



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान
हटिया, राँची - 834 003 (झारखण्ड)

National Institute of Advanced Manufacturing Technology
Hatia, Ranchi – 834 003 (Jharkhand)

**GUIDELINES FOR
RECRUITMENT AND PROMOTION
FOR NON-TEACHING POSTS**

Approved in the 117th Meeting of the Board of Governors
held on 04th January 2023

[Office Order No. – 37/2023, dated 21/02/2023]



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)
हटिया, राँची - 834 003 (झारखण्ड)

National Institute of Advanced Manufacturing Technology
(Formerly National Institute of Foundry and Forge Technology)
Halia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/GA-43/2021 : 318

दिनांक Date – 16/02/2023
21

OFFICE ORDER No. – 37 /2023

Sub:- Guidelines for Recruitment & Promotion for the Non-Teaching Posts of the Institute.

WHERE AS, the Revised Recruitment Rules for the Non-Teaching Posts of the Institute approved by the Hon'ble Siksha Mantri, were received from MoE, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022.

AND WHERE AS, it was advised by the MoE that all the vacant Non-Teaching posts of the Institute shall be filled strictly as per these Recruitment Rules.

AND WHERE AS, a Committee was constituted, vide Office Order No. – 366/2022, dated 09/11/2022, for framing the Guidelines for Recruitment & Promotion for the Non-Teaching Posts of the Institute in accordance with the Revised Recruitment Rules for the Non-Teaching Posts of the Institute.

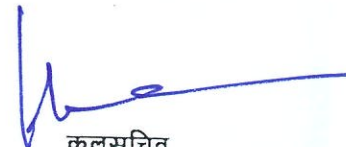
AND WHERE AS, the recommendation of the Committee were approved by the Board of Governors of the Institute, vide Resolution No. 117.BOG.II.8, dated 04/01/2023.

AND WHERE AS, the Revised Recruitment Rules for the Non-Teaching Posts of the Institute were adopted by the Board of Governors of the Institute, vide Resolution No. 117.BOG.II.3, dated 04/01/2023 and adoption of the Revised Recruitment Rules for the Non-Teaching Posts of the Institute have been notified vide Office Order No. 33/2023.

THEREFORE, the Guidelines as attached herewith are notified as the Guidelines for Recruitment & Promotion for the Non-Teaching Posts of the Institute.

Recruitment and promotion to all the Non-Teaching posts of the Institute shall be done by following these guidelines.

This issues with the approval of the competent authority.


कुलसचिव
REGISTRAR

Distribution by email

- 1) All faculty, officers, and staff as per official list – for information
- 2) Registrar Office for information of Registrar
- 3) Director Office for information of Director

Archived in – Recruitment Rule & Policy File [No. GA-43/2021]

**GUIDELINES FOR RECRUITMENT AND PROMOTION
FOR NON-TEACHING POSTS**

[Based on Recruitment Rules Approved by MoE, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022]

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SECTION - 1

GENERAL GUIDELINES FOR RECRUITMENT AND PROMOTION OF NT POSTS

1. SHORT TITLE AND COMMENCEMENT:

- a) These guidelines shall be called "NIAMT Non-Teaching Recruitment and Promotion Guidelines 2023".
- b) These guidelines shall come into force with effect from the date of approval by the Board of Governors after notification by the Institute.

2. EXTENT OF APPLICATION:

- a) These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- b) Instructions issued by the Govt. of India/MoE regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the BoG.

3. DETAILS OF POSTS:

- a) Details (Name, Classification, Sanctioned Strength, Pay Scale, Qualification, Mode of Appointment, Period of Probation, etc.) shall be as contained in the approved Recruitment Rules as amended from time to time.
- b) In case of any contradiction between these guidelines and the approved Recruitment Rules, the later shall prevail.

4. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

Type/Particulars of the Posts	Appointing Authority
All Permanent/Regular/Tenure Group – A Posts	Board of Governors
All Permanent/Regular Group – B and Group – C Posts	Director
All Temporary Appointments	Director

5. METHODS OF APPOINTMENT:

The recruitment to various posts shall be made by the Appointing Authority by any of the following methods as provided under the approved Recruitment Rules:

- a) Direct Recruitment
- b) Promotion



- c) Deputation (including Short Term Contract) with or without Absorption
- d) Tenure Appointment

6. FUTURE MAINTENANCE OF THE CADRE/POSTS:

- a) All the appointments made through the method of recruitment, mentioned under Guideline 5 above, in the Institute after notification of these guidelines, shall be made only in accordance with the provision of these guidelines.
- b) The Board of Governors may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by Ministry of Education. In case of sanction of new post(s) by Ministry of Education, necessary procedural formalities such as framing of Recruitment Rules of such posts (wherever necessary) must be made and approval of the Ministry of Education is required to be obtained.
- c) The Board of Governors may abolish any post under intimation to Ministry of Education. However, for conversion of any post to another post prior approval of Ministry of Education shall be required.
- d) The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the Institute and/or any other officer authorized for the purpose by the Director. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Director.

