



Government of Karnataka  
ಧಾರವಾಡ ಮಾನಸಿ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ  
**DHARWAD INSTITUTE OF MENTAL HEALTH AND NEUROSCIENCES**  
Belgaum Road, DHARWAD



Phone:0836-2436596 Website: www.dimhans.karnataka.gov.in E-mail: director.dimhans@yahoo.com

**APPLICATION PROFORMA FOR DEPARTMENTAL PROMOTION**

**INSTITUTION TYPE: GROUP-A SUPER-SPECIALTY PG ONLY INSTITUTION**

**DEPARTMENT OF \_\_\_\_\_**

**1. INSTITUTIONAL DETAILS:**

Name of the Teaching Faculty		Affix recent color PP size photograph and self-attest across the photograph
Department working		
Current Designation		
Date of Birth (as on SSLC marks card)		
Category under direct recruitment	GM / SC / ST / OBC ____ / PH	
Date of Joining Institution		
Date of letter of permission from MCI to start PG courses	26/02/2019 (vide MCI Letter of Permission no. MCI-50(22)/2018-Med/181653 dated 26/02/2019)	
Is Probation period declared	Yes / No; If yes, specify date _____ (Enclose copy)	

**2. ACADEMIC QUALIFICATIONS:** (Enclose Self-Attested photocopies of all the certificates)

Sl. No.	Name of the Degree and Specialization	Year of Passing	Name of the Medical College, Place & University	Is it MCI recognized
UG				
PG				
Ph.D.				
ANY OTHER				

Signature of the Teacher that above information is true and correct as per latest MCI norms:

Signature with remarks of the concerned HOD:

### 3. TEACHING EXPERIENCE:

(Enclose all teaching experience certificates only from \*MCI permitted/recognized medical college/institution)

#### Note:

1. Only full time teaching in a teaching institution affiliated to RGUHS / other Universities established by law in India is considered as teaching experience, **subject to such teaching experience is obtained from the date of Letter of Permission as per the MCI regulations.**
2. Attested copies of appointment order, relieving order, teaching experience certificate, promotion order & PG degree medical council registration certificate, etc., to be enclosed to claim such teaching experience as stated in the above said note-1.
3. Qualifications and eligibility for appointment and promotion shall be as per the latest MCI guidelines.

#### INSTRUCTIONS:

1. The Prescribed Proforma must be duly filled by the applicant in his own handwriting and submitted to the Director through the concerned HOD.
2. The concerned HOD should verify all the information provided especially the date of birth, qualification, experience, and service details before sending the proforma to the Director.
3. Ensure that attested copies of all relevant documents are furnished along with the application.
4. The concerned HOD will be held responsible for any false information provided.
5. Incomplete and incorrect applications and applications with false information will be rejected and they are liable for disciplinary action by the Institute/DPC/University.

Designation	Name of the Institution (MCI permitted/ recognized medical college/institution)	Duration of teaching		Subject Taught
		From	To	

Signature of the Teacher that above information is true and correct as per latest MCI norms:

Signature with remarks of the concerned HOD:

4. **RESEARCH EXPERIENCE / PUBLICATIONS: As per NMC TEACHERS ELIGIBILITY QUALIFICATIONS IN MEDICAL INSTITUTIONS REGULATIONS, 2022 dated 14/02/2022**

**Details of Research Publications**

**Total No. of such Research Publications \_\_\_\_\_ as Assistant Professor and \_\_\_\_\_ as Associate Professor**

Sl. No.	Journal Name	Indexed as per NMC (14/02/2022) (Yes / No)	Mention Indexing agencies as per NMC guidelines only (14/02/2022)	Type of Publication		
				Original articles (Yes / No)	Review articles/ meta- analysis (Yes / No)	Case series (Yes / No)
1						
Mention paper:						
2						
Mention paper:						
3						
Mention paper:						
4						
Mention paper:						
5						
Mention paper:						
6						
Mention paper:						
7						
Mention paper:						

**5. Any other relevant information:** (Attach a separate sheet)  
(Regarding additional qualifications, achievements, publications, awards, etc.,)

