

# **RECRUITMENT & PROMOTION RULES**



**INSTITUTE OF PHYSICS  
BHUBANESWAR**

**RECRUITMENT & PROMOTION**  
**RULES OF INSTITUTE OF PHYSICS**  
**BHUBANESWAR**

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*ACADEMIC RECRUITMENT  
& PROMOTION POLICY*



*INSTITUTE OF PHYSICS  
BHUBANESWAR*



## ACADEMIC RECRUITMENT AND PROMOTION POLICY

*The Institute has five academic designations (grades): Assistant Professor (E), Reader (F), Associate Professor (G), Professor (H) and Senior Professor (I).*

### Recruitment

*Normal entry level for an academic appointment is at the Assistant Professor (E) rank. A person to be considered for this position is expected to have at least 2 years of post-doctoral experience and be preferably below 35 years of age. Suitable number of increments may be granted depending upon the amount of post-doctoral experience and the evaluation of the quality of research output by the Selection Committee.*

*A person with 5 years or more of post-doctoral experience and preferably below 38 years of age may be considered for appointment at the Reader (F) rank. Appointment at this level is not routine and should be made only after careful evaluation.*

*To be considered for direct appointment at the Associate Professor (G) level, the person should be holding a similar position or be at the level of Reader (F) for more than four years elsewhere. Appointment at this level would be restrictive.*

*Direct appointments at levels higher than (G) would be rare and usually by invitation only.*

*A Screening Committee, appointed by the Director for each appointment to be made, shall prepare a short list of candidates taking into account the candidate's academic achievements supported by letters of reference from experts and inputs from members of the faculty. The final recommendation for selection would be made by a Selection Committee appointed by the Governing Council.*

### Promotions

*Academic promotions would be based primarily on the quality of research output of an academic member with appropriate weight given to his/her contributions to mentoring, teaching and service to the Institute.*

*For each rank, there will be a minimum residency period which the member has to spend in order to be considered for promotion to the next higher rank. These periods at the Grades F and G are 5 years. The normal residency period in E Grade is 3 years which may be reduced by up to one year, if the member has more than 3 years of post-doctoral experience at the time of joining. The residency period in the higher grades may be reduced only if the member has outstanding accomplishments. Promotion to the rank of Senior Professor (I) would be by invitation only.*

*Each promotion will be based on evaluation by a competent Promotion Committee appointed by the Governing Council. The Director will have the responsibility of seeking comprehensive assessment of the member's work by national and international experts in the field and making them available to the Promotion Committee, which will in turn, make a recommendation to the Governing Council for a final decision. The entire process is expected to be completed normally within 4\* months from the date of eligibility.*

*\* 6 months from the date of eligibility as approved in 92<sup>nd</sup> GCM Item No.2 (Confirmation of Minutes of 9<sup>th</sup> GCM).*



## ANNEXURE

### (DETAILED GUIDELINES FOR ACADEMIC RECRUITMENTS AND PROMOTIONS)

#### Recruitment

Following are the guidelines for appointment at various academic grades. It is to be interpreted that these are guidelines for regular appointments. The Governing Council may chose to take decisions for exceptional cases, if and when it so desires. Further, the recruitment and promotion policy should be dynamic and should be reviewed from time to time in line with any significant changes in the policy followed at other sister Institutes under the DAE.

**Assistant Professor (E):** To be considered for appointment at this grade, a person should have at least two years of post-doctoral experience. He should have good quality publications in refereed journals and his work should show his ability to carry out independent research. The candidate is required to provide names of three referees who will be able to assess his/her work. In addition, the Institute will seek letters of reference from at least two independent referees, for those candidates who are shortlisted after screening (the screening procedure is outlined below). It is expected that the candidate is below the age of 35 years when appointed to this grade. At the time of joining, up to four advanced increments may be given.

**Reader (F):** This appointment is not a routine entry level appointment. A person with a research experience of 5 years or more after Ph.D., will be eligible to be considered for this position. The candidate must have demonstrated abilities to perform high quality research and have academic leadership qualities. The candidate should provide names of at least three referees familiar with his/her work. In addition, the Institute will seek assessments from at least three independent referees for those candidates shortlisted for the position. It is expected that the candidate is below the age of 38 years at the time of appointment to this position.