7. INITIAL CONSTITUTION:

- a) The employees holding the posts on regular basis in accordance with the prevailing rules i.e., prior to the commencement of the Recruitment Rules of 19/09/2022 shall be deemed to have been appointed in accordance with the provisions of the Recruitment Rules of 19/09/2022.
- b) The regular continuous service of the personnel mentioned under 6 (a) above, prior to the initial constitution, shall count for the purpose of probation period, qualifying service for promotion, confirmation, and pension scheme as applicable in the service.

SECTION – 2

ONE-TIME MEASURES AND OTHER ADDITIONAL MEASURES FOR RECRUITMENT OF NON-TEACHING POSTS

[Ref. Document – Recommendation of Oversight Committee for removal of anomalies of non-teaching staff and revised Recruitment Rules for Non-Teaching Posts in NITs, issued by Ministry of Education, vide F. No. 35-5/2018-15.III, dated 20/02/2019]

1. One-Time Age Relaxation to Ad-hoc / Temporary / Contractual / Outsourced Candidates¹:

- a) Those employees, who were working on ad-hoc / temporary / contractual /outsourced basis as on the date of effective of the Recruitment Rules (i.e., 19 September 2022), in NIFFT/NIAMT, may be given one-time age relaxation to participate in the first regular recruitment process for the post for which they fulfil all other conditions mentioned in the Recruitment Rules approved by the Ministry of Education, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022.
- b) The quantum of age relaxation will be up to age of 50 years² for all Group – A, all Group - B and all Group – C posts.

2. One-Time Age and Percentage Relaxation to Regular Employees³:

Recruitment Rules were not in place for a very long period in the Institute, and as such regular employees may not be eligible for direct recruitment as per the Recruitment Rules of September 2022 in terms of age. Further, some of them may not possess the requisite percentage of marks as per the Recruitment Rules of September 2022. Considering the above facts, regular staff of the Institute, who are otherwise eligible, shall be allowed to participate in the selection process irrespective of their age and percentage of marks. The relaxation will be applicable to the regular employees of the Institute who were on roll as on the date of effective of the Recruitment Rules, i.e., 19 September 2022.

3. One-Time Mapping to Higher Posts for Regular Employees⁴:

- a) Regular employees of the Institute in a staff cadre who are holding substantive post at a lower stage and due to non-availability of promotion guidelines, have been granted higher Pay Level under MACP, may be considered for mapping to the position corresponding to the Pay Level under MACP, subject to availability of vacancies earmarked for promotion within that cadre such as 1,2,3,4,5 & 6 as detailed below. The vacancies which will be considered for such mapping will be flexible within the same cadre only.

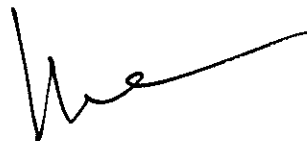
- (i) Cadre 1: Lower Ministerial
(Junior Assistant, Senior Assistant, and Assistant SG-I)
- (ii) Cadre 2: Lower Technical
(Technician, Senior Technician, and Technician SG-I)
- (iii) Cadre 3: Higher Ministerial
(Superintendent, and Senior Superintendent)
- (iv) Cadre 4: Higher Technical
(Technical Assistant and Senior Technical Assistant)

b) After mapping as above, employees will be considered for promotion one stage above the feeder cadre or a maximum of two stages above the next below feeder cadre. In such cases, combined regular service in feeder cadre and next below feeder cadre should not be less than the total qualifying service required for promotion from the next below feeder grade to the post in question in normal course.

4. Further Terms for the Post of Registrar⁵:

The Registrars who have completed or will complete their full term of 5 years in the Institute will be eligible to participate in the selection process for appointment for another term by relaxing the age limit criteria, subject to fulfilling the conditions regarding educational qualifications and experience as specified in Recruitment Rules.

