

**F.No.2-2/2020-PN.I**  
**Government of India**  
**Ministry of Human Resource Development**  
**Department of Higher Education**  
**(PN.I Section)**

Room No. 206-C, Shastri Bhawan  
New Delhi, dated 12<sup>th</sup> March, 2020

To

The Registrar  
National Institute of Educational  
Planning & Administration (NIEPA)  
17-B, Sri Aurobindo Marg,  
New Delhi-110016"

**Subject:- Amendment(s) in Recruitment Rules and Service Regulations for Teaching and Non-Teaching Staff of NIEPA – reg.**

Sir,

I am directed to refer to NIEPA's letter No.28-1/2019-Acad. dated 09 Dec., 2019 forwarding therewith a proposal on the subject noted above and to say that the competent authority has approved the above proposal, subject to the following :

"Not to revise the number of posts, educational and other qualifications, etc., except pay scale as per 7<sup>th</sup> CPC, for the posts of Cartographer (Computer Applications), Section Officer, Assistant, Assistant (Accounts), Stenographer Grade I, Data Entry Operator (Group B&C), Machine Operator, Stenographer Grade II, UDC, LDC, which are proposed by NIEPA for merging existing posts with another category of posts. This exercise involves creation/abolition of posts for which approval of Deptt. of Expenditure will be needed. Meanwhile, NIEPA is to maintain the RRs & SRs of the above mentioned posts as per the existing (2013) Recruitment and Promotion Rules for Non-Teaching Staff (Part III) till further orders."

2. An authenticated copy of the amended RRs and SRs for Teaching and Non-Teaching Staff of NIEPA is sent herewith for record.

**Encl. As above**

Yours faithfully,



(A K Chatteropadhyay)

Under Secretary to the Govt. of India

**Recruitment Rules and Service Regulations,  
2020**

**For Teaching and Non-Teaching Staff**

(Amended as per Seventh Central Pay Commission)



**NATIONAL INSTITUTE OF  
EDUCATIONAL PLANNING AND ADMINISTRATION**

*(Deemed to be University)*

**17-B, Sri Aurobindo Marg**

**New Delhi – 110016**

**Website: [www.niepa.ac.in](http://www.niepa.ac.in)**



**Recruitment Rules**  
**and**  
**Service Regulations, 2020**  
**For Teaching and Non-Teaching Staff**  
**(Amended as per Seventh Central Pay Commission)**

# CONTENTS

## PART I

<b>Service Regulations</b>		<b>Page Nos.</b>
1.	Short Title and Commencement	04
2.	Extent of Application	04
3.	Definitions	04
4.	Adoption	05
5.	Classification of Posts	06
6.	Creation of Posts	06
7.	Number and Duties of Posts	07
8.	Methods of Recruitment	07
9.	Appointing Authority	07
10.	Recruitment by Promotion	08
11.	Direct Recruitment	08
12.	Qualifications for Direct Recruitment	09
13.	Screening and Selection Committees	09
14.	Departmental Promotion Committee	12
15.	Retirement Age	13
16.	Lien	14
17.	Leave Rules	16
18.	Overstayal after Expiry of Leave	23
19.	Retirement Benefits & Provident Fund	23
20.	Contribution of Research Papers, Technical and other Articles	23
21.	Appellate Authroities	23
22.	Authentication	24
23.	Holidays	24
24.	Service Books and APAR	24
25.	MACP for non-teaching staff (including Group 'A' Officers)	24



## PART II

### Recruitment and Career Advancement Scheme (CAS) for Teachers

26.	Working Days and Weekly Overload	25
27.	Career Advancement Scheme (CAS) for Teachers	27
28.	Eligibility and Promotion Criteria	32
29.	Power to Relax	35
30.	Reservation Policy	35
31.	Removal of Doubts	35
32.	Medical Facilities	35

### Schedules

<b>First Schedule</b>	36-38
-----------------------	-------

Categories and Groups of Posts under SR 5

<b>Second Schedule</b>	39-43
------------------------	-------

Recruitment Rules

<b>Third Schedule</b>	45-47
-----------------------	-------

Rules and Procedures Regulating the appointments of Emeritus Professors, Short-Term Consultants, Visiting Fellows and National Fellow under SR 9 (3)

## PART III

Recruitment and Promotion for Non-teaching Staff	48-80
--	-------

General Conditions	81
--------------------	----

## PART-I

# Service Regulations of the National Institute of Educational Planning and Administration (NIEPA)

### SR 1 Short Title and Commencement

- (1) In exercise of the powers conferred by Rule 23 of the Rules of the National Institute of Educational Planning and Administration (NIEPA) under which the Board of Management shall have powers to frame and amend Regulations, the Board of Management, with the approval of the Government of India, hereby makes the following Regulations regulating service conditions and all allied matters of the employees of Institute. These Regulations may be called the National Institute of Educational Planning and Administration (NIEPA) Service Regulations, 2020.
- (2) They shall be deemed to have come into force from the date of issue. However, old cases of previous Pay Commissions and Recruitment Rules would be dealt in accordance with the then relevant rules and regulations of that period.

### SR 2 Extent of Application

These Regulations shall apply to every employee of the Institute other than a person employed on a daily wage basis, persons appointed on contract or against project posts.

### SR 3 Definitions

- (1) In these regulations unless the context otherwise requires:
  - (a) "**Appointing Authority**" in relation to any post under the Institute, means the authority competent to make appointment to that post under SR 8;
  - (b) "**Borrowed Employee**" means an employee of any other Organization whose services are obtained by the Institute on lien or deputation;
  - (c) "**Board of Management**" means Board of Management of Institute;
  - (d) "**Controller of Examinations**" means the Controller of Examinations of Institute;
  - (e) "**Council**" means the Council of the Institute;
  - (f) "**Chancellor**" means the Chancellor of the Institute;
  - (g) "**Departmental Promotion and Confirmation Committee**" means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of non-teaching employees;
  - (h) "**Dean – Academics and Research**" means the Dean Academics and Research of Institute.
  - (i) "**Deemed to be University**" means the University created by Ministry of Human Resource Development, Government of India under Section 3 of the UGC Act, 1956.
  - (j) **DoPT** means Department of Personnel and Training of the Ministry of Personnel, Public Grievances and Pensions of the Government of India



- (k) "**Employee**" means any person serving the Institute against sanctioned posts;
  - (l) "**Faculty**" means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
  - (m) "**Foreign Service**" means the service for which an employee receives, with the approval of the controlling authority, his pay from any source other than the funds of the Institute;
  - (n) "**Fundamental Rules**" means the Fundamental Rules of the Government of India;
  - (o) "**Government**" means the Government of India;
  - (p) "**Head of the Department**" means the Head of the Department/ Units/ Centre of the Institute;
  - (q) "**Institute**" means the National Institute of Educational Planning and Administration (NIEPA);
  - (r) "**Internal Quality Assurance Cell (IQAC)**" means the internal quality assurance cell of the Institute
  - (s) "**Project Post**" means a post sanctioned for a specific project or for a training programme for a fixed period;
  - (t) "**Registrar**" means the Registrar of the Institute;
  - (u) "**Schedule**" means a Schedule appended to these Regulations;
  - (v) "**Selection Committee**" means a Committee constituted for recommending persons for appointments to various posts in the Institute;
  - (w) "**Supplementary Rules**" means the Supplementary Rules of the Government of India;
  - (x) "**UGC Regulations**" means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 as amended from time to time regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes/Colleges.
  - (y) "**Vice-Chancellor**" means the Vice-Chancellor of the Institute;
- (2) All words and expressions used but not defined in these Regulations and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

#### **SR 4 Adoption**

- (1) Faculty members and other personnel of the Institute on University Grants Commission's grades of pay shall draw salary and allowances in such **Pay matrix as per 7<sup>th</sup> CPC** have been prescribed by the University Grants Commission and be subject to such conditions of service as may be laid down from time to time by University Grants Commission in the case of corresponding categories of personnel in Central Universities. In the case of Consultants, remuneration/professional fee will be negotiable.
- (2) Group 'A' officers, other than faculty members and those on UGC grades of pay, Groups 'B' and 'C' employees shall draw salary and allowances in such Pay Matrix as per 7<sup>th</sup> CPC may be applicable to the corresponding categories of Central Government/Deemed to be University employees and be subject to such conditions of service as are or may be applicable to Central Government/Deemed to be University approved by UGC/Govt. of India employees of their level from time to time.



- (3) On all remaining matters for which there is no provision or insufficient provision in these Regulations, the employees shall be governed by the government rules, regulations and orders as contained in:
- (a) The Compilation of Fundamental and Supplementary Rules;
  - (b) Civil Service Regulations;
  - (c) Central Civil Services (Pension) Rules, 1972 and New Pension Scheme;
  - (d) General Provident Fund (Central Services) Rules or Contributory Provident Fund Rules;
  - (e) Central Civil Services (Leave) Rules;
  - (f) The Central Civil Services (Classification, Control and Appeal) Rules;
  - (g) The Central Civil Services (Conduct) Rules; and
  - (h) Other relevant rules and regulations together with amendments and orders issued by the Government of India to the said Rules and Regulations from time to time.

## **SR 5 Classification of Posts**

The Cadre posts in the Institute shall be divided according to their pay level in the pay matrix revised into the following three groups as specified in the First Schedule as under:

- Group A: Posts carrying the Pay Matrix of Level 10 and above
- Group B: Posts carrying the Pay Matrix of Level 6-9
- Group C: Posts carrying the Pay Matrix upto Level 5

## **SR 6 Creation of Posts**

6.1 The Board of Management shall have the following powers for:-

- (a) the creation and abolition of any category of posts in Group 'A', 'B' & 'C' with the concurrence of the Department of Higher Education, Ministry of Human Resource Development,
- (b) the revision of the pay matrix of any posts will be subject to the approval of the MHRD and thereupon the First Schedule shall stand amended in accordance with such directions.
- (c) to specify the period for which a temporary post is created;
- (d) to determine the duties attached to any post in the cadre; and
- (e) to determine whether a post shall be filled by appointment of a person on contract on such terms and conditions as may be decided.