**Associate Professor (G):** Direct appointment at the Associate Professor (G) rank will be done under special situations. To be eligible for such an appointment, the person should be holding a similar position already or be in a position of Reader (F) or equivalent for at least four years elsewhere. She/he must have clearly demonstrated ability to lead a research group through guidance of students. The candidate must provide a list of at least three referees. The Institute will seek letters from at least three independent referees. It is expected that the candidate is below the age of 43 years at the time of appointment.

**Professor (H) and Senior Professor (I):** Institute will rarely appoint a candidate directly at this level. Such an appointment will be made by invitation of the Governing Council. Should an outstanding physicist be available for Professorship, the Institute will seek letters from at least six referees. The candidate must have been recognized by national academic societies in India or abroad for outstanding academic performances or might have received awards/prizes for scientific achievements. The Selection Committee will be constituted by the Council and chaired by the Chairman, Governing Council.



**Recruitment Procedure:**

The entry level appointments will generally be in the Assistant Professor rank. As in other premier research institutions of India, there will be rolling advertisements, i.e. the openings will not be advertised in news papers with fixed date of receiving applications; rather the Institute will periodically review applications for short listing and selection.

**Step-I:** It is the responsibility of the applicant to take the initiative to complete the application in all respects, supply the names of three referees and ensure that referees send the letters of reference.

**Step-2:** All the completed applications will be sorted according to various fields of research, usually twice a year. The Director will constitute the Screening Committee of four members (including a Chairman) with three faculty members from the same field of research and one faculty member from outside the field. All members must be at least one grade above the rank for which the candidate is being considered for appointment. In case there is a shortage of eligible members in a field, the Director may include competent members from other institutes.

Consideration for starting a new research activity should be discussed by the Faculty Council of the Institute and a suitable Screening Committee may be formed by the Director. The Committee may consist of members, from and outside the Institute, with maximum overlap with the proposed activity.

The Screening Committee members will seek written assessments of the candidates from the other faculty members of the group and those working in related fields. All members of the Faculty shall have access to all applications; however, they will not have access to the letters of reference. The Screening Committee will prepare their assessments of all the applicants and then prepare a short list according to the orders of preference and suggest names of independent referees. Any case which is not covered by the guidelines and norms have to be duly justified by the Screening Committee at this stage. Such cases should be discussed in the Faculty Council and finally approved by the Chairman of the Governing Council.

**Step-III:**

The office of the Director will seek letters of reference from adequate number of independent referees.

**Step-IV:**

Finally, a Selection Committee will be constituted by the Chairman of the Governing Council, which will consist of Director, two members from the Institute, two from outside and a member of the Governing Council if deemed necessary. The Selection Committee has the right to access applications of all the candidates. It may include any candidate not in the short list for the selection, however, adequate number of independent referee reports must be sought for any such candidate.



### **Promotions:**

The expected career profile of a good scientist today is that he/she should be able to reach the rank of Professor (H) in about 11-13 years after joining as Assistant Professor (E) and about 14-16 years after obtaining Ph.D., provided he/she continues to perform well. The norms for promotions laid down below are based on this premise.

Academic promotions would be based primarily on the quality of research output of an academic member with appropriate weight given to his/her contributions to mentoring, teaching and service to the Institute. Emphasis would be given to the performance and achievements of the member in the present grade.

1. **Assistant Professor (E) to Reader (F):** A person who joins as an Assistant Professor (E) will normally be eligible for promotion to the Reader rank after 3 years. This period may be reduced at most by one year if the person joined after more than 3 years of Post-doctoral experience. For assessment, the candidate will submit a list of publications, a summary of research activities and provide names of three referees. In addition, the Director will seek letters of reference from three independent referees and proceed by appointing a Promotion Committee.
2. **Reader (F) to Associate Professor (G):** The member must have spent at least 5 years as Reader to be considered for promotion to the Associate Professor rank. The candidate should submit his/her CV, a list of publications and a short account of the research work and will provide names of three referees. In addition, the Director will seek letters of reference from three independent referees and proceed by a Promotion Committee duly appointed by the Chairman of the Governing Council.
3. **Associate Professor (G) to Professor (H):** The member must be in the grade of Associate Professor for a period of at least 5 years in order to be considered for promotion to the Professor rank. The member is expected to have significant scientific achievements. A detailed account of research achievements to be submitted along with CV and list of publications. The candidate shall provide names of three referees. In addition, the Director will get assessments of at least three independent referees. The Chairman will constitute the Promotion Committee.
4. Promotions to the rank of Senior Professor is by invitation from the Governing Council and norms and procedures for such promotions will be as decided by the Council.