1. *As per Para-A.(i) of the referred document issued by MoE.*
2. *As per Para-A.(i), the quantum of age relaxation has been decided by the Board of Governors.*
3. *As per Para-B.(iii) of the referred document issued by MoE.*
4. *As per Para-A.(ii) of the referred document issued by MoE.*
5. *As per Para-C.(i) of the referred document issued by MoE.*



SECTION – 3

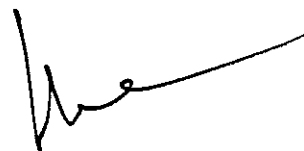
BROAD SCHEME FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS

Following scheme will be followed for direct recruitment of all non-teaching posts in the Institute:

1. Short/Indicative Notification for Direct Recruitment to all Non-Teaching Posts will be published in the Employment News being published by Govt. of India.
2. All received applications will be scrutinized for completeness and payment of fee. Incomplete/vague applications, applications received after the last date and applications without payment of fee, if applicable will be rejected. List of applications accepted for further processing and applications rejected in the scrutiny will be published on the Institute website.
3. Entries made by the applicants in the Application Form and the self-attested documents attached/submitted along with the Application Form will be deemed to be correct/genuine and provisionally accepted subject to verification at any stage. Candidature of candidates making any incorrect/false entry in the Application Form and/or submitting any false/forged documents and/or without the required documents are liable for rejection at any stage including before appearing Final Test / Personal Interview. Verification requirement and schedule will be notified in the Institute website.
4. A second verification will also be conducted for the selected candidates before/at the time of joining. Offer of Appointment will be cancelled if any incorrect/false entry in the Application Form and/or submission of any false/forged documents is observed.
5. All the applications accepted after scrutiny will be subjected to initial shortlisting based on Career/APAR and/or Experience and Desirable Criteria and/or Screening Test to limit the number of candidates to be recommended for undergoing Final Selection Procedure as given below.

Sl. No.	Particulars of Selection Procedure	Number of Posts (N)	SC/ST	OBC/EWS/UR	PwBD
1	Selection only by Personal Interview	1	8	6	All
		2	12	9	All
		3	15	12	All
		> 3	15 + (N - 3) * 3	12 + (N - 3) * 3	All
2	Selection without Personal Interview i.e. by Selection Test Only	1	15	12	All
		2	18	15	All
		> 2	18 + (N - 2) * 6	15 + (N - 2) * 5	All

6. Minimum Qualifying Marks in the Initial Scrutiny shall be 50% for UR/EWS, 45% for OBC, 40% for SC/ST/ExM. However, a higher cut-off mark not exceeding 75% for UR/EWS, 70% for OBC, 65% SC/ST/ExM may be considered for shortlisting the candidates to limit the number of candidates to be recommended for undergoing Screening Test and/or Selection Procedure as given above.
7. List of candidates shortlisted and not-shortlisted in the Initial Shortlisting Process will be notified on the Institute Website.
8. In case of tie of scores in the Initial Screening, candidate with higher score in the qualifying degree will get screened over candidate with lower score in the qualifying degree. In case of same marks in qualifying degree, candidate with higher score in Class - X will get screened over candidate with lower score in Class - X.
9. In case it is not possible to limit the number of candidates even after tie-breaking as above, all such candidates will be recommended for Selection Test subject to a maximum of 15 times the number of vacancy for respective category.
10. In case it is possible to limit the number of candidates as above by applying higher cut-off mark (clause – 6) and/or tie-breaking (clause – 8) as above, Screening Test may not be conducted. However, in case it is NOT possible to limit the number of candidates as above even by applying higher cut-off mark and/or tie-breaking as above, or in case it is decided so, a Screening Test may be conducted for all applications accepted after scrutiny or the candidates shortlisted based on Career/APAR and/or Experience and Desirable Criteria, to further limit the number of candidates to be recommended for undergoing Selection Procedure as given above.
11. Regular employees of the Institute may opt for either Screening Test or for APAR evaluation. In case of second option, APAR score of last 5 years will be considered.
12. Minimum Qualifying Marks in the Screening Test shall be 50% for UR/EWS, 45% for OBC, 40% SC/ST/ExM and 35% for PwBD. However, a higher cut-off mark will be considered to limit the number of shortlisted candidates to be recommended for undergoing Screening Test and/or Selection Procedure as given above, provided that in case of there are more than one candidate at the cut-off score while limiting the number of candidates as above, all such candidates will be recommended for undergoing Selection Procedure.
13. Notice for conduct of Screening Test will be notified on the Institute Website.
14. In case of conduct of Screening Test, combined score of Initial Shortlisting and Screening Test will be considered to limit the number of candidates to be recommended for undergoing further Selection Procedure.



