



RAJSHREE MEDICAL & RESEARCH INSTITUTE, BAREILLY

SERVICE RULES FOR EMPLOYEES

1. APPOINTMENT

- 1.1 These Rules shall apply to all staff members who have been recruited by competent authority of Rajshree Medical & Research Institute, Bareilly (UP).
- 1.2 No person shall be deemed to be in the regular employment of the Institution/Hospital unless and until he has received a letter of appointment from the appointing authority with that effect.
- 1.3 Appointment for all designated posts at Rajshree Medical & Research Institute, Bareilly will be made on the basis of the recommendations of Staff Selection Committee of the Institute.
- 1.4 An appointee has to submit medical fitness certificate issued by competent authority at the time of joining on designated post.
- 1.5 All appointments shall ordinarily be made on probation for a period of 1 year for teaching staff & 6 months for Non-teaching staff.
- 1.6 At the end of probation period, an employee will be assessed on the basis of job satisfactory report in the format from his/her supervisory authority for continuation of his/her services. If any employee is found to be involved in any act of indiscipline, his/her services will be terminated with immediate effect without any prior notice.
- 1.7 All selected candidates are required to submit Xerox copies of the following documents before joining:
 - Educational/Professional Qualification Certificates,
 - Teaching Experience Certificates/Other experience certificates,
 - Proof of address.
 - Proof of DOB,
 - Copy of PAN Card,
 - Identify Proof / Aadhar Card
 - Form No. 16 (if applicable)
 - Relieving Certificate from the previous employer, if applicable.
 - Any other document(s) as per requirement for the said post.

Salary will be released only on submission of all the required documents as above.

- 1.8. Special service contract: The Dean may appoint an employee on contract basis for a fixed period on such terms and conditions which he deems proper and fit as per the requirement of the Institution.

2. WORKING HOURS

- 2.1 Working hours of the institute is from 8:00 am to 5:00 pm including one hour lunch time. Additionally there are shift duties also (Morning/Evening/Night). The timing of shift duties will be decided according to the need of the concerned department.
- 2.2 Employees of shift duties shall handover the charge to the reliever, before leaving their duty place.
- 2.3 Hospital working hours are 9:00 am to 4:00 pm. However, teaching of the departments will start from 8:00 am which will continue till 5:00 pm. All faculty members/doctors/residents shall engage their classes/clinics as per schedule without fail.
- 2.4 In addition to the morning clinical posting schedule from 10:00 am to 1:00 pm, evening clinical posting of students from 6:00 pm to 8:00 pm is mandatory for the doctors/faculty /residents as per institute teaching schedule.



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3. DUTIES

- 3.1 For all clinicians, it is mandatory to take appropriate action for the betterment of the patients. Every clinician should ensure best patient's care at OPD/IPD level.
- 3.2 All employees should behave politely, friendly and extend their fullest cooperation with all the patients.
- 3.3 All faculty /Residents should be actively involved in the teaching assignments, strictly as per the schedule provided to them from time to time.
- 3.4 Faculty /residents may be posted for call duties/emergency duties, Camp duties as well as RHTC & UHTC duties as and when required.
- 3.5 All faculty members are expected to publish Research papers in Indexed Indian/Foreign Journals which is required for promotion to higher post as per MCI guidelines.

4. PAYMENT OF SALARY

- 4.1 Salary will be credited in employee's account of Canara Bank, RMRI Branch Bareilly only, in the second week of each month for which he/she has to submit his account detail to the HR section.
- 4.2 Annual increment will be released taking into consideration their performance (confidential report CR) submitted by the superior authority to the Dean.
- 4.3 The payment of his/her salary shall be subject to the deductions of Income-tax (TDS), if applicable.
- 4.4 All employees will be required to deposit one month salary as security. Alternately, they may use the option of deduction of 10% of their salary every month to build the security deposit of one month salary. The Security Deposit will be refunded at the time of proper relieving.

5. LEAVE RULES

The employees will be entitled to avail different kinds of leaves as per details given below:

Leaves	No. of Days	Entitled Employee
Casual Leave	12	All employees of RMRI (Teaching & Non Teaching)
Medical Leave	10	All employees of RMRI after one year service (Teaching & Non Teaching)
Earned Leave	10+5	Only Clinical faculty (Teaching) & Non Teaching staff
Summer Vacation	10	Only College faculty (Pre & Para Clinical)
Winter Vacation	05	Only College faculty (Pre & Para Clinical)
Conference Leave	conference period only	All Faculty (Pre, Para & Clinical)
Academic Leave	10	All Associate Professors & Professors of College & Hospital
Maternity Leave	30	Available upto two children. T&C apply (Teaching & Non Teaching) with prior information.

The above leaves will be availed by the employees of the Institute subject to the following conditions:

Leave cannot be claimed as a matter of right. The sanctioning authority may refuse or revoke leave of any kind. Leave can only be availed after prior sanction from the appropriate authority. Leave without prior sanction, if availed, will be treated as leave without pay. Other conditions relating to various kinds of leaves are as under:-