The guidelines presented above are meant for candidates whose performances are steady. If a faculty member has outstanding achievements then promotions may be considered earlier. In such cases, first a detailed dossier be submitted to the Director clearly stating the exceptional achievements of the candidate. The Director will seek six independent reports from referees who are recognized authorities in the relevant field of research and will present this case directly to the Governing Council. Such promotions are expected to be taken up only in rare cases.

### **Comments:**

- (i) The Office of the Director is expected to notify the eligible faculty member to submit the required documents in standard format about four months before the due date for promotion. On receiving the letter, the faculty member is expected to submit all relevant documents within a



month. Normally, the promotion process is expected to be completed in about three months from the due date.

(ii) A faculty member may decline to be assessed for promotion after she/he is eligible. She/he may also chose to be considered for assessment in a subsequent year. She/he will give this in writing to the Director.

(iii) If a faculty member does not get promoted on the first occasion, she/he may be considered in the following year. However, if the promotion does not go through in the second instance, then there will be a cooling period of two years, i.e. the promotion process will only be initiated two years after the last consideration.

**Promotions to the existing faculty members:**

In the new structure, the entry level has been raised to the Assistant Professor grade and a new grade, namely Reader (F) has been introduced. Seven members who are presently in the Reader (F) grade were placed in this grade after spending 3 years as Assistant Professor, in addition to having spent 3 years as Senior Lecturer. All such faculty members may be considered for promotion to the Associate Professor (G) rank after 3 years in the Reader (F) grade. This will ensure that these members reach the Associate Professor level no later than they would have been eligible under the earlier rules, i.e. 6 years after reaching the Assistant Professor grade. This point is believed to have been noted in an earlier Governing Council.

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(Approved in 76<sup>th</sup> Governing Council Meeting held on 14.03.2011 after incorporating certain minor changes in the original policy made by the Committee constituted by the Governing Council in which Prof.T.K.Chandrashekar, Director, NISER, Dr.S.Kailas, Director (Physics Group), BARC, Prof. Amitava Raychaudhuri, Director, HRI, Allahabad, Prof.R.Balasubramanian, Director, IMSc., Chennai and Prof.A.M.Jayannavar, Director, IoP were members. Ref.76<sup>th</sup> GCM file).

*File: 76<sup>th</sup> GCM-Academic Recruitment & Promotion Policy  
approved in 76<sup>th</sup> GC held on 14.03.2011-Final Copy*

**GUIDELINES FOR RECRUITMENT**  
**OF TECHNICAL AND SCIENTIFIC**  
**CATEGORIES OF EMPLOYEES**



**INSTITUTE OF PHYSICS**  
**BHUBANESWAR**

**GUIDELINES FOR RECRUITMENT OF TECHNICAL & SCIENTIFIC  
CATEGORIES OF EMPLOYEES**

1. **General Principles:**

1.1 **Streams and grades:**

In each of the categories (a) Technical and (b) Scientific the posts are subdivided into several grades. Salary grades available in various streams may be revised from time to time by the Council of the Institute like TIFR and SINP subject to the approval of the DAE.

1.2 The basic qualifications needed for recruitment in any particular stream are similar. However, depending on the experience and the level of basic qualifications, recruitment are to be made at different inputs points in the stream as detailed in different sections of these rules.

1.3 Once the recruitment is made at a particular step in a stream the employee shall have the scope of promotion in very special cases of changing from one stream to a related one according to the norms and rules of promotion of the Institute.