15. In case of tie of combined score, candidate with higher score in the Screening Test will get screened over candidate with lower score in the Screening Test.
16. List of candidates recommended for undergoing Selection Process will be notified on the Institute Website. Selection Process will be conducted only for the candidates recommended for same.
17. Marks obtained in the Initial Screening and/or Screening Test will not be considered for selection.
18. In case of selection only by Personal Interview only, final selection will be based on the performance in the Personal Interview as recommended by the Selection Committee.
19. In case of selection by Test without Personal Interview, final selection will be based on the performance in the Selection Tests (Theory and/or Practical) as recommended by the Selection Committee.
20. In case where a Selection Test (Theory and/or Practical) is conducted before Personal Interview, final selection will be made based on the combined performance in the Selection Tests (Theory and/or Practical) and Personal Interview as recommended by the Selection Committee.
21. Details of Initial Shortlisting, Screening Test and Selection Procedure are given in the table below:

Sl. No.	Name of the Post	Grp	Pay Level	Initial Shortlisting			Selection Procedure		
				Career APAR*	Experience and Desirable Criteria	Screening Test**	Theory Test	Practical Test	Personal Interview
1	Registrar	A	14	40	60	--	--	--	100
2	Deputy Registrar	A	12	40	60	--	--	--	100
3	Assistant Registrar	A	10	40	60	100	75	--	25
4	Executive Engineer	A	11	40	60	--	--	--	100
5	Sr. Medical Officer	A	11	40	60	--	--	--	100
6	Medical Officer	A	10	40	60	--	75	--	25
7	Technical Officer	A	10	40^	60^	100	75	--	25
8	Hindi Officer	A	10	40	60	100	75	--	25
9	Assistant/College Librarian	A	10	40	60	100	75	--	25
10	Technician	C	2	40	--	60	50	50	--
11	Senior Technician	C	4	40	--	60	50	50	--
12	Technician (SG II)	C	5	No Direct Recruitment Posts					

Sl. No.	Name of the Post	Grp	Pay Level	Initial Shortlisting		Screening Test	Selection Procedure			
				Career APAR*	Experience & Desirable Criteria		Theory Test	Practical Test	Personal Interview	
13	Technical Assistant	B	6	40	--	60	50	50	--	
14	Sr. Tech. Assistant	B	7	No Direct Recruitment Posts						
15	PS to Director	B	8	40	--	60	40	35	25	
16	Junior Assistant	C	2	40	--	60	50	50	--	
17	Senior Assistant	C	4	40	--	60	50	50	--	
18	Assistant (SG II)	C	5	No Direct Recruitment Posts						
19	Superintendent	B	6	40	--	60	50	50	--	
20	Senior Superintendent	B	7	40	--	60	50	25	25	
21	Multi-Tasking Staff	C	1	40	--	60	50	50	--	

*^ APAR score of last 5 years will be considered for initial scrutiny for internal candidates only.

** In case of the number of applications accepted after scrutiny are more than 50 times of the vacancy for Group – A posts, more than 100 times of the vacancy for Group – B posts, and more than 200 times of the vacancy for Group – C posts, Screening Test shall be compulsory to limit the number of candidates to be recommended for undergoing Final Selection Procedure as given in Clause – 5.

SECTION – 4

**DETAILED SCHEME FOR CAREER/APAR EVALUATION
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

Career Evaluation shall be made based on the marks scored in the different Educational Qualifications, considering the maximum marks as given in the following table. Any candidate scoring 100% marks or 10/10 CGPA will get full marks as given in the table. The marks will be proportionate for score below 100% or 10 CGPA.

Sl. No.	Name of the Post	Grp	Pay Level	Eligibility Category	X	ITI	Dip.	XII	UG/ADC^	PG	Total Marks
1	Registrar	A	14	All	05	--	--	05	10	20	40
2	Deputy Registrar	A	12	All	05	--	--	05	10	20	40
3	Assistant Registrar	A	10	All	05	--	--	05	10	20	40
4	Executive Engineer	A	11	All	10	--	10		20	--	40
5	Senior Medical Officer	A	11	All	10	--	--	10	20	--	40
6	Medical Officer	A	10	All	10	--	--	10	20	--	40
7	Technical Officer*	A	10	I	10	--	10		10	10	40
				II	10	--	10		20	--	40
				III	Total APAR Score of last 5 years proportionated to 40 marks						
8	Hindi Officer	A	10	All	05	--	--	05	10	20	40
9	Assistant/College Librarian	A	10	All	05	--	--	05	10	20	40
10	Technician*	C	2	I	20	--	20	--	--	--	40
				II	10	--	--	10	20	--	40
				III	10	--	10		20^	--	40
				IV	20	20	--	--	--	--	40
11	Senior Technician*	C	4	I	10			10	20	--	40
				II	10		10		20^	--	40
				III	20	20	--	--	--	--	40
12	Technician (SG II)	C	5	No Direct Recruitment Posts							