6.2 Vice-Chancellor shall be competent to create (i) temporary Teaching and Administrative positions not exceeding 6 months duration and (ii) temporary posts as per Project requirements of the Institute.

## **SR 7 To Determine the Number of Posts and Duties**

The Board of Management shall have the power with the concurrence of MHRD –

- (a) to determine the number of posts and duties in the cadre;
- (b) to create or abolish any posts in the cadre;
- (c) to determine whether any post created in the cadre shall be temporary or permanent.

## **SR 8 Methods of Recruitment**

- (1) Recruitment to a post under the Institute may be made –
  - (a) by direct recruitment
  - (b) by promotion;
  - (c) by deputation on foreign service terms or their absorption in the Institute;
  - (d) the re-employment of the Professors superannuated from the Institute shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time;
  - (e) on contract for a specified period, in accordance with the Recruitment Rules for the various posts laid down in the Second Schedule.
  - (f) Recruitment Rules notified by UGC under Notification No. F.1-2/2017(EC/PS) dated 18.07.2018, as amended from time to time and adopted completely or partially as per requirement by Institute.

Provided that relevant teaching disciplines and areas of experience be notified in each case for different faculty posts keeping in view the specific requirements.

The Institute shall follow the UGC Regulations on recruitment, qualifications of teachers and other academic staff, revision of pay scale, pay fixation, age of superannuation and other service conditions notified by UGC/ Govt. of India from time to time.

Counting of past service for direct recruitment and promotion under CAS, Period of Probation and Confirmation, Creation and Filling up of teaching posts, appointment on contract basis, teaching days, Service Agreement and Fixing of Seniority, Inter-se Seniority between the Direct recruited and the teachers promoted under CAS will be governed as per UGC regulations, as amended from time to time.

## **SR 9 Appointing Authority**

- (1) Appointment to a post under the Institute except that of the Vice-Chancellor shall be made-
  - (i) by the Board of Management from Pay Level 10 and above
  - (ii) by the Vice-Chancellor from Pay Level 6 to Pay Level 9
  - (iii) by the Registrar in the case of a post upto Pay Level 5;
- (2) Appointment to the post of Vice-Chancellor –

The Vice-Chancellor shall be a whole time salaried officer of Institute and shall be appointed by the Chancellor on the recommendations of the Government from a panel of three names suggested by a Search-cum-Selection Committee specifically constituted for the purpose by the Ministry of Human Resources Development, Government of India.

- (a) Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or teaching administrative organization.
  - (b) The procedure/composition of Search-cum-Selection Committee (SCSC) for selection of Vice-Chancellor shall be as under:
    - (i) A nominee of Chancellor.
    - (ii) A nominee of MHRD; who shall be an eminent scholar nominated by the Government.
    - (iii) A nominee of Board of Management.
  - (c) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.
  - (d) Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
  - (e) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Dean Teaching and Research, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
- (3) Appointments of (i) National Fellows (ii) Emeritus Professors (iii) Adjunct Faculty (iv) Visiting Professors (v) Consultants shall be made by the Vice-Chancellor according to the Schedule Three.

### **SR 10 Recruitment by Promotion**

- (1) Appointment to a post by promotion shall be made in accordance with the relevant recruitment rules.
- (2) Appointment by promotion to Non-Teaching posts shall be made on the basis of selection on merit as per the recommendations of Departmental Promotion Committee as provided in the Recruitment Rules.

### **SR 11 Direct Recruitment**

Appointment by direct recruitment to any post may be made on the recommendation of Selection Committee:

- (1) from amongst candidates found eligible among those applying in response to any advertisement; or
- (2) from amongst candidates employed in other Government departments, autonomous or statutory organisations, who apply in response to any circular; or

- (3) Orders of Government regarding reservation of vacancies for Scheduled Castes and Scheduled Tribes/OBC (non-creamy layer)/EWS or any other specified categories shall apply to posts filled by direct recruitment and by promotion, wherever applicable.

## **SR 12 Qualification for Direct Recruitment**

The qualifications to any post shall be such as may be prescribed in the Recruitment Rules for the post concerned.

The direct recruitment to the posts of Professors, Associate Professors and Assistant Professors in the Universities/Institutes, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations in schedule two.

## **SR 13 Screening Committee and Selection Committees**

### **(1) Screening Committee**

There shall be a Screening Committee for the recruitment to the posts of Professor, Associate Professor and Assistant Professor to be constituted by the Vice-Chancellor. The composition of the Screening Committee for the recruitment shall be as given in Clause 27.7. The criteria for Short-listing of Candidates for Interview for the Posts of Assistant Professor, Associate Professor and Professor in the Institute shall be in accordance with UGC Regulations, 2018 as amended from time to time.

### **(2) Selection Committees**

- i) The Composition of Selection Committee for appointments/promotion to various posts in the Institute shall be as under:
- (a) **For Faculty positions: Senior Professor, Professor, Associate Professor and Assistant Professor**

### **Selection Committee Composition for Senior Professor**

The Selection Committee for the post of Senior Professor in the National Institute shall have the following composition:

- i) Vice Chancellor to be the Chairperson of the Selection Committee
- ii) An academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Chancellor
- iii) Three experts not below the rank of Senior Professor/Professor with minimum ten years' experience in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
- iv) Dean, Academics and Research (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the faculty, wherever applicable
- v) An academician (not below the rank of Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### **Selection Committee Composition for Professor**

Selection Committee for the post of Professor in the Institute shall have the following composition:

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
- ii) An academician, not below the rank of Professor to be nominated by the Chancellor
- iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
- iv) Dean, Academics and Research
- v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
- vi) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### **Selection Committee Composition for Associate Professor**

The Selection Committee for the post of Associate Professor in the Institute shall have the following composition:

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
- ii) An academician, not below the rank of Professor to be nominated by the Chancellor
- iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management
- iv) Dean, Academics and Research
- v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### **Selection Committee Composition for Assistant Professor**

The Selection Committee for the post of Assistant Professor in the Institute shall have the following composition:

- i) The Vice Chancellor or his nominee shall be the Chairperson of the Selection Committee
- ii) An academician, not below the rank of Professor to be nominated by the Chancellor
- iii) Three experts in the concerned subject nominated by the Vice Chancellor out of the

- panel of names approved by the Board of Management
- iv) Dean, Academics and Research
  - v) One Head of the Department nominated by Vice-Chancellor, wherever applicable
  - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the Chancellor, whose decision shall be final in the matter.

- (b) **Registrar:** The Registrar shall be a whole time salaried officer of the Institute on tenure basis and shall be appointed by the Board of Management for a period of 5 years as per UGC norms, on the recommendation of the Selection Committee consisting of the following:-

1. Vice Chancellor Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management
4. One expert nominated by the Board of Management who is not an employee of the Institute
5. One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (c) **Finance Officer:** The Finance Officer shall be a whole time salaried officer of the Institute on tenure basis and shall be appointed by the Board of Management for a period of 5 years on the recommendation of the Selection Committee as under:

1. Vice Chancellor ... Chairperson
2. One nominee of the Chancellor
3. Two experts to be nominated by the Vice-Chancellor
4. Registrar
5. One expert representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (d) **For Other Group 'A' Officers**

1. Vice Chancellor Chairperson
2. Dean (Academics and Research) Member
3. One-external expert to be nominated by the Chancellor, NIEPA Member
4. One expert to be nominated by Vice Chancellor Member

5. Registrar Member Secretary
6. One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

**(e) Group 'B' posts**

- 1) Dean (Academics and Research) Chairperson
- 2) Three Experts to be nominated by Vice-Chancellor Members
- 3) Registrar Member Secretary
- 4) One expert representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

**(f) Group 'C'**

1. Registrar Chairperson
2. Two Experts to be nominated by the Vice-Chancellor Members
3. One expert representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- ii) The quorum for the meeting of the Selection Committee of Group 'A' 'B' and 'C' Officers shall be three out of which at least one should be an expert.
- iii) If the requirements of qualifications and experience are to be relaxed in any way, the Selection Committee shall record its reasons in writing for the same.
- iv) In exceptional cases, where there is no suitable candidate from among the applicants, it is open to the Selection Committee to suggest names of persons who are considered suitable but who have not applied to enable the Institute to negotiate with such persons.

**SR 14 Departmental Promotion and Confirmation Committee**

- (1) For declaration of satisfactory completion of probation and confirmation to various faculty posts in the Institute, the guidelines as may be issued by the Govt. of India from time to time may be followed.
- (2) For promotion, declaration of satisfactory completion of probation and confirmation to various posts other than faculty posts in the Institute, the Departmental Promotion and Confirmation Committee shall consist of:

**(a) For Group 'A' Officers**

- i) Vice-Chancellor Chairperson
- ii) Dean (Academics and Research) Member
- iii) Two external experts to be nominated by Vice Chancellor Member
- iv) One Professor to be nominated by Vice-Chancellor Member

- v) Registrar Member
- vi) One expert representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

**(b) Group 'B' Posts**

- i) Dean (Teaching & Research) ... Chairperson
- ii) One Professor to be nominated by Vice Chancellor ... Member
- iii) Registrar ... Member
- iv) An external expert to be nominated by Vice Chancellor ...Member
- v) Associate Professor/Assistant Professor ... Member  
to be nominated by Vice Chancellor
- vi) One expert representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

**(c) Group 'C'**

- i) Registrar Chairperson
- ii) Finance Officer Member
- iii) Administrative Officer Member
- iv) An external expert to be nominated by the Vice Chancellor Member
- v) One Associate Professor/Assistant Professor Member  
to be nominated by the Vice Chancellor
- vi) One expert representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

**(3) For Confirmation of Faculty posts for direct recruitment**

There shall be a Confirmation Committee to be constituted by the Vice-Chancellor having following composition of members.