2. **Appointing Authority:**

The bye-laws of the Institute provides that for all academic posts above the post of Lecturer and that of Registrar, the Council of the Institute shall be the appointing authority whereas for all other posts the Director is the appointing authority.

3. **Recruitment procedure and basic rules of appointment:**

Recruitment to all posts shall be made by open advertisements specifying the essential and special qualifications if any needed for the post. The essential qualifications are laid down in different appropriate sections. Special qualifications are to be specified on each occasions of recruitment depending on the exact assignment of work for the post. A list of suitable candidates may be called from the local employment exchange.



3.1 All applications received in response to the advertisement and through the employment exchange, and departmental candidates if any will be scrutinized by the Standing Screening Committee of the Institute. This Committee will be the same for both direct recruitment as well as departmental promotions. Details about the constitution of the Standing Screening Committee etc. will be same as given from Para-2 to 8 of the guidelines for promotion of technical and scientific categories of employee.

3.2 The above committee will meet as often as necessary for the purpose of screening applications for direct recruitment and once in a year for departmental promotion.

4. **Selection Committee:**

4.1.1 All Candidates other than for category 'A' posts shall be examined by duly constituted Selection Committee. The structure of committee will be as follows:


- |          |   |   |
|----------|---|---|
| Chairman | - | Senior Faculty Member   |
| Members  | - | Two faculty members(including the Chairman of Standing Screening Committee) |
|          |   | Registrar (Ex-officio)  |

Note.1: One faculty member/officer who is a specialist supervisor relevant to the post is to be co-opted if not already covered vide 1 & 2. The co-opted member will be an invitee and not vote. He will be required to sign the minutes of the proceedings.

Note.2: An external expert may be nominated when necessary. This will be mandatory in all cases of fast promotion.

Note.3: The Chairman/members shall normally hold office for 3 years. The retirements/nomination to the committee will be phased to ensure continuity.

Note.4: In absence of the Chairman, the Director will nominate one of the members to act as Chairman. 3 out of 4 members (including the Chairman and ex-officio member) will form the quorum. The Director may nominate additional member/s to complete the quorum.

- 4.1.2 The Standing Selection Committee will short-list the candidates to be called for interviews on the recommendations of standing screening committee and review of bio-data including qualifications, experience, age limits etc. by Registrar.
- 4.1.3 Written tests/trade tests may be conducted in addition to the interview by the standing selection committee where considered necessary.
- 4.1.4  The constitution of SSC will be ratified by the Governing Council of the Institute.
- 4.2 The SSC shall make recommendations to the appointing authority. Each appointment shall be further subject to the candidate being found medically fit by a Medical Officer to be specified by the appointing authority
- 4.3 All appointments shall have a stipulated probationary period after the expiry of which, the employee shall be confirmed in his post on the basis of satisfactory report on the employee's work and conduct during the probationary period. The confirmation in the post is further subject to receipt of satisfactory C & A verification report. The probationary period may be extended by the appointing authority on the recommendation of the specialist supervisor of the candidate if required.
- 5. **Starting Salary:**
- 5.1 In exceptionally deserving cases special qualifications/merit/experience of a candidate may be considered for giving some initial increments on the recommendation of Standing Selection Committee, subject to guidelines vide Annexure-B.



- 5.2 While approving initial increments, care should be taken by the Appointing Authority to check that the initial salary granted to the new employee is commensurate with the salary of the existing employees in the same grade at the same level of qualifications, experience and merit.
- 5.3 For all Technical and Scientific categories, as far as possible, external experts shall be appointed by the Director from appropriate Institutions/Laboratories. Internal experts for such posts may also be appointed by the Director. These experts will serve in the Standing Selection Committee as invitees.

**Guidelines for promotion of technical & Scientific  
categories of Employees**

1. A Standing Screening Committee be constituted. This committee will meet once a year to review all cases of other than category 'A' employees and recommend those found suitable for consideration for promotion by selection committee.