Sl. No.	Name of the Post	Grp	Pay Level	Eligibility Category	X	ITI	Dip.	XII	UG/ADC^	PG	Total Marks
13	Technical Assistant*	B	6	I	10	--	10		20	--	40
				II	05	--	--	05	10	20	40
				III	10	--	--	10	20	--	40
				IV	20	--	--	20	--	--	40
				V	10	--	10	20^		40	
14	Senior Technical Assistant	B	7	No Direct Recruitment Posts							
15	PS to Director	B	8	All	10	--	--	10	20	--	40
16	Junior Assistant	C	2	All	20	--	--	20	--	--	40
17	Senior Assistant	C	4	All	10	--	--	10	20	--	40
18	Assistant (SG II)	C	5	No Direct Recruitment Posts							
19	Superintendent*	B	6	I	10	--	--	10	20	--	40
				II	05	--	--	05	10	20	40
20	Senior Superintendent	B	7	All	10	--	--	10	20	--	40
21	Multi-Tasking Staff*	C	1	I	20	20	--	--	--	--	40
				II	20	--	--	20	--	--	40

* Eligibility Categories mentioned against Posts at Sl. No. 7, 10, 11, 13, 19 and 21 are as per the Qualification-Based Eligibility Criteria as mentioned in the Recruitment Rules for respective posts and is in the same order (top to bottom).

SECTION – 5

**DETAILED SCHEME FOR EVALUATION OF EXPERIENCE & DESIRABLE CRITERIA
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Criteria of Experience & Desirable Criteria for Evaluation	Marks Allotted
1	Registrar	14	60	Experience as Registrar or Finance Officer in a Central / State Government University / Institute in Pay Level - 14	5 per year
				Experience in Pay Level – 14 in any other post	4 per year
				Experience beyond 8 years in Pay Level – 12/13	4 per year
				PG Degree in Management/Finance/HR/PMIR	10
				Membership of ICAI/ICMAI	10
				Qualification in Law	10
				ME / M. Tech.	10
				BE / B. Tech.	5
2	Deputy Registrar	12	60	Administrative Experience in Pay Level – 13	5 per year
				Administrative Experience in Pay Level – 12	4 per year
				Administrative Experience in Pay Level – 11	3 per year
				Administrative Experience beyond 5 years in Pay Level – 10	4 per year
				PG Degree in Management/Finance/HR/PMIR	10
				Membership of ICAI/ICMAI	10
				Qualification in Law	10
				ME / M. Tech.	10
BE / B. Tech.	5				
3	Assistant Registrar	10	60	Administrative Experience in Pay Level – 10	5 per year
				Administrative Experience in Pay Level – 8/9	4 per year
				Administrative Experience in Pay Level – 6/7	3 per year
				PG Degree in Management/Finance	10
				Membership of ICAI/ICMAI	10
				Qualification in Law	10
				ME / M. Tech.	10
				BE / B. Tech.	5