- i) Vice-Chancellor Chairperson
- ii) Dean (Academics and Research) Member
- iii) Head of the Department of the concerned department Member
- iv) An expert in the rank of professor to be nominated by Vice-Chancellor Member

**SR 15 Retirement Age**

The age of retirement of the employees of the Institute shall be as under:-

- (i) 70 years in the case of Vice-Chancellor (appointment on tenure basis for a period of 5 years or 70 years, whichever is earlier),
- (ii) 65 years for faculty members as per UGC Guidelines;
- (iii) 62 years in the case of Registrar (appointment on tenure basis for a period of 5 years including deputation/ short-term contract);
- (iv) 60 years for non-teaching staff



Any changes in retirement age/tenure or any other term and condition notified by UGC will be applicable to the employees of the Institute from time to time.

## **SR 16 Lien**

- i) Lien represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.
- ii) The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service. For example, if a person who holds a lien to a post reverts from deputation or foreign service and if there is no vacancy in that post/service/cadre to accommodate him, the junior-most person will be reverted. If, however, this officer himself is the junior-most, he will be reverted to the next lower post/service/cadre from which he was earlier promoted.

### **16.1 Lien on a post**

An employee who has acquired a lien on a post retains a lien on that post—

- a. while performing the duties of that post;
- b. while on foreign service, or holding a temporary post or officiating in another post;
- c. during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- d. while on leave; and
- e. while under suspension.

An employee on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

### **16.2 Retention of lien for appointment in another central/State Government / Central/State University/Autonomous organization:**

- (i) A permanent employee appointed in another Central/ State Government/ Central/ State University/ Autonomous organisation has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
- (ii) In exceptional cases where the Government servant has not been confirmed in the borrowing office within a period of 2 years, in such cases he may be permitted to retain the lien in the Institute for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.

Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where

employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (ii) above for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such action.

- (iii) Temporary employees will be required to serve continuously with their organization in case of their selection for outside posts. No lien will be retained in such cases.

### **16.3 Termination of Lien**

- (i) An employee's lien on a post shall stand terminated on his acquiring a lien on a regular post (whether under the Central Government or a State Government) outside the cadre on which he is borne.
- (ii) No lien shall be retained:
- a) where an employee has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Institute from the date of absorption; and
  - b) on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.

### **16.4 Transfer of Lien**

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

### **16.5 Deputation**

“University Teachers, Group ‘A’ Officers and non-teaching staff may be granted deputation by the appointing authority for a period of three years with provision for a possible extension up to seven years. In case of Teachers and Group ‘A’ Officers, the yearly extension would be with the prior approval of the Board of Management (As per DoPT’s Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010). The extension of deputation would be at the discretion of the Institute keeping in view the exigency of the work.

However, in case of appointment of any teacher as Vice-Chancellor, Chairman of apex bodies or any other prestigious post, the Board of Management may relax above conditions upto the tenure of the appointment of the concerned teacher.”

## **SR 17 Leave Rules**

**17.1 For non-teaching staff DoPT rules will be applicable as amended from time to time.**

### **17.2 Leave Rules for Teachers**

- (a) The leave is not a matter of right. The following kinds of leave would be admissible to regular teachers:
- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
  - (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
  - (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
  - (iv) Leave not debited to leave account
  - (v) Leave for teaching and research pursuits, viz. study leave, sabbatical leave;
  - (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.

- (b) The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

### **17.2.1 Duty Leave:**

- i. Duty leave upto 30 days in a year may be granted for the following purposes (which will include to and fro journey period):
  - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the Institute or with the permission of the University ;
  - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Vice- Chancellor;
  - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the University;
  - d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or other such Apex Bodies, a sister university or any other similar teaching body; and
  - e) For performing any other duty assigned to him/her by the Institute.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Teachers on Training Programme/Workshop etc. outside the Institute will be treated as on Duty Leave.
- vi. However, actual travelling period would be treated as on duty and shall not be counted in 30 days.

### **17.2.2 Study Leave:**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research

assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc.,

- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Board of Management on the recommendation of the Head of the Department concerned and the Vice Chancellor. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on teaching grounds and necessary in the interest of the Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

- xiii. A teacher :
- a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - b) who fails to rejoin the services of the Institution on the expiry of his/her study leave or
  - c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Board of Management may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar of his/her parent Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/teaching paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Universities/Institutions and their subordinate Departments shall be generous in the award of study leave in the interest of faculty improvement, thereby impacting the teaching standards of the Institution in the long run.
- xviii. However, actual travelling period would be treated as on duty and shall not be counted in Study leave.

### 17.2.3 Sabbatical Leave:

- i. The permanent, whole-time teachers of the university who have completed seven years' of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other teaching pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of the teacher.
- ii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the university on the expiry of his/her leave.

### 17.2.4 Casual Leave

- i. The total casual leave granted to a teacher shall not exceed eight days in a calendar year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Saturdays and Sundays. Holidays or Saturdays and Sundays falling within the period of casual leave shall not be counted as casual leave.

### 17.2.5 Special Casual Leave

- i. Special casual leave, not exceeding 10 days in an calendar year, may be granted to a teacher:
  - a) To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
  - b) To inspect teaching institutions affiliated/attached to a statutory university/board.
- ii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. However, actual travelling period would be treated as on duty and shall not be counted in 10 days.
- iii. In addition, special casual leave to the extent mentioned below, may also be granted;
  - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six days; and
  - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be allowed for 14 days.

- iv. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority.

#### **17.2.6 Earned Leave for all employees of the Institute**

1. Credit – Credit will be afforded in advance at a uniform rate of 15 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year. The credit to be afforded will be reduced by 1/10<sup>th</sup> of the extraordinary leave availed and/or period of dies non during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.
2. Accumulation – Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment have been allowed along with LTC.
3. While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1<sup>st</sup> January/1<sup>st</sup> July will be kept separately and set-off against the EL availed of during that half-year ending 30<sup>th</sup> June/31<sup>st</sup> December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.
4. The credit for the half-year in which an Institute employee is appointed will be afforded at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.
5. The credit for the half-year in which an Institute employee is due to retire or resigns from the service will be afforded at the rate of 2½ days for each completed calendar month in that half-year up to the date of retirement/resignation.
6. The credit for the half-year in which an Institute employee is removed/dismissed from service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which, he is removed/dismissed. In the case of death of an Institute employee while in service, credit will be afforded at the rate of 2½ days per completed calendar month up to the date of death.
7. If an Institute employee retires/resigns/is removed/is dismissed/dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of 1/10<sup>th</sup> of any extraordinary leave taken in that half-year and the leave account regularized.
8. While affording credit, fractions of a day should be rounded off to the nearest day, e.g. 7 ½ days to be rounded as 8 days.
9. E.L. on account of unavailed joining time, i.e., the number of days admissible (subject to a maximum of 15 days) reduced by the actual number of days availed, shall be credited to the earned leave account subject to the following conditions:-
  - a) The Institute employee is ordered to join the new post without availing full admissible joining time; or

He proceeds alone to the new place and joins the post without availing full joining time and takes his family later within the permissible time for claiming travelling allowance for the family.



- b) The credit of earned leave plus the unavailed joining time credited should not exceed 300 days (in addition to the number of days for which encashment has been allowed along with LTC).
  - c) The concession of showing advance credit separately in the leave account is not applicable.
10. Earned leave can be availed up to 180 days at a time.

**Exception:**

- a) Earned leave exceeding 180 days but not exceeding 300 days at a time may be granted to Group 'A' and Group 'B' Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.
- b) Earned leave may be taken at a time up to 300 days as leave preparatory to retirement.

11. Earned Leave (Non-Vacation Institute)

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

**17.2.7 Half-pay Leave**

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

**17.2.8 Commuted Leave**

As per Central Civil Services (CCS) Leave Rules 1972 as amended from time to time by Government of India.

**17.2.9 Extraordinary Leave**

- i. A permanent teacher may be granted extraordinary leave when:
  - a) No other leave is admissible; or
  - b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii. The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - a) Leave taken on the basis of medical certificates;
  - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - c) Leave taken for pursuing higher studies; and
  - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or teaching work of importance.
- iii. Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave



(including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

- iv. The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

#### **17.2.10 'Leave Not Due'**

- i. 'Leave not due', may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- ii. 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Board of Management.

Provided that the Board of Management may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

#### **17.2.11 Maternity Leave**

- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

#### **17.2.12 Child-care Leave**

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the Institution may appoint a teacher for a period of child care leave.

#### **17.2.13 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

#### **17.2.14 Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.

#### **17.2.15 Surrogacy leave**

Leave for Surrogacy may be provided as per the rules of the Central Government.

### **SR 18 Overstayal After Expiry of Leave**

An employee who remains absent on the expiry of his/her leave of any kind shall not, unless the competent authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the NIEPA, if the period of such absence exceeds sixty (60) days provided a show cause notice has been sent to the defaulting official regarding his/her unauthorized absence from duty.

### **SR 19 Retirement Benefits & Provident Fund**

An employee, other than borrowed employee, shall be eligible to retirement benefits under either of the following schemes:

- a) General Provident Fund-cum-Pension-cum-Gratuity Scheme;
- b) Contributory Provident Fund-cum-Gratuity Scheme;
- c) The employee who has joined the Institute on or after 01<sup>st</sup>January, 2004 shall be covered under the New Pension Scheme;

The eligibility and other conditions for above Pension Schemes are as per Govt. of India Rules on these schemes as amended from time to time.