2. **Screening Committee:**

The composition of Standing Screening Committee is recommended as follows:

- |          |   |   |
|----------|---|---|
| Chairman | - | Sr. Faculty Member  |
| Members  | - | 2 Faculty members/officers supervising<br>scientific/technical staff. |
|          | - | Registrar (Ex-officio)  |

Note.1: The standing screening committee may have an outside expert in the initial stage (may be for 3 years)

3. Cases of all employees will be put up to the screening committee irrespective of their CR grading.
4. Chairman of the Standing Screening Committee shall be ex-officio member of the selection committee for promotion/recruitment of technical/scientific staff.



5. The chairman/members of the standing screening committee shall normally hold the office for 3 years. The retirement/nominations will be phased to ensure continuity.
6. In absence of chairman/members, the Director will nominate additional members so as to have a quorum of at least three members (including the chairman and ex-officio member). In the absence of chairman the Director will nominate a member to act as chairman.
7. The recommendation for consideration of promotion will be based on the norms as per Annexure-C.
8. **Change over of streams:**  
The Screening Committee will also recommend to the selection committee any cases where change over from technical assistant to scientific assistant or scientific assistant to scientific officer is deserved. Norms for the purpose are placed at Annexure 'D'. An external expert may be nominated by the Director to act as member of the Screening Committee in such cases.
9. The standing screening Committee will also be responsible for screening of applications received from outside candidates against advertised posts and for screening of cases of Administrative and Auxiliary staff under consideration for change over to technical/scientific categories.
10. Promotions of scientific/technical staff is not to be linked with vacancies in any grade. On approval of promotion, it is to be implemented by upgrading the corresponding post without creating a consequential vacancy.
11. Recruitment against newly sanctioned posts or vacancies caused due to retirement etc. will be governed by the recruitment criterion as laid down.

12. The standing screening committee while recommending cases for promotion to standing selection committee will also suggest if an external expert will be required for the selection committee. A panel of recommended names may also be suggested for consideration by the Director.

**Annexure-B(1)**

**Norms for Recruitment**

Trade Training	Academic Level	
	X	X+2
ITI Certificate based on curriculum of one year duration with one year experience.	T(A)	T(A) with up to two increments.
ITI Certificate based on curriculum of two years duration with one year experience.	T(A) Up to two increments	T(A) Up to three increments.

**Annexure-B(2)**

For Diploma Holders(Secondary level +3/4 years diploma course in relevant fields, Graduate & Special Qualification.

Diploma	Science Graduates (B.Sc) other Graduates with relevant diploma of minimum 1 year course.	Special qualification
With a minimum 1 year experience	TE/SA-A Increment up to 2 may be considered for deserving candidates.	SA-A Up to 4 increments for deserving candidates.

**Annexure-B(3)**

Candidates with Masters degree (M.Sc.) in relevant subject and or specialisation and Graduate engineers (BE/B.Tech) or equivalent (AMIE/AMIETE etc.) may be considered for appointment as SO (SB) with up to 4 increments in deserving cases.



**Annexure-C**

**Proposed number of years to be spent for being considered for promotion  
for each category for each level of performance.**

**(A) The Technical rank:**

	A+	A	A-	B+
TA,TB,TC,TD	3	4	5	6
TE,TF,DA,DB	4	5	6	7
TG,TH,DC,DD	5	6	7	8
TJ,DE and above	5	6	7	8

**B) The scientific rank**

	A+	A	A-	B+
SA-A,SA-B,SA-C	3	4	5	6
SA-D	4	5	6	7
SA-E and above	5	6	7	8

**Explanatory Notes:**

The overall grading in CR will correspond to following marks awarded.

A+	-	Outstanding	-	above 90%
A	-	Very good	-	80 to 89%
A-	-	Good	-	70 to 79%
B+	-	Above Average	-	60 to 69%
B	-	Average	-	50 to 59%
C	-	Below Average	-	Below 50%



**For M.Sc./B.E./B.Tech./M.Tech\*/Ph.D\***

From	To		Minimum eligibility period & CR grading			
		3	4	5	6	7
SO (SB)	SO(C)	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>	-	-
SO (C)	SO(D)	-	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>	-
SO(D)	SO(E)	-	-	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>

\* For Ph.D & M.Tech, the eligibility period will be less by one year.

