching experience as Professor / Associate Professor / Reader in a medical college / Institution. Preference for this appointment may be given for experience as Heads of the Department in the Medical College recognized by MCI.</p>
10.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by absorption / deputation and percentage of post to be filled by various departments	:	Direct Recruitment failing which by Deputation and failing both by contract for two years who are fulfilling the age, educational qualification and experience prescribed by MCI. For contract appointment, the remuneration will be on lump sum as prescribed for Direct Recruits.
12.	In case of recruitment by promotion / absorption / deputation, grade from which promotion / absorption / deputation is to be made	:	Not applicable
13.	Tenure of the post	:	5 years or on attaining the age of 62 years whichever is earlier
14.	In case of recruitment by Deputation, grade from which the deputation is to be made	:	Deputation is to be made from the Professors working in Govt./Autonomous Bodies who are fulfilling the age, educational qualification, experience prescribed for Direct Recruitment.
15.	Composition of the Recruitment/Selection Committee	:	<p>Chief Secretary to Government-Chairman</p> <p>Secretary to Government (Health) – Member</p> <p>Director, JIPMER – Member</p> <p>Director, DHFWS – Member</p> <p>One expert to be nominated by the Vice Chancellor of Pondicherry University to which the college is affiliated. – Member</p>

DEAN

1. The Dean shall be whole time officer of the Institution and shall be appointed by the Governing Body on such terms and conditions as may be laid down.
2. The Dean shall be directly responsible to the Director of the Institution for the proper discharge of his duties and functions.
3. The Dean shall exercise such powers and perform such duties as may be delegated or assigned by the Director.
4. The Dean is overall responsible for all students and academic and research activities of the Institute.
5. The Dean shall coordinate all co-curricular and extra curricular activities of the students.
6. The Dean shall be assisted by the Registrar (Academic) in dealing with all academic activities and in all interactions with the University /MCI/other Institutions.
7. Wardens of the different hostels shall report to the Dean about the day to day functioning and maintenance of hostels and other services provided therein.
8. The request for leave from faculty members of pre and para clinical departments, requests for attending conferences, CME programmes, etc. will be controlled by the Dean.
9. He/she will inculcate punctuality and discipline among all staff and appropriate disciplinary action will be initiated against the defaulters.
10. He/she will be responsible for the redressal of genuine grievances of all college staff within his powers.
11. He/she will conduct periodical evaluation of all staff, academic policies, equipments, buildings, etc. with a view of improvement.
12. He/she will undertake any other duties or projects as desired by the Director.

Shamir