### **SR 20 Contribution of Research Papers, Technical and other Articles**

The staff of the Institute shall be free to contribute articles in newspapers and magazines on all matters except those bearing directly on the Institute and its activities, or of the Central and State Governments and their activities subject to the over-riding provision that any material of a confidential nature which the member of a staff gets possession of by virtue of his position in the Institute is not to be divulged.

### **SR 21 Appellate Authorities**

An appeal shall lie from any original order made –

- (a) by all the teachers of the institute to the Vice-Chancellor
- (b) by all the administrative staff of the institute to the Registrar
- (c) by the Registrar to the Dean (Academics and Research)
- (d) by the Dean (Academics and Research) to the Vice-Chancellor
- (e) by the Vice-Chancellor to the Board of Management
- (f) the Board of Management shall also be Appellate Authority of the Institute.

**SR 22      Authentication**

All orders and decisions of the Board of Management shall be authenticated by the signature of the Vice-Chancellor or by such other officer as may be specified by the Vice-Chancellor in this behalf.

**SR 23      Holidays**

The Institute shall observe such holidays as are observed by the Secretariat of the Government of India located in Delhi/New Delhi.

**SR 24      Service Books and Annual Performance Appraisal Report (APAR)**

The Institute shall maintain Service Book, Character Roll (Annual Performance Appraisal Report/ PBAS) of the employee in such form and setting out such particulars as may be prescribed by the Board of Management from time to time.

**SR 25** For non-teaching staff (Group 'A', 'B' and 'C' posts), Modified Assured Career Progression (MACP) shall be as per DoPT Rules, amended from time to time, of Government of India.



## PART II

### Recruitment and Career Advancement Scheme (CAS) for Teachers

#### SR 26 Working Days and Weekly Workload

26.1 For all employees of NIEPA, there shall be 5 days a week.

26.2 The faculty of NIEPA shall have following workload in a year:

The Institute must have at least 180 teaching days in a year, i.e., there should be a minimum of 36 weeks of Teaching, Training, Workshop, Seminar and Research in a 5-day week. The Table 2 gives the distribution of work load of 52 weeks in a year based on a 5 days a week pattern.

**Table 1 – Distribution of Work Load in a year**

5-days a week pattern	
Categorization	Weeks
Teaching, Training, Workshop, Seminar, Research	36
Admissions, Examinations, and preparation for Examination	8
Policy and Technical support and Consultancy (International, national organizations of State government)	6
Public Holidays (to increase and adjust teaching days accordingly)	2
<b>Total</b>	<b>52</b>



26.3 Weekly Workload (in terms of hours): the faculty members of the Institute shall have following workload in a week:

**Table 2: Weekly Workload**

S. No.	Category	Total hours of teaching in NIEPA (adapted from UGC pattern)	
1.	Professor/Associate Professor	<b>Teaching and Training (includes preparation for Training):</b>	
		Direct Teaching and Training, and Preparation of teaching and training material	14hrs.
		Research project	10 hrs.
		Research, Supervision of students	4 hrs.
		Administrative work	8 hrs.
		Policy support and extension	4 hrs.
Total		40 hrs.	
2.	Assistant Professor	<b>Teaching and Training (includes preparation for Training):</b>	
		Direct Teaching and Training and preparation of teaching and training material	16 hrs.
		Research project	8 hrs.
		Research, Supervision of students	4 hrs.
		Administrative work	8 hrs.
		Policy support and extension	4 hrs.
Total		40 hrs.	

**SR 27 Career Advancement Scheme (CAS) for Teachers:**

**27.1** The selection procedure shall be based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma and research score, based on Table 4,5, 6 and 7.

**Table 3**  
**Assessment Criteria and Methodology of grading**

S.No.	Activity	Grading Criteria
1.	Teaching & Training: (Number of classes taught/total classes assigned) x 100% (Classes taught/trained includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/Institute students related activities/research activities: (a) Organising seminars/conferences/workshops, other Institute/university activities. (b) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden, Training Programme Coordinator/Director, etc. (c) Examination and evaluation duties assigned by the Institute / university or attending the examination paper evaluation. (d) Student related co-curricular, extension and field based activities (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals. (h) Policy, technical support and consultancy.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities  Note:  Number of activities can be within or across the broad categories of activities
<p><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2 above.</p> <p>Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2 above.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.</p> <p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

**Table 4**

**Methodology for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the Institute and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. No.	Academic/Research Activity	Faculty
1.	<b>(a) Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper
	<b>(b) Occasional papers</b>	10 per publication
	<b>(c) Conference proceedings as full paper</b>	10 per publication
2.	<b>Publications (other than Research papers)</b>	
	<b>(a) Books authored which are published by ;</b>	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>	
	Chapter or Research paper	03
	Book	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>	
	<b>(a) Development of Innovative pedagogy</b>	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/ course
	<b>(c) MOOCs</b>	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08

	<b>(d) E-Content</b>	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
	<b>(e) Design and Development of Training curriculum and materials</b>	
	(a) Less than 1 week	3
	(b) 1 week	5
	(c) 2 weeks	10
	<b>(ii) Development of Training module equivalent of 1 credit</b>	<b>10</b>
<b>4.</b>	<b>(a) Research guidance</b>	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil. /P.G dissertation	02 per degree awarded
	<b>(b) Research Projects Completed</b>	
	More than ₹10 lakhs	10
	Upto ₹10 lakhs	05
	<b>(c) Research Projects Ongoing :</b>	
	More than ₹10 lakhs	05
	Upto ₹10 lakhs	02
	<b>(d) Consultancy</b>	03
	Supervision of DEPA/IDEPA/PGDEPA Dissertation	03
<b>5.</b>	<b>(a) Patents</b>	
	International	10
	National	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>	
	International	10
	National	07
	State	04
	<b>(c) Awards/Fellowship</b>	
	International	07
	National	05



6.	<b>*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02
7.	<b>(i) Organisation of National/State Level Conference/ Survey/ Meeting related to Planning, Policy and Management</b>	05
	<b>(ii) Coordination of medium term course (4-6 weeks)</b>	05
	<b>(iii) Coordination of long term course (more than 6 weeks)</b>	10

27.2 The research and academic contribution under category 3 shall be as given in Table 6 for different stages of the promotion of the teachers.

**Table 5: Minimum API requirement for the promotion of teachers under CAS in NIEPA**

S. No.		Assistant Professor (Stage 1/ AGP ₹6000/- to Stage 2/ AGP ₹7000/- or ₹57,700-1,82,400 (Level 10) to ₹68,900-2,05,500 (Level 11)	Assistant Professor (Stage 2/ AGP ₹7000/- to Stage 3/ AGP ₹8000/- or ₹68,900-2,05,500 (Level 11) to ₹79,800-2,11,500 (Level 12)	Assistant Professor (Stage 3/AGP ₹8000/-) to Associate Professor Stage 4/ AGP ₹9000/- or ₹79,800 - 2,11,500 (Level 12) to ₹1,31,400- 2,17,100 (Level 13A)	Associate Professor (Stage 4/ AGP ₹9000/- to Professor (Stage 5/ AGP ₹10000/-) or ₹1,31,400 - 2,17,100 (Level 13A) to ₹1,44,200- 2,18,200 (Level 14)
1.	Research and Academic contribution	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

27.3 The Research score for research papers would be augmented as given in Table 6.

**Table 6: Method for calculating research score**

S. No.		
1.	Paper in refereed journals without impact factor	5 Points
2.	Paper with impact factor less than 1	10 Points
3.	Paper with impact factor between 1 and 2	15 Points
4.	Paper with impact factor between 2 and 5	20 Points
5.	Paper with impact factor between 5 and 10	25 Points
6.	Paper with impact factor >10	30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.
- Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

**27.4** The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for promotion to the faculty of the Institute. Internal Quality Assurance Cell (IQAC) shall design the proforma giving all the explanations relating to the tables and as per the UGC regulations, 2018 as amended from time to time. The explanatory proforma shall be made available at the website of the Institute.

**27.5** The Institute shall invite the application for promotion every year twice in the month of January and July. Once the notification for inviting the application for promotion is made, the faculty members eligible for promotion shall apply in the prescribed format, made available by IQAC, within a month.

**27.6** The stages of promotion shall be as per table 6 in the following stages:

- i) From Assistant Professor stage 1/AGP ₹6,000/ Stage 2/ AGP ₹7,000/- or ₹57,700 - ₹1,82,400 (Level 10) to ₹68,900 - ₹2,05,500 ( Level 11) as per 7<sup>th</sup> CPC.
- ii) From Assistant Professor stage 2/AGP ₹7,000/ Stage 3/ AGP ₹8,000/- or ₹68,900- ₹2,05,500 ( Level 11) to ₹79,800 - ₹2,11,500 (Level 12) as per 7<sup>th</sup> CPC.
- iii) Assistant Professor (Stage 3/AGP ₹8000/-) to Associate Professor Stage 4/ AGP ₹9000/- or ₹79,800 - ₹2,11,500 (Level 12) to ₹1,31,400 - ₹2,17,100 (Level 13A) as per 7<sup>th</sup> CPC.
- iv) Associate Professor (Stage 4/AGP ₹9000/- to Professor (Stage 5/ AGP ₹10000/-) or ₹1,31,400 - ₹2,17,100 (Level 13A) to ₹1,44,200 - ₹2,18,200 (Level 14) as per 7<sup>th</sup> CPC.
- v) 1/10<sup>th</sup> of the sanctioned posts of Professors are promoted from Professor (Stage 5/AGP ₹10,000/- to Senior Professor (Higher Administrative Grade (HAG)) or ₹1,44,200-₹2,18,200 (Level 14) to ₹1,82,200 - ₹2,24,100 (Level 15) as per 7<sup>th</sup> CPC.