**For Post Graduate Library Diploma holders/M.Lib.**

From	To		Minimum eligibility period & CR grading			
		4	5	6	7	8
SO (SB)	SO(C)		A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>	-
SO (C)	SO(D)	-		A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>
SO(D)	SO(E)	-	-	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>

A1 - Outstanding

A2 - Very good

A3 - Good

Consistent minimum grading for last three years.

Annexure-D

**Guidelines for Changeover from one stream to other**

1. In deserving cases, changeover from one stream to other viz. Helper to technician, technician to scientific assistant etc. will be permitted. Such cases will be examined by the Standing Screening Committee and forwarded to Standing Selection Committee for consideration.

2. **Criterion**

- 2.1. **Helper to Technician**

A Helper can be considered for changeover to technician after 7(seven) years as Helper 'C' subject to his acquiring relevant skills/qualifications. Such a case should be supported by at least 4 outstanding CRs immediately preceeding the year under review.

- 2.2. **Helper to Administrative**

The criterion will be same as that for candidates applying against open advertisement.

- 2.3. **Technician to scientific Assistant**

At the level of TE to TF, employees can be considered for change over to scientific Assistant stream, if the Selection Committee specially recommends their suitability for scientific grades and subject to functional requirements of the Institute.

- 2.4. **Technician to Administrative**

Such a changeover may be permitted if the candidates satisfy the conditions applicable to candidates against open advertisement. However, such a change is to be discouraged.



2.5 Administrative to technician or Scientific Assistant

2.5.1 A member of the Administrative staff can be considered for changeover to technical or scientific streams on his acquiring relevant skills/qualifications.

Proposals for such changeovers may be initiated in one of the following ways:

- (i) Application by the individual against an advertised vacancy.
- (ii) The cases may also be recommended by
  - (a) Faculty in charge/Registrar supervising the work of the individual.
  - (b) Faculty member/members conversant with the work of the individual.
  - (c) Registrar on the basis of the individuals qualification and experience and the requirements of the Institute.

2.5.2 The proposals for changeover will be examined by the Standing Screening Committee and recommendation of Screening committee shall be brought to the notice of the Director. These cases may be referred by the Director to the Standing Selection Committee for further action. The Standing Selection Committee will examine only the cases referred to them by the Director.



***NORMS OF RECRUITMENT  
FOR ADMINISTRATIVE AND AUXILARY  
CATEGORIES OF EMPLOYEES***



***INSTITUTE OF PHYSICS  
BHUBANESWAR***

**NORMS OF RECRUITMENT FOR ADMINISTRATIVE & AUXILIARY  
CATEGORIES OF EMPLOYEES.**

1. **General Principles:**

1.1. **Stream and grades:**

In each of the categories (a) Administrative and (b) Auxiliary, the posts are sub-divided into several streams. Salary grades available in various streams may be revised from time to time by the Council of the Institute and the DAE.

1.2. The basic qualifications required for recruitment to any particular stream are similar. However, depending on the experience and the level of basic qualifications, recruitments may be made at different input points in the stream as detailed in different sections of these rules.

1.3. Once the recruitment is made at a particular step in a stream the employee shall have the scope of promotion in very special cases of changing from one stream to another for which he is qualified, with approval of the Appointing Authority.

2. **Appointing Authority:**

The bye-laws of the Institute provides that for all Administrative and Auxiliary posts except the post of Registrar the Director shall be the appointing authority.

3. **Recruitment procedure and basic rules of appointment:**

3.1. Recruitment to all posts above Administrative Officer I and for those requiring specializations and as L.D.C. shall be made by open advertisements specifying the essential and special qualifications if any needed for the post. All the advertisements shall specify the details of reserved/unreserved posts in each category separately.

3.2. In addition, list of candidates shall be obtained from Employment Exchange.

3.3. The essential qualifications are laid down in different appropriate sections. Special qualifications are to be specified on each occasions of recruitment depending on the exact assignment of work for the post.