**6. Declaration by the Teacher:**

- a) I hereby declare that the above information provided by me is true and correct as per latest NMC guidelines and regulations as available on NMC website.
- b) I am aware about the NMC guidelines for eligibility of teaching faculty in medical college/institutions as per the gazette dated 14/02/2022.
- c) I am aware about the NMC Notification F. No. NMC/MCI-23(I)/2021-MED. dated 14.02.2022 that state about the criteria for teaching experience, qualifications, including that of research publications for appointment and promotions of teaching faculty into medical college/institutions and I have mentioned accordingly in my application.
- d) I am fully aware that this application for promotion will be scrutinized by the Institution for its completeness and correctness as per the laid NMC guidelines for eligibility for various teaching posts for teaching faculty in medical college/institutions before being forwarded to the Departmental Promotion Committee for consideration.
- e) I am fully aware that the teaching experience of teaching faculty is counted as per the MCI / NMC regulations as mentioned and clarified in the MCI / NMC website and I have mentioned accordingly in my application.
- f) I am fully aware about the rules vide G.O. No. HFW 102 MMC 2019, Bengaluru, dated 04/05/2020 sl.no 13 of Government of Karnataka regarding Time Bound Promotion (TBP) of teaching faculty in Medical college/institutions that even if I am eligible as per MCI norms but the said post is not vacant, TBP of pay scale of that of promotional post (but not the post/designation per se) may be granted by the Departmental Promotion Committee. For Assistant Professor to Associate Professor it is five years of continuous service as incumbent Assistant Professor, and for Associate Professor to Professor, it is ten years of continuous service as incumbent Associate Professor in the medical college/institution.
- g) I declare that I am aware and have been shown the following guidelines, Government Orders, MCI gazettes and circulars, etc for appointment and promotions of teaching faculty in medical college/institutions and have been satisfied and applied accordingly in this application.
  - i. NMC Notification F. No. NMC/MCI-23(I)/2021-MED. dated 14.02.2022
  - ii. G.O. No. HFW 102 MMC 2019, Bengaluru, dated 04/05/2020 sl. no 13 of Government of Karnataka regarding Time Bound Promotion (TBP) of teaching faculty in Medical college/institutions
  - iii. MCI FAQs for the MCI gazette dated 08/06/2017 FAQs REGARDING TEQ REGULATION AS AMENDED VIDE NOTIFICATION NO. MCI-12(1)/2017-Med.Misc./115698 DATED 5TH JUNE 2017 available at <https://nmc.org.in/wp-content/uploads/2018/01/FAQ-TEQ.pdf>
  - iv. MCI Letter of Permission no. 181653 dated 26/02/2019 to start PG courses in MD Psychiatry at DIMHANS.
- h) I am aware that declaration of probationary period is mandatory for consideration of promotion
- i) I shall take the sole responsibility for any wrong information provided and liable for any action taken by the Departmental Promotion Committee.

**Place :**

**Date :**

**Signature of the Teacher**

**7. CHECKLIST FOR DOCUMENTS SUBMITTED:**

<b>Sl No</b>	<b>Self-attested Documents to be submitted along with application for promotion consideration</b>	<b>Enclosed</b>
1	SSLC marks card for Date of Birth	YES / NO
2	Appointment order of DIMHANS	YES / NO
3	Joining letter of DIMHANS	YES / NO
4	Probation period declaration letter	YES / NO
5	MBBS degree certificate	YES / NO
6	MD/DNB degree certificate from MCI/NMC recognized medical college / institution in concerned subject	YES / NO
7	KMC registration certificate	YES / NO
8	Teaching experience of all previous and current Institution/s	YES / NO
9	Research Publications as per NMC	YES / NO
10	Online Basic Course in Bio-Medical Research Certification ( <i>mandatory only if claim for promotion is based on MCI gazette dated 17/02/2020</i> )	YES / NO
11	Basic Course in Medical Education Technology ( <i>mandatory only if claim for promotion is based on MCI gazette dated 17/02/2020</i> )	YES / NO
12	APR/CR of all years of service at DIMHANS	YES / NO
13	Caste Certificate	YES / NO / NA
14	Income Certificate	YES / NO / NA
15	Physically handicapped Certificate	YES / NO / NA
16	Any others (specify)	

**Place :**

**Date :**

**Signature of the Teacher**

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**FOR OFFICE USE ONLY**

**Application and Documents Verification as per latest NMC norms:**

**Is the application COMPLETE in all respect as per NMC norms? YES or NO**

**If NO, mention deficit:**

**Is the application CORRECT in all respect as per NMC norms? YES or NO**

**If NO, mention deficit:**

**Are all documents claimed for promotion ENCLOSED along with application? YES or NO**

**If NO, mention deficit:**

**Signature of the Verification Officer/Concerned HOD:**

**Observations by Institutional Promotion Review Committee after verification of application and documents submitted thereon, at its meeting held on \_\_\_\_\_ at DIMHANS:**

1	Is latest NMC norms dated 14/02/2022 followed in evaluation of application?	YES / NO
2	Is minimum academic qualifications met for claimed promotion post as per NMC?	YES / NO
3	Is minimum teaching experience met for the claimed promotion post as per NMC?	YES / NO
4	Is minimum Research publications met for the claimed promotion post as per NMC?	YES / NO
5	Is the Teacher eligible for consideration for the claimed promotion post as per NMC?	YES / NO

**If the Teacher is ELIGIBLE for the claimed promotion post as per NMC and KCSR norms, then mention below the reason/s thereto prior to forwarding to DME for final decision.**

- 1.
- 2.
- 3.
- 4.
- 5.

**If the Teacher is NOT ELIGIBLE for the claimed promotion post as per NMC and KCSR norms, then mention below reason/s thereto prior to forwarding to DME for final decision.**

- 1.
- 2.
- 3.
- 4.
- 5.

**Hence, applicant is ELIGIBLE/NOT ELIGIBLE for claimed promotion as per NMC and KCSR**

**Forward to DME for final decision in DPC:**

**Signature, Seal and Remarks by the concerned HOD:**

**Signature, Seal and Remarks of Chief Administrative Officer:**

**Signature, Seal and Remarks of Director, DIMHANS:**