**27.7** For promotion of the teachers, there shall be an expert assessment system as given in Table 6. The Screening Committee for promotion of faculty shall be constituted by Vice-Chancellor. It shall have the following members:

- |   |             |
|---|-------------|
| i) Dean (Academics and Research)  | Chairperson |
| ii) One Professor to be nominated by the Vice-Chancellor  | Member      |
| iii) One subject expert not below the rank of Professor to be nominated by the Vice-Chancellor from outside   | Member      |
| iv) An academician, not below the rank of professor, representing SC/ST/OBC/ Minority/ Women/ differently-abled category to be nominated by the Vice-Chancellor | Member      |



27.8 The Selection Committees as given in Table 6 for promotion shall be as under SR 13.

27.9 The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

27.10 For the promotion under the CAS, the applicant teacher must be on the roll and in active service of the Institute on the date of consideration by the Selection Committee.

27.11

- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from the date of eligibility.
- ii. If, however, the candidate finds that he/she fulfils the CAS promotion criteria, as defined in Tables 1, 2 and 3 at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

27.12 Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme, the teacher shall have the option to opt for the promotion for the purposes of calculating API under category I, II and III under the UGC regulations, 2010 as amended from time to time or promotion as incorporated in these regulations.

27.13 The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31<sup>st</sup> December, 2018.

## **SR 28 Eligibility and Promotion Criteria**

**28.1 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

### **Eligibility:**

- i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M. V. Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii. Attended one Orientation course of 21 days duration on teaching methodology;
- iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period; and
- iv. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

### **28.2 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

#### **Eligibility:**

- i. Assistant Professor who has completed five years of service in Academic Level 11/Senior Scale.
- ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme from amongst the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

### **28.3 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

#### **Eligibility:**

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
2. A Ph. D Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-

certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
5. Evidence of having guided at least one Ph.D. candidate.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**28.4 Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**28.5 Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years’ of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

**Eligibility:**

- i. Ten years’ experience as a Professor.
- ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**28.6** The entries in the Service Book of an employee shall be made by an officer authorized by the Institute for this purpose. Proper maintenance of the Service Books shall, however, be reviewed periodically.

**28.7** The entries in the APAR of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be reviewed and countersigned by the next two higher authorities respectively.

**Note:** Detailed instructions on APAR covering such aspects as the method of writing, reporting, reviewing, and countersigning authorities, the procedure for communication of adverse entries, custody of the APARs etc. shall be issued by the Vice-Chancellor. In the case of faculty, these shall be in consonance with the guidelines issued by UGC/ MHRD/ DoPT

### **SR 29 Power to Relax**

Notwithstanding anything contained in these regulations, where the Board of Management is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons or in the case of any employee to relieve him of any hardship arising from the operation of such provision.

### **SR 30 Reservation policy as per UGC/Govt. of India Guidelines**

The Institute shall implement the reservation policy in admissions, recruitment and promotion, in accordance with any Act of Parliament for the time being in force.

### **SR 31 Removal of Doubts**

Where a doubt arises as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the Board of Management for decision.

### **SR 32 Medical Facilities**

NIEPA will follow the medical scheme notified by Ministry of Health and Family Welfare's time to time, the revised rate of subscription under Central Government Health Scheme due to revision of pay and allowances of Central Government employees and revision of pension/family pension on account of implementation of recommendations of the Seventh Central Pay Commission vide Govt. of India, Ministry of Health and Family Welfare's Notifications No. S. 11011/11/2016-CGHS (P)/EHS dated 09.01.2017 and 13.01.2017 (*Annexure 'A' enclosed*).

**PART-II**

**CATEGORIES AND GROUPS OF POSTS**

**(Under SR 5)**

**Vice Chancellor and Teaching Staff**

<i>S. No</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay Seventh CPC</i>
1.	1	Vice-Chancellor	₹ 2,10,000/- Fixed + Special Allowance of ₹11,250/-
2.	1/10 <sup>th</sup> of sanctioned posts of Professors	Senior Professor	Level 15 (₹1,82,200-2,24,100/-)
3.	10	Professor	Academic Level 14 (₹1,44,200-2,18,200/-)
4.	12	Associate Professor	Academic Level 13A (₹1,31,400-2,17,100/-)
5.	10	Assistant Professor	Academic Level 10 (₹57,700- 1,82,400/-)

Note: The post of Assistant Professors converted/upgraded from the position of RTAs not included in the above list. Final decision on the conversion of the posts as per the communication received from MHRD is to be taken by the Board of Management. This issue will be dealt with separately after the decision of the Board of Management.

**Group 'A' – Non teaching staff**

<i>S. No.</i>	<i>No. of sanctioned Posts</i>	<i>Designation</i>	<i>Revised Scale of pay As per Seventh CPC</i>
1.	1	Registrar	Level 14 (₹1,44,200-2,18,200/-)
2.	1	Finance Officer	Level 11 (₹67,700-2,08,700/-)
3.	1	Administrative Officer	Level 11 (₹67,700-2,08,700/-)
4.	1	Deputy Publication Officer	Level 11 (₹67,700-2,08,700/-)
5.	1	Hindi Officer	Level 10 (₹56,100-1,77,500/-)
6.	1	Systems Analyst	Level 10 (₹56,100-1,77,500/-)
7.	1	Librarian	Level 10 (₹56,100-1,77,500/-)
8.	1	Documentation Officer	Level 10 (₹56,100-1,77,500/-)





### Group 'B'

S.No.	No. of sanctioned Posts	Designation	Revised Scale of pay As per Seventh CPC
1.	1	Senior Private Secretary	Level 8 (₹47,600-1,51,100)
2.	1	Computer Programmer	Level 7 (₹44,900-1,42,400)
3.	1	Cartographer (Computer Applications)	Level 7 (₹44,900-1,42,400)
4.	1	Assistant Publication Officer	Level 7 (₹44,900-1,42,400)
5.	4	Section Officer	Level 7 (₹44,900-1,42,400)
6.	1	Private Secretary	Level 7 (₹44,900-1,42,400)
7.	2	Professional Assistant	Level 6 (₹35,400-1,12,400)
8.	1	Publication Assistant	Level 6 (₹35,400-1,12,400)
9.	7	Assistant	Level 6 (₹35,400-1,12,400)
10.	2	Assistant (Accounts)	Level 6 (₹35,400-1,12,400)
11.	10	Stenographer Grade-I	Level 6 (₹35,400-1,12,400)

### Group 'C'

S.No.	No. of sanctioned Posts	Designation	Revised Scale of pay As per Seventh CPC
1.	2	Hindi Translator	Level 5 (₹29,200-92,300)
2.	4 (2 +2)	Data Entry Operator	Level 5 (₹29,200-92,300)
3.	1	Machine Operator (Multilith cum Photocopier)	Level 5 (₹29,200-92,300)
4.	6	Stenographer Grade-II	Level 4 (₹25,500-81,100)
5.	9	Upper Division Clerk	Level 4 (₹25,500-81,100)
6.	14	Lower Division Clerk	Level 2 (₹19,900-63,200)
7.	6	Driver	Level 2 (₹19,900-63,200)
8.	3	Library Attendant	Level 2 (₹19,900-63,200)
9.	1	Programme Attendant	Level 2 (₹19,900-63,200)
10.	1	Electrician	Level 2 (₹19,900-63,200)
11.	37	Multi Tasking Staff (MTS)	Level 1 (₹18,000-56,900)

*(Handwritten signature)*

**RECRUITMENT RULES**

1.	<b>Name of the Post</b>	<b>Vice-Chancellor</b>
2.	No. of Posts	1
3.	Classification of post	Group 'A'
4.	Scale of Pay	₹2,10,000/- Fixed + Special Allowance of ₹ 11,250/- p.m.
5.	Whether Selection post or Non-selection post	Selection As given in SR 9
6.	Composition of Search-cum-Selection Committee	<b>As given in SR 9 (2)</b>
7.	Age for Direct Recruits	Not more than 65 years as on the last date of submission of application
8.	Educational and other qualifications required for direct recruits	As given in SR 9
9.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	As given in SR 9
10.	In case of recruitment by deputation/ transfer, grade from which deputation/ transfer to be made	NA.
11.	Age of Superannuation	70 years
12.	In case of recruitment by promotion/ absorption, grade from which promotion/deputation/absorption to be made	NA



1.	<b>Name of the Post</b>	<b>Professor</b>
2.	No. of Posts	10
3.	Classification	Group 'A'
4.	Scale of Pay	Level 14 ₹1,44,200-2,18,200/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	<p>A.</p> <p>(a) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 of UGC Regulation 2018.</p> <p>(b) A minimum of ten years of teaching experience in University as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any teaching institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Yes, as per UGC norms
9.	Period of probation, if any	One year
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment failing which by transfer or on deputation
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer to be made	Not applicable
12.	Age of Superannuation	65 years

1.	<b>Name of the Post</b>	<b>Associate Professor</b>
2.	No. of Posts	12
3.	Classification	Group 'A'
4.	Scale of Pay	Level 13A ₹1,31,400-2,17,100/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	(1) A good teaching record, with a Ph.D. Degree in the concerned/allied/relevant disciplines. (2) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). (3) A minimum of eight years of experience of teaching and / or research in an teaching/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2 of UGC Regulations 2018.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	As per UGC Norms
9.	Period of probation, if any	One year
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/transfer to be made	Promotion under CAS as per UGC norms
12.	Age of Superannuation	65 years