4. **Selection Committee:**

- 4.1.1 Candidates shall be examined by a duly constituted Selection Committee, to be nominated by the appointing authority. The composition of the committee will include Registrar, one external expert in the relevant area and a SC/ST representative.
- 4.1.2 The Selection Committee shall make recommendations to the appointing authority after reviewing bio-data including qualifications and experience and after interviewing the candidates.
- 4.1.3 Written tests may be conducted if so decided by the appointing authority.
- 4.1.4 Each appointment shall be subject to the candidate being found medically fit by the Medical Officer to be specified by the Appointing Authority.
- 4.2.1 The appointment shall be confirmed subject to satisfactory completion of probationary period of one year, extendable by appointing authority if considered necessary. The confirmation of the post shall be further subject to receipt of satisfactory C & A verification report.

5. **Starting Salary:**

- 5.1. In exceptionally deserving cases, special qualifications/merit, experience of a candidate may be considered for giving some initial increments on recommendation of Selection Committee at the discretion of the appointing authority.
- 5.2 While deciding on such initial increments care should be taken by the Appointing Authority to check that the initial salary granted to the new employees in commensurate with the salary of the existing employees in the same grade at the same level of qualifications, experience and merit.

6. **Norms for basic qualification for recruitment of Administrative Staff.**

6.1.1. **L.D.C.**

Candidate with minimum qualification of graduation (bachelor's degree) in Arts/Science/Commerce from a recognized University with or without experience may be recruited as L.D.C.

- 6.1.2. Candidates with (10+2) pass with 50% marks in aggregate and 3 years experience in relevant field may be considered.
- 6.1.3. Persons appointed in any lower grade in the Institute if possess the requisite qualifications will be considered for the post of L.D.C.
- 6.2.1. Typist  
(10+2) pass with not less than 50% marks in the aggregate and typing speed of 40 w.p.m. may be considered.
- 6.3.1. Steno.  
Same as typist with 80 w.p.m. shorthand speed.
- 6.4.1. P.A.  
Graduate with English and typing speed 50 w.p.m. and shorthand speed 100 w.p.m. at least 5 years experience.
7. Auxiliary:  
Educational qualifications VIII standard.
- 7.1.1. Driver.  
Educational qualification VIII standard with LMV licence, 3 years driving experience and should be capable of attending petty repair works.
- 7.2.1 Gardener.  
Literate with experience of 5 years in gardening/with certificate of training in gardening.
- 7.3.1 Sweeper  
Literate with experience of 2 years in sweeper duties. Norms for other posts will be specified as and when required.
- 8.1.1. Age for initial recruitment in respect of all administrative posts shall be not less than 18 years and not more than 28 years. Upper age limit is relaxable by 5 years in the case of SC/ST candidates and as per Government of India Rules for ex-servicemen.
- 8.1.2. Age for initial recruitment in respect of Auxiliary staff shall not be less than 18 years and not more than 35 years, Upper age limit is relaxable by 5 years in case of SC/ST candidates.



**PROMOTION NORMS FOR ADMINISTRATIVE AND  
AUXILIARY STAFF**

**Principles:** The promotion policy for the Administrative and Auxiliary staff as given below is based on following principles.

- (a) To appreciate consistent good work and offer scope for incentives and
- (b) To devise means for improvement in performance of the persons who are in the average or below average category.

**Attributes:** Evaluation of a person may be based on the following attributes.

- 1. Integrity
- 2. Professional Knowledge
- 3. Quality and output of Work
- 4. Attitude to work
- 5. Co-operation and team spirit
- 6. Communication skill(written & verbal)
- 7. Dependability
- 8. Discipline
- 9. Personality
- 10. Qualification weightage.

For the purpose of assessment, employees can be grouped in the following categories:

1. Outstanding  
(correspondent to numerical assessment of 9-10 marks) : Clearly, it is not likely that employees in this category will be more than 10% of the total strength. More likely, it will be between 5 to 10%.
2. Poor  
(Corresponds to 1-2 marks) : Again, in this category also, it is expected that number will be less than 5% of the total; more likely it will be between 0 to 5%
3. Average:  
(corresponds to 7-8, 5-6, 3-4 marks) : Most of the employees, 80% or more will be in this category. For the purpose of assessment, employees in this group can be subgroup as:  
(a) High average  
(b) Average and  
(c) Low average.