1.	<b>Name of the Post</b>	<b>Assistant Professor</b>
2.	No. of Posts	10
3.	Classification	Group 'A'
4.	Scale of Pay	Level 10 ₹57,700- 1,82,400/-
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	-
7.	Educational and other qualifications required for direct recruits	<p>i. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:</p> <p>Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-</p> <ol style="list-style-type: none"> <li>The Ph.D. degree of the candidate has been awarded in a regular mode;</li> <li>The Ph.D. thesis has been evaluated by at least two external examiners;</li> <li>An open Ph.D. viva voce of the candidate has been conducted;</li> <li>The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;</li> <li>The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.</li> </ol> <p>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Teaching Affairs) of the University concerned.</p>

		<p>Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p style="text-align: center;">OR</p> <p>B. The Ph. D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Teaching Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <p>Note: The Teaching score as specified in Appendix II (Table 3A) for Universities, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	One year
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/deputation/ transfer, grade from which promotion/deputation/ transfer to be made	N. A.
12.	Age of Superannuation	65 years



## Note:

Recruitment rules for the posts of Administrative Officer, Deputy Publication Officer, Hindi Editor, Systems Analyst, Librarian and Documentation Officer (All posts of Administration) are placed before the Cadre Review Committee constituted as per the recommendation of the UGC Review Committee which was placed before the Board of Management. The Board has approved the recommendations of the Committee. This will look into all aspects relating to Promotion, Feeder Channel and other terms and conditions as per nomenclature given by UGC and DoPT.



**RULES AND PROCEDURES REGULATING THE APPOINTMENTS OF EMERITUS PROFESSORS,  
NATIONAL FELLOWS AND VISITING FELLOWS UNDER SR 9 (3)**

In addition to regular cadre faculty, the Institute may also appoint the following categories of faculty staff:

(I) Emeritus Professors; (II) National Fellows; and (III) Visiting Fellows subject to the following terms and procedure:

**I. Emeritus Professors**

- 1) Vice-Chancellor/Professor of the Institute who retire after a distinguished record of service may be conferred the title of Emeritus Professor.
- 2) Only those faculty members of the Institute who retire and who do not accept any paid employment anywhere shall be eligible to be considered for an Emeritus Professorship.
- 3) Emeritus Professor shall generally be expected to guide and conduct research and other teaching activities of the Institute.
- 4) The terms and duration of appointment of Emeritus Professor will be decided in each case on merits with the prior approval of the Board of Management.

**II. National Fellows**

1. The purpose of the scheme is to enable educational administrators or planners or scholars of outstanding eminence to engage themselves in research and study at the Institute.
2. The field of research and study should be relevant to educational policy, planning, administration and finance, etc.
3. The total number of National Fellowships at one time shall not exceed four.
4. No application for National Fellowships will be entertained. The Fellowship will be offered by the Institute at its own initiative and after following such procedures as may be decided from time to time.
5. During the period of fellowship, a National Fellow shall be paid as under:

Where National Fellowship is offered to an employed educational administrator or planner or scholar, the Fellowship would protect salary and allowances payable to him in his parent organisation.

Where National Fellowship is offered to an educational planner or administrator or scholar who is currently not employed or has retired, the Fellowship would equal the last pay drawn by him in the post last held plus usual allowances. Pension being earned by a retired person would be deducted from the Fellowship.



Necessary secretarial assistance, stationery, field work expenses, computer cost etc. may also be provided keeping in view the needs of each case.

Additional facilities such as telephone etc. may be provided in special cases.

6. A National Fellow selected for the award under the scheme should normally join the Fellowship within a period of six months from the date of award. In special cases, extension up to six months for joining time may be allowed. If a National Fellow is unable to join the award within a period of one year from the date of award, the Fellowship award would stand as withdrawn and cancelled.

7. The National Fellowship shall be for a period up to two years. No extension is permissible.

### **III. Visiting Fellowships**

Visiting Fellowships may be offered to eminent educationists and administrators from India and abroad in specialized fields to fill in the gaps in the Institute's areas of felt needs subject to the following conditions:

- 1) A Visiting Fellow should be a serving scholar of eminence in his subject and not a superannuated person. The minimum tenure of a Visiting Fellow shall not be less than two weeks and the maximum up to three months.
- 2) A person appointed as a Visiting Fellow from outside the country may be paid an honorarium. The amount of honorarium may be determined on the basis of recommendation of a committee in NIEPA as per the standard norms. In case a person already serving in an Indian University or an Institution is appointed as a Visiting Fellow, the honorarium payable should be determined on the basis of the salary plus 20% of the basic pay plus the dearness allowance and other allowances, if any, admissible (except conveyance allowance, if any) according to the rates of his parent university/Institution. The Institute would also contribute towards his pensionary benefits/CPF as per usual rules.
- 3) If a person working abroad on a permanent basis is invited as a Visiting Fellow, the Institute may meet the cost of international air travel by economy class by the direct route. This will not be applicable to a person who is returning to India at the end of his foreign assignment to take up the Visiting Fellowship. Visiting Fellow appointed from within the country may be paid travel expenses in accordance with the rules of the Institute.
- 4) The Institute would provide accommodation to the visiting Fellow in its hostel free of charge and medical facilities as per rules.
- 5) The same person may not be invited as Visiting Fellow more than once in a calendar year in the Institute.
- 6) A person should not be appointed as a Visiting Fellow if he held a post in the Institute immediately before or after superannuation.
- 7) It is expected that when a serving person is appointed as Visiting Fellow, the parent University/Institution would give him teaching leave without pay.

- 8) Prior approval of the Board of Management may be obtained before offering any Visiting Fellowship. In cases where it is not possible to obtain the prior approval of the Board of Management, Vice-Chancellor may offer the Fellowship subject to the approval of the Board of Management in due course.



## PART III

### Recruitment and Promotion for Non-teaching Staff

1.	<b>Name of the Post</b>	<b>Registrar</b>
2.	No. of Post	1
3.	Classification	Group 'A'
4.	Scale of Pay	Level 14 (₹1,44,200-2,18,200/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Maximum 57 years (age as on last date of filling application)
7.	Educational and other qualifications required for direct recruits	<p>1) A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) Holding analogous post on regular basis in the parent cadre/department</p> <p style="text-align: center;"><i>Or</i></p> <p>At least fifteen (15) years of experience as Assistant Professor in the Teaching Level 11 and above or with 8 years of service in the Teaching Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><i>Or</i></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;"><i>Or</i></p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post in Level 12 with Entry Pay of ₹78,800/-</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	NA
9.	Period of probation, if any	NA
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment failing which by deputation for a period not exceeding 5 years on tenure basis.
11.	In case of recruitment by deputation/transfer, grade from which deputation/transfer to be made	<p style="text-align: center;"><b>Deputation/Transfer</b></p> <p>(a) Officers/Teachers from Central or State Governments, Universities, Professional and Research Institutions/bodies :</p> <p>i) holding analogous post on regular basis; or</p> <p>ii) with 5 years regular service in post in the pay band of Level 13 from government source or 5 years regular service as Fellow/Reader in the post in pay band of Teaching Level 13A or equivalent; and</p>

		(b) Possessing qualifications and experience prescribed for direct recruits in Column 7. (Period of deputation shall not ordinarily exceed 5 years).
12.	Age of Superannuation	Completion of tenure or 62 years of age, whichever is earlier.

*Cd Cnd*

1.	<b>Name of the Post</b>	<b>Finance Officer</b>
2.	No. of Post	1
3.	Classification	Group 'A'
4.	Scale of Pay	Level 11 (₹67,700-2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not exceeding 55 Years
7.	Educational and other qualifications required for direct recruits	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or</p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post</p> <p style="text-align: center;"><b>OR</b></p> <p>05 years of administrative/finance experience in Level 10 or 08 years of administrative experience in Level 8 or 9.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	NA
9.	Period of probation, if any	NA
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment/Deputation</p> <p>Tenure of five years or till attains the age of 60 years, whichever is earlier.</p>
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/ transfer to be made	<p><b>Deputation/Transfer</b></p> <p>Appointment shall be made on deputation by drawing officers belonging to the Audit and Accounts service or other similar organized services such as Railway Accounts, Defence Accounts etc. not below the rank of Senior Accounts Officer or equivalent in the grade of Level 10 and possessing at least a Master Degree.</p> <p>Failing which officers holding analogous posts on regular basis or with 5 years regular service in the Level 10 or with 8 years regular service in the Level 8 or 9 in the relevant field of any Central/State</p>

		<p>Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and possessing at least a graduation degree.</p> <p>AGE LIMIT: 55 Years (For deputation) (Period of deputation shall not ordinarily exceed five years)</p>
--	--	--



1.	<b>Name of the Post</b>	<b>Administrative Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 11 (₹67,700 - 2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 45 years
7.	Educational and other qualifications required for direct recruits	A Master Degree with at least 55% of the marks or its equivalent grade of 'B'. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 5 years of administrative experience in level 10 or its equivalent. OR 8 years of administrative experience in level 8 or its equivalent.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years in the case of direct recruits
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion; <i>failing which</i> by direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer to be made	Promotion from amongst Section Officers and Private Secretary with not less than 8 years' service in any of these capacities.  Deputation / Transfer: N.A.



1.	<b>Name of the Post</b>	<b>Deputy Publication Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 11 (₹67,700-2,08,700/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 45 Years
7.	Educational and other qualifications required for direct recruits	(i) A <i>Graduation</i> degree with 55% marks or equivalent grade from a recognised university. (ii) A degree or a three-year diploma in printing technology or two-year PG diploma in Book Publishing from a recognised institutions/ university. (iii) At least 7 years' experience in printing/ production of books, general publication, journals etc. in a reputed publishing/ printing organization or in a government or autonomous organization. (iv) Knowledge of working of Compute
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Age not applicable but other qualifications will apply.
9.	Period of probation, if any	2 years for direct recruits
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Transfer on Deputation/Promotion failing which by Direct recruitment. If the departmental candidate is selected for appointment to the post it is to be treated as having been filled by promotion.
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made	<b>Deputation/Transfer</b> (a) Officers from Central or State Governments, Professional and Research Institutions and bodies : i) holding analogous post on regular basis; or ii) with not less than 5 years regular service in GP Rs.4600/- (pre-revised) and (b) Possessing qualifications and experience prescribed for direct recruits in Column 7 (Period of deputation shall not ordinarily exceed 3 years). <b>Promotion</b> Assistant Publication Officer with 5 years service in the grade shall be eligible for promotion.



1.	<b>Name of the Post</b>	<b>Hindi Editor</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>a) Masters' Degree in Hindi with 55% marks  b) Should have studied English up to Degree level  c) At least five years' experience in writing, editing, compiling, proof reading, translation and publication of journals, books, monographs, etc, in a government organization or private organization of repute.</p> <p><b>Desirable</b></p> <p>a) Doctoral degree in Hindi  b) Knowledge of printing and production  c) Degree/Diploma in Journalism/Book-publishing  d) At least one modern Indian language other than Hindi  e) Knowledge of the provisions of Official Languages Act. 1963 and Rules for increasing the use of Hindi</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Yes
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement failing which by transfer on deputation/deputation
11.	In case of recruitment by promotion/ Deputation/transfer, grade from which promotion/ deputation/transfer to be made	<p><b>Deputation/Transfer</b></p> <p>a) Officers from Central/State Governments, universities, Professional and Research Institutions and bodies:  (i) holding analogous post on regular basis; or  (ii) with 5 years regular service as Senior Hindi Translator or in the post in the pay scale of Rs. 5,500-9,000 (pre-revised); and  b) Possessing qualifications prescribed for direct recruits in Column 7.</p>

1.	<b>Name of the Post</b>	<b>Systems Analyst</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	<p>(a) Masters' degree with a 55% marks in Computer Science/ Application/ Physics/ Statistics/ Maths/ Operations Research</p> <p style="text-align: center;">OR</p> <p>B.E./B. Tech. in Computer Science/applications/IT</p> <p>(b) Minimum of three years' experience in software development of ERP, Computer programming and in conductive training programme in Computer Science,/Engg. or IT</p> <p>(c) CCNA/MCSE</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	Age not applicable but other qualifications will apply.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement, failing which transfer on deputation/transfer
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/transfer to be made	<p><b>Deputation/Transfer</b></p> <p>(a) Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional and Research Institutions and bodies; and</p> <p>(b) Possessing qualifications prescribed for direct recruits in Column 7.</p>



1.	<b>Name of the Post</b>	<b>Librarian</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	N.A.
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential</b> Master's Degree with 55% marks in Library Science  <b>Desirable</b> Three years' experience of working in a library or an academic research institution
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment; failing which by transfer on deputation/short term contract
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/transfer to be made	<b>Deputation/Transfer</b> a) Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional; and b) Possessing qualifications prescribed for direct recruits in Column 7.



1.	<b>Name of the Post</b>	<b>Documentation Officer</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level 10 (₹56,100-1,77,500/-)
5.	Whether Selection post or Non-selection post	N.A
6.	Age for Direct Recruits	Not more than 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(a) Good academic record with at least high second class Master's Degree in subject other than Library Science;</p> <p>(b) Master's Degree in Library Science</p> <p><b>Desirable</b></p> <p>Three years' experience in a library in documentation work and experience in editing</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement failing which by transfer on deputation/deputation



1.	<b>Name of the Post</b>	<b>Senior Private Secretary</b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-8 (₹47,600 - 1,51,100)
5.	Whether Selection post or Non-Selection post	Selection – For Promotion
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Promotion on the basis of Seniority-cum-Fitness from amongst Private Secretary in Level-7 in Pay Matrix table with 2 years regular service in the level or 6 years regular service in Pay Level 6 in the capacity of Stenographer -Grade I.



1.	<b>Name of the Post</b>	<b>Computer Programmer</b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	(a) Master's Degree in Computer Application/ Computer Science/Information Technology or Master of Technology (M.Tech.) (with specialization in Computer Application) Computer Science/ Computer Technology of a recognized University or equivalent. (ii) Five years' experience of computer programming; <b>OR</b> (b) Bachelor of Engineering (B.E.)/ Bachelor of Technology (B.Tech.) in Computer Science/ Information Technology or Degree in Electronics/Electronics and Communication Engineering with minor in Computer Science from a recognized University or equivalent. ii) Eight years' experience of computer programming
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Not Applicable



1.	<b>Name of the Post</b>	<b>Private Secretary</b>
2.	No. of Post	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection – For Promotion
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/ transfer to be made	Promotion on the basis of Seniority-cum-Fitness from amongst Stenographers with five years regular service in Level-6 in Pay Matrix Table.

*C. S. S.*

S.No		EXISTING (2013)
1.	<b>Name of the Post</b>	<b>Cartographer (Computer Applications)</b>
2.	No. of Posts	1
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more 30 years
7.	Educational and other qualifications required for direct recruits	<p>Masters degree in Geography with high Second Class and atleast 6 years' experience in Thematic map making using computers and developing graphic presentation material for training/research in educational planning and administration Or</p> <p>B.E. or B.Tech. In Computer Science at least 3 years of experience in Thematic map making using computers and developing graphic presentation material relating to education.</p> <p>Preference will be given to those having experience in collection of data and preparation of maps on various themes independently in both English and Hindi. Knowledge of printing technology and procedures of Survey of India for publishing the maps.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Qualifications: Yes, Age: No
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment by advertisement, failing which transfer on deputation/transfer
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/ deputation/ transfer to be made	<p><b>Deputation/Transfer</b></p> <p>Officers holding analogous post on regular basis from Central/State Governments, Universities, Professional and Research institutions and bodies; and</p> <p>Possessing qualifications prescribed for direct recruits on Column 7.</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>





S. No		EXISTING (2013)
1	Name of the Post	Section Officer
2.	No. of Posts	4
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44,900 – 1,42,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	A Bachelors' degree with 50% marks of a recognized University 5 years' experience of administration/ accounts with knowledge of rules and procedures as applicable to government/ autonomous organizations
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Promotion through selection on the basis of merit failing which by deputation/transfer and failing that by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/ transfer to be made	<p><b>Promotion</b> Private Secretary in Level-7 in Pay Matrix table with 3 years' service or Assistants/ Stenographers Grade-I ( Level-6 in the Pay Matrix as per 7<sup>th</sup> CPC) with 8 years of service (percentage being 75 per cent for Secretarial Cadre and 25 per cent for Stenographers Cadre respectively)</p> <p><b>Deputation</b> (a) Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies: i) Holding analogous post on regular basis; with 3 years regular service in the post in Level-6 in the Pay Matrix or ii) with 8 years regular service as Assistant/ Stenographer in the grade pay of Rs. 2800 (pre-revised); and (b) Possessing qualifications prescribed in Column 7. (Period of deputation shall not ordinarily exceed 3 years)</p>

1.	<b>Name of the Post</b>	<b>Professional Assistant</b>
2.	No. of Posts	2
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	2nd Class Graduation Degree with Master in Library Science OR 2nd Class Master Degree with Bachelor in Library Science/Diploma in Library Science
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By direct recruitment failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<b>Deputation/Transfer</b> (a)Officers from Central/State Governments, Universities, Professional and Research institutions and bodies (i)Holding analogous post on regular basis; or (ii)With 5 years regular service as Semi-Professional Assistant in Pay Level-5 in Pay Matrix and; (b)Possessing qualifications prescribed for direct recruits in Column 7.

*C.S.V.*

1.	<b>Name of the Post</b>	<b>Publication Assistant</b>
2.	No. of Post	01
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	<p>(a) Graduate with a diploma in Printing Technology from a recognized Institution or two years Post-graduate Diploma in Book-publishing with specialization in Book-production</p> <p>(b) About 2 years experience in Primary/ Production of Books /General Publications, Journals, etc. in a reputed publishing / printing organization or in a Government Autonomous Organisation dealing in printing and publishing</p> <p>(c) Knowledge of Calculating and estimating cost of production of publications</p> <p><b>Desirable</b> Proficiency in English and Hindi Proof Reading</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment/Deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<b><u>DEPUTATION</u></b> Educational and other qualification is same as in Column 7.