**Grading:** The following grading are being proposed on the basis that (a) a person whose performance is outstanding all through should get scope for about 5 promotions, depending upon his entry point, (b) an average person gets scope for  $3 \pm 1$  promotions, depending upon his entry point and (c) a person who falls on the poor category gets a chance for a maximum of 2 promotions.

**Assessment:** Promotion procedures will be initiated and completed in April each year for all categories of administrative staff.



**Promotion procedure:**

1. For recommendation of promotion, average of last 3 years assessment will be considered. Recommendations will be based on the required minimum score corresponding to the duration in the present post (i.e. totals of requirement given above)
2. If a candidate satisfies the norms for promotion, his case will be forwarded by the Registrar to the Selection Committee constituted for this purpose.
3. Internal assessment will form 50% of marks requirement, balance 50% will be from assessment in the Selection Committee. For promotion to be effective, total score of the candidate (internal + selection committee) has to satisfy the requirement prescribed in the year-wise table given under 'assessment' in para of this report.
4. Selection Committee will be constituted as follows:
  - (i) Chairman will be the Director or his nominee not below the rank of Professor.
  - (ii) Registrar
  - (iii) One external expert from any DAE Institute or other Research Institute/University.
  - (iv) Representative of SC/ST.
  - (v) DAE representative at appropriate level of administrative post.

**Promotion Norms of Administrative & Auxiliary grades of employees.**

The Institute follows a performance linked promotion policy for the Administrative & Auxiliary staff, with a view to provide a growth opportunity to the employees in a fair and equitable manner, consistent with their performance, potential and needs of the Institute. The salient features of the scheme are as follows.

- To bring the best performance on a faster track for promotion, following scores in the performance rating are proposed for promotion of a person at the corresponding completed years of service in his existing grade.

No. of completed years of service in the existing grade	5	6	7	8	10	12
Performance grade required for promotion*	Outstanding (90 marks & above)	Excellent (80-89 marks)	Very good (70-79 marks)	Good (60-69 marks)	Average (50-59 marks)	Below Average (50 marks or less)

\* Average of the preceding 3 years before consideration of promotion.

- The promotion to the next higher scale, will be effected by upgrading the post held by the employee (which is basically a financial upgradation) and the scale is treated as personal to the employee. The position will revert back to the lower grade on vacation.
- However, to ensure that the employees who are at the fag end of their service are not put to a disadvantageous position by the implementation of this new scheme now, Director may consider the cases of such of the employees who have put in more than 8 years of service in the existing scale and who are retiring in the next 5 years be put up to DPC, subject to fulfillment of all other norms for consideration for giving one financial upgradation.
- The employee after promotion continues to perform the same functions as before unless otherwise decided by the Director.
- All promotions to Group C and above will be by selection after an interview by the DPC giving 50% weightage for interviews and 50% for performance rating.
- The DPC consists of Director or his nominee, Registrar, IOP, one outside expert preferably from other DAE aided institute and one senior faculty member nominated by the Director.



- In respect of cases coming up for consideration before the DPC, there should not be any adverse remarks reported and communicated during the previous year and/or the employee is not under any punishment for any misconduct under the service rules. Where adverse remarks are communicated in writing, the employee's appeal against the adverse remarks are to be considered either for expunging the adverse remark or to retain the adverse remark or to retain the adverse remarks within a reasonable time.
- All promotions under the scheme will be made from 1<sup>st</sup> of April, every year.

Under this policy, a person in Administrative grade with

- a) 'OUTSTANDING' grading all through his career would get a maximum of 5 promotions during his entire career depending on his entry post, viz. Lower Division Clerk.
- b) 'VERY GOOD' grading would get 4 promotions;
- c) 'AVERAGE' grading would get 3 promotions;

vide illustration given hereunder. Only scales of pay applicable for the respective grades as recommended by the 5<sup>th</sup> Pay Commission, would be adopted. All others in Auxiliary grades are governed by the norms or Assured Career Progression (ACP) Scheme as applicable to Central Government Servants. However, Drivers are governed under the norms of Promotions followed by DAE.