S.No		EXISTING (2013)
1.	<b>Name of the Post</b>	<b>Assistant</b>
2.	No. of Posts	7
3.	Classification	Group C
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Non-selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelors Degree with minimum 50% marks. <b>Desirable</b> Experience of establishment and accounts work. Ability to typing on computer in Hindi and English
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	No
9.	Period of probation, if any	2 years in the case of direct recruitment
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Fifty per cent by promotion on the basis of seniority subject to the rejection of the unfit from amongst the Upper Division Clerks with not less than five years regular service in the Institute as an Upper Division Clerk  Fifty per cent by direct recruitment on the basis of competitive test in the manner as may be prescribed by the Institute from time to time from amongst the candidates sponsored by the Employment Exchange and eligible employees of the Institute and/or through advertisement in local press when considered necessary. Failing direct recruitment. Persons may be appointed on deputation on transfer/transfer against direct recruitment quota
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<b>Promotion</b>  UDC having at least 5 years regular service as UDC  <b>Deputation/Transfer</b>  Officers from Central/State Governments, Universities, Professional and Research Institutions and bodies: holding analogous post on regular basis; or with 5 years regular service as Upper Division Clerk in Level-4 in Pay Matrix.; and Possessing qualifications prescribed for direct recruits in Column 7. (period of deputation shall not ordinarily exceed 3 years)

S.No		EXISTING (2013)
1.	<b>Name of the Post</b>	<b>Assistant (Accounts)</b>
2.	No. of Posts	2
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelor's degree in Commerce 5 years experience in maintenance of accounts, preparation of budget etc. in government/ autonomous/ organizations public sector undertakings.
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	No
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Promotion, failing which transfer on deputation and failing that direct recruitment.
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/ transfer to be made	Assistants with 5 years' in the grade or 10 years' combined service in the grade of Assistant/UDCs who have undergone training in cash and accounts work in the Institute ISTM or equivalent and possessing 3 years' experience of cash, accounts and budget work  Failing (a) above, officers under the Central Govt. holding analogous posts of SAS Accountants or SAS passed clerks from any on the organized accounts department. The period of deputation shall ordinarily not exceed 3 years.  Failing (a) and (b) above direct recruitment



S.No.		EXISTING (2013)
1.	Name of the Post	Stenographer Grade-I
2.	No. of Posts	10
3.	Classification	Group C
4.	Scale of Pay	Level-6 (₹35,400 – 1,12,400)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years for promotes
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b>Promotion</b></p> <p>Stenographers Grade II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission.</p>

	<p><b>Deputation:</b></p> <p>Officers holding the post of Stenographer under the Central Government</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service in the Pay Band I with Grade Pay of Rs. 2400 or equivalent</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years 'as on the closing date of receipt of applications.</p> <p>Note 3: For the purposed of appointment of deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 ( the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
--	---



1.	<b>Name of the Post</b>	<b>Hindi Translator</b>
2.	No. of Posts	2
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(i) A Master's degree from recognized University with English/Hindi as main subjects at degree level with minimum 50% marks</p> <p style="text-align: center;">OR</p> <p>A Master's degree with Hindi and English as main subjects with minimum 50% marks, and recognized diploma certificate in translation from English to Hindi and Vice-Versa</p> <p>(ii) At least 2 years experience in translation from English to Hindi and vice-versa in a Govt. /private organization</p> <p><b>Desirable</b></p> <p>(i) Knowledge of Indian Educational System</p> <p>(ii) Proof reading</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Not Applicable

Q.C.J



S.No.		EXISTING (2013)
1.	<b>Name of the Post</b>	<b>Data Entry Operator 'C'/Data Entry Operator 'B'</b>
2.	No. of Posts	2 +2
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	Bachelor's degree with training in word processing, data entry and Desk Top publishing work with at least 5 years experience in relevant field for direct recruits
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	N.A.
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Promotion, failing which by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Promotion from Data Entry Operator 'B' with three years regular service in the grade

*CSJ*

S.No.		EXISTING (2013)
1.	<b>Name of the Post</b>	<b>Machine Operator (Multilith-cum-Photocopier)</b>
2.	No. of Posts	1
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29,200 – 92,300)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>(i) Matriculation/Higher Secondary or its equivalent from a recognized Board</p> <p>(ii) At least five years' experience of operating Multilith Printing Machine, Photostat machine, projecting films, slide, etc.</p> <p><b>Desirable</b></p> <p>Diploma in printing from a recognized Institute</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Yes
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	By promotion through selection on merit failing which by direct recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/ deputation/ transfer to be made	Promotion Employees in the Grade Pay of Rs. 2800 with requisite educational qualifications and experience

*(Handwritten signature)*

S.No.		EXISTING (2013)
1.	Name of the Post	Stenographer Grade-II*
2.	No. of Posts	6
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25,500 – 81,100)
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Age for Direct Recruits	18-27 years (Relaxable for Govt. servants up 40 years in accordance with instructions or orders issued by the Central Govt.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission
7.	Educational and other qualifications required for direct recruits	(i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board of University Skill Test Norms Dictation: 10 Mts. @ 80 w.p.m. Transcription 65 mts. (English); 75 mts. (Hindi) (On manual Typewriter) or 50 mts. (English); 65 mts. (Hindi) (on Computer)
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	Direct recruitment through Staff Selection Commission  Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or regular basis and possession the qualification prescribed for direct recruits at Column 7.

V.C.A

S.No.		EXISTING (2013)
1.	Name of the Post	Upper Division Clerk
2.	No. of Posts	9
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25,500 – 81,100)
5.	Whether Selection post or Non-Selection post	Non-selection
6.	Age for Direct Recruits	Not more than 30 years
7.	Educational and other qualifications required for direct recruits	A Bachelor's degree. Knowledge of office work and ability to type on computer in Hindi and English
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	
9.	Period of probation, if any	N.A.
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	<p>75% promotion on the basis of seniority, subject to the rejection of the unfit from amongst Lower Division Clerk, Hindi Typist and Lower Division Clerk-cum-Telephone Operator having not less than 5 years regular service in the Institute.</p> <p>25% by promotion through selection on the basis of a departmental written test in the manner as may be prescribed by the Institute from time to time from amongst the Lower Division Clerks and other employees in the LDC scale of pay, with not less than two years regular service in the Institute on that scale.</p>
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p>Promotion</p> <p>LDC, Hindi Typists and LDC-cum-Telephone Operator having not less than 5 years regular service</p>

*Qad*

S.No.		EXISTING (2013)
1.	Name of the Post	Lower Division Clerk
2.	No. of Posts	14
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for Direct Recruits	Minimum 18 years. Maximum 27 years
7.	Educational and other qualifications required for direct recruits	(a) 12 <sup>th</sup> Class or its equivalent from recognized Board of University. (b) Skill test norms only on Computer English Typing @35 W.P.M. Hindi Typing @ 30 W.P.M. (Time allowed -10 mts)  (35 wpm & 30 WPM corresponding to 10500 KDPH/9000KDPH on an average of 5 key depression for each word.)
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Yes, to the extent indicated in Column 10
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	i) 85% by Direct recruitment ii) 10% of the vacancies to be filled from amongst the group 'C' staff in the grade pay of Rs. 1800 (pre-revised) and who possess 12 <sup>th</sup> pass or equivalent qualification and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST)  Note: If more of such employees then the number of vacancy available under clause (ii) though qualified at the examination, such excess no. of employees shall be considered for filling the vacancy arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a latter examination.  iii) 5% of the vacancies shall be filled on the seniority-cum-fitness basis from Group 'C' employees, who have 3 years regular service in posts with the grade pay of Rs. 1800/-
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	As stated in column 10

1.	<b>Name of the Post</b>	<b>Driver</b>
2.	No. of Posts	6
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>i) Possession of a valid Driving License for motor cars</p> <p>ii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicle)</p> <p>iii) Experience of driving a motor car for at least 3 years; and</p> <p>iv) Pass in 10th Standard</p> <p><b>Desirable</b></p> <p>3 years service as Home Guard/Civil Volunteers.</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment failing which by deputation/absorption</p> <p>For Armed Forces Personnel: Deputation/re-employment</p>
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	<p><b><u>For Deputation:</u></b></p> <p>From amongst the regular Group 'C' employees in Pay Level-I in NIEPA who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in Pay Level-I in Pay Matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in Column No. 7</p> <p><b><u>Deputation/re-employment for Armed Forces Personnel:</u></b></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered.</p>

		<p>Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
--	--	--

GJSW

1.	<b>Name of the Post</b>	<b>Library Attendant</b>
2.	No. of Posts	3
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<b><u>Essential</u></b> (1) Matric/Higher Secondary (2) Certificate/Diploma in Library Science
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	-





1.	<b>Name of the Post</b>	<b>Programme Attendant</b>
2.	No. of Post	1
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential</b></p> <p>At least 10+2 pass with three years of experience of operating Audio-visual aids (Film Projector, Over-head Projector, Slide Projector, etc.) Public Address System (Mike, Head-Phones, etc.) Video Conferencing equipment and photography etc.</p> <p><b>Desirable</b></p> <p>Certificate class II electrical workman licence and proficiency in English for preparing Presto graphs according to time table</p>
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 years
1	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/ transfer) and percentage of the vacancies to be filled by various methods	By Direct Recruitment
1	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Not Applicable

*(Signature)*

1.	<b>Name of the Post</b>	<b>Electrician</b>
2.	No. of Post	1
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19,900 – 63,200)
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age for Direct Recruits	Not exceeding 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential</b> (a) Matriculate (b) Electrical Workman License Certificate Class II  2 years' experience in the Trade. Preference will be given to those who are in possession of National Apprenticeship Certificate
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	Not Applicable
9.	Period of probation, if any	2 Years
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Not Applicable



1.	<b>Name of the Post</b>	<b>MTS</b>
2.	No. of Posts	37 (At present, 15 MTS are on roll. As and when a post falls vacant, will be treated as outsourced by rotation)
3.	Classification	Group C
4.	Scale of Pay	Level-1 (₹18,000 – 56,900)
5.	Whether Selection post or Non-Selection post	
6.	Age for Direct Recruits	
7.	Educational and other qualifications required for direct recruits	
8.	Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion or Limited Departmental Examination	
9.	Period of probation, if any	
10.	Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation / transfer to be made	

*at C.M.*

## General Conditions

- The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (The closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep. The closing date will extend upto 30 days, in case the candidate belongs to any of such said regions)
- Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
- Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay level extended based on the recommendations of the Pay Commission.
- Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
- Note 3: For the purpose of appointment of deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 ( the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding Pay level extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised Pay Band and Grade Pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that pay level is the normal replacement level without any upgradation.
- **Deputation:** The conditions of Deputation shall be governed as per Government of India Rules, as extended from time to time.