Sl. No.	Name of the Post	Pay Level	Max. Marks	Criteria of Experience & Desirable Criteria for Evaluation	Marks Allotted
4	Executive Engineer	11	60	Engineering Experience in Pay Level - 11	5 per year
				Engineering Experience beyond 5 years In Pay Level – 10	4 per year
				Engineering Experience in Pay Level – 8/9	4 per year
				Engineering Experience In Pay Level – 6/7	3 per year
				ML / M. Tech. in Civil/Electrical Engineering	10
				Certificate in CAD (Civil/Electrical)	10
				Handling Projects of value Rs. 10 crore or more	5 per project
5	Senior Medical Officer	11	60	Experience beyond 5 years	5 per year
				MD / DNB in Medicine	10
6	Medical Officer	10	60	Experience beyond 3 years	5 per year
				MD / DNB in Medicine	10
7	Technical Officer	10	60	Experience in same/equivalent post in PL - 10	5 per year
				Technical Experience in Pay Level – 9	4 per year
				Technical Experience beyond 8 years in Pay Level – 8	3 per year
				Ph. D in Engineering/Technology/Science	10
8	Hindi Officer	10	60	Experience in same/equivalent post in PL - 10	5 per year
				Hindi Cell Experience in Pay Level – 8/9	4 per year
				Hindi Cell Experience in Pay Level – 6/7	3 per year
				One year PG Diploma in Translation	10
				Knowledge of Sanskrit (as a subject in class X or any course of at least 6 months duration)	10
				Resource person of Hindi Workshop on translation work, noting & drafting	1 per Workshop
9	Assistant/College Librarian	10	60	Experience in same/equivalent post in PL - 10	5 per year
				Library Experience in Pay Level – 8/9	4 per year
				Library Experience in Pay Level – 6/7	3 per year
				Apprenticeship in reputed Govt. library	2 per year



Sl. No.	Name of the Post	Pay Level	Max. Marks	Criteria of Experience & Desirable Criteria for Evaluation	Marks Allotted
9	Assistant/College Librarian (Contd.)	10	60	Certificate in Library Management/Software	10
				Experience of working with popular Library Software (Koha, LibSys, etc.)	5
10	Technician	2	No Evaluation of Experience & Desirable Criteria		
11	Senior Technician	4	No Evaluation of Experience & Desirable Criteria		
12	Technician (SG II)	5	No Direct Recruitment Posts		
13	Technical Assistant	6	No Evaluation of Experience & Desirable Criteria		
14	Senior Technical Assistant	7	No Direct Recruitment Posts		
15	PS to Director	8	No Evaluation of Experience & Desirable Criteria		
16	Junior Assistant	2	No Evaluation of Experience & Desirable Criteria		
17	Senior Assistant	4	No Evaluation of Experience & Desirable Criteria		
18	Assistant (SG II)	5	No Direct Recruitment Posts		
19	Superintendent	6	No Evaluation of Experience & Desirable Criteria		
20	Senior Superintendent	7	No Evaluation of Experience & Desirable Criteria		
21	Multi-Tasking Staff	1	No Evaluation of Experience & Desirable Criteria		

Notes –

- Mere entry in the Application Form shall not be considered for award of marks. Applicants must submit documentary evidence for claiming marks. No marks will be awarded for entries without valid supporting documents.
- Initially, marks for each criterion will be allotted separately and then marks allotted for all the criteria fulfilled will be added up. In case the total marks exceed the maximum admissible, the marks will be limited at the maximum level.
- Experience earned on regular/tenure basis in Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Undertakings, etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government only will be considered for evaluation and award of marks.



SECTION – 6


**DETAILED SCHEME OF SCREENING TEST
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Registrar	14			No Screening Test	
2	Deputy Registrar	12			No Screening Test	
3	Assistant Registrar	10	100	MCQ-100	1. English Language – 20 2. Arithmetic – 20 3. Reasoning – 20 4. General Awareness – 10 5. Following Topics – 30 A. CCS Rules related to Pay/Leave/LTC/CCA/Pension B. General Financial Rules C. NPS/EPF/ESIC Scheme D. Right to Information Act E. Academic matters (Admission, Examination, AICTE, UGC, NIRF, etc.), F. National Education Policy	120 minutes
4	Executive Engineer	11			No Screening Test	
5	Senior Medical Officer	11			No Screening Test	
6	Medical Officer	10			No Screening Test	
7	Technical Officer	10	100	MCQ-100	1. English Language – 20 2. Arithmetic – 15 3. Reasoning – 15 4. Relevant Subject – 50	120 minutes
8	Hindi Officer	10	100	MCQ-40 & Translation 60	1. English Language MCQ – 20 2. Hindi Language MCQ – 20 3. English to Hindi Translation – 30 4. Hindi to English Translation – 30	120 minutes
9	Assistant/College Librarian	10	100	MCQ-100	1. English Language – 20 2. Arithmetic – 15 3. Reasoning – 15 4. Library Science – 50	120 minutes



Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
10	Technician	2	60	MCQ-120	1. English Language – 20 2. Computer Application – 20 3. Arithmetic – 40 4. Reasoning – 40	120 minutes
11	Senior Technician	4	60	MCQ-120	1. English Language – 20 2. Computer Application – 20 3. Arithmetic – 40 4. Reasoning – 40	120 minutes
12	Technician (SG II)	5	No Direct Recruitment Posts			
13	Technical Assistant	6	60	MCQ-120	1. English Language – 20 2. Computer Application – 20 3. Arithmetic – 40 4. Reasoning – 40	120 minutes
14	Senior Technical Assistant	7	No Direct Recruitment Posts			
15	PS to Director	8	60	MCQ-120	1. English Language – 20 2. Hindi Language – 20 3. Arithmetic – 20 4. Reasoning – 20 5. Following Topics – 40 A. CCS Rules related to Pay/Leave/LTC/CCA/Pension B. General Financial Rules C. NPS/EPF/ESIC Scheme D. Right to Information Act	120 minutes
16	Junior Assistant	2	60	MCQ-120	1. English Language – 30 2. Hindi Language – 20 3. Computer Application – 10 4. Arithmetic – 30 5. Reasoning – 30	120 minutes
17	Senior Assistant	4	60	MCQ-120	1. English Language – 10 2. Hindi Language – 10 3. Arithmetic – 20 4. Reasoning – 20 5. Following Topics – 60 A. CCS Rules related to Pay/Leave/LTC/CCA/Pension B. General Financial Rules C. NPS/EPF/ESIC Scheme D. Right to Information Act	120 minutes

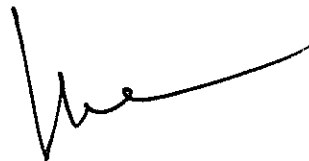
Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
18	Assistant (SG II)	5	No Direct Recruitment Posts			
19	Superintendent	6	60	MCQ-120	1. English Language – 20 2. Hindi Language – 10 3. Computer Application – 10 4. Arithmetic – 20 5. Reasoning – 20 6. Accountancy/Taxation – 40	120 minutes
20	Senior Superintendent	7	60	MCQ-120	1. English Language – 10 2. Hindi Language – 10 3. Arithmetic – 20 4. Reasoning – 20 5. Following Topics – 60 A. CCS Rules related to Pay/Leave/LTC/CCA/Pension B. General Financial Rules C. NPS/EPF/ESIC Scheme Right to Information Act	120 minutes
21	Multi-Tasking Staff	1	60	MCQ-120	1. English Language – 20 2. Hindi Language – 20 3. Computer Application – 20 4. Arithmetic – 30 5. Reasoning – 30	120 minutes



SECTION – 7

**DETAILED SCHEME OF SELECTION TEST (THEORY)
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Registrar	14			No Selection Test	
2	Deputy Registrar	12			No Selection Test	
3	Assistant Registrar	10	75	Subjective	CCS Rules, GFR, RTI, Taxation, Constitution, Reservation, Academic matters (Admission, Examination, AICTE, UGC, NIRF, etc.), National Education Policy	150 minutes
4	Executive Engineer	11			No Selection Test	
5	Senior Medical Officer	11			No Selection Test	
6	Medical Officer	10	75	MCQ-150	Broad syllabus covering MBBS course as per MCI and/or syllabus of UPSC Combined Medical Services Examination	150 minutes
7	Technical Officer	10	75	Subjective	Relevant Subject	150 minutes
8	Hindi Officer	10	75	Subjective	Noting and Drafting in Hindi and English. Translation from English to Hindi and Hindi to English	150 minutes
9	Assistant/College Librarian	10	75	Subjective	Library and Information Science, Purchase procedure for Books, journals, etc.	150 minutes
10	Technician	2	50	MCQ-50	Any one Trade Subject depending upon Eligibility Category	60 minutes
11	Senior Technician	4	50	MCQ-50	Any one Trade Subject depending upon Eligibility Category	60 minutes
12	Technician (SG II)	5			No Direct Recruitment Posts	
13	Technical Assistant	6	50	MCQ-50	Any one Trade Subject depending upon Eligibility Category	60 minutes



Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
14	Senior Technical Assistant	7	No Direct Recruitment Posts			
15	PS to Director	8	50	Subjective	Taking Dictation (@ 100 WPM) of about 1000 words in English in Stenography in 10 minutes and reproducing the content in computer typing (@ 40 WPM) in 25 minutes with appropriate formatting in 10 minutes.	45 minutes
16	Junior Assistant	2	50	Typing Test in Computer	1. Typing Test in English @ 35 WPM for about 1050 words. 2. Typing Test in Hindi @ 20 WPM for about 200 words. 3. Formatting of the above typed content as directed. OR 1. Typing Test in Hindi @ 30 WPM for about 900 words. 2. Typing Test in English @ 25 WPM for about 250 words. 3. Formatting of the above typed content as directed.	45 minutes
17	Senior Assistant	4	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. CCS Rules related to Pay/Leave/LTC/CCA/Pension 2. General Financial Rules 3. NPS/EPF/ESIC Scheme 4. Right to Information Act Twenty Word Test (20x0.5=10): 5. English to Hindi Words - 10 6. Hindi to English Words - 10	120 minutes
18	Assistant (SG II)	5	No Direct Recruitment Posts			
19	Superintendent	6	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. Govt. Accounts Format 2. General Financial Rules 3. Income Tax/GST 4. CCS Rules related to Pay/Leave/LTC/CCA/Pension Twenty Word Test (20x0.5=10): 1. English to Hindi Words - 10 2. Hindi to English Words - 10	120 minutes

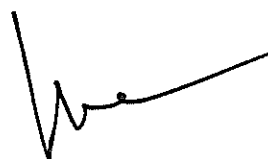
Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
20	Senior Superintendent	7	50	Subjective (40) & Objective (10)	<p>Eight subjective questions on the following topics (8x5=40):</p> <ol style="list-style-type: none"> 1. Govt. Accounts Format 2. General Financial Rules 3. CCS Rules related to Pay/Leave/LTC/CCA/Pension 4. Recruitment/MACP/DPC 5. Right to Information Act <p>Twenty Word Test (20x0.5=10):</p> <ol style="list-style-type: none"> 1. English to Hindi Words - 10 2. Hindi to English Words - 10 	120 minutes
21	Multi-Tasking Staff	1	50	Subjective (bilingual)	<ol style="list-style-type: none"> 1. Application Writing – 15 2. Paragraph Writing – 15 3. Comprehension – 20 	60 minutes



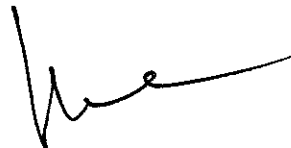
SECTION – 8

**DETAILED SCHEME OF SELECTION TEST (PRACTICAL)
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Registrar	14			No Selection Test	
2	Deputy Registrar	12			No Selection Test	
3	Assistant Registrar	10			No Practical Selection Test	
4	Executive Engineer	11			No Selection Test	
5	Senior Medical Officer	11			No Selection Test	
6	Medical Officer	10			No Practical Selection Test	
7	Technical Officer	10			No Practical Selection Test	
8	Hindi Officer	10			No Practical Selection Test	
9	Assistant/College Librarian	10			No Practical Selection Test	
10	Technician	2	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject depending upon Eligibility Category (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes
11	Senior Technician	4	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject depending upon Eligibility Category (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes
12	Technician (SG II)	5			No Direct Recruitment Posts	



Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
13	Technical Assistant	6	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject depending upon Eligibility Category (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes
14	Senior Technical Assistant	7	No Direct Recruitment Posts			
15	PS to Director	8	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Preparation and formatting of a presentation in English using MS PowerPoint. 4. Application of Mail Merge. 5. PDF Editing using online resources/offline software. 6. Designing of Google Forms.	90 minutes
16	Junior Assistant	2	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Application of Mail Merge. 4. Application of MS Excel. 5. Designing of Google Forms.	90 minutes
17	Senior Assistant	4	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Note Sheet writing in English/Hindi. 4. Preparation of Office Order in English/Hindi. 5. Preparation of Circular in English/Hindi. 6. Application of MS Excel.	120 minutes
18	Assistant (SG II)	5	No Direct Recruitment Posts			



Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
19	Superintendent	6	50	Computer Application	1. Accounting Software (Tally) [30 marks]. 2. Application of MS Excel [10 marks] 3. Precis Writing in English [5 marks]. 4. Precis Writing in Hindi [5 marks].	90 minutes
20	Senior Superintendent	7	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Note Sheet writing in English/Hindi. 4. Preparation of Office Order in English/Hindi. 5. Preparation of Circular in English/Hindi. 6. Application of MS Excel.	90 minutes
21	Multi-Tasking Staff	1	50	Computer Application	Reproduction of a given content (Circular/Letter/Report) in English/Hindi by typing and formatting as directed.	60 minutes



SECTION – 9

OTHER GUIDELINES FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS

Following general guidelines will be followed for direct recruitment of all non-teaching posts in the Institute:

1. **Reservation and relaxation to reserved category candidates** against reserved posts shall be in accordance with the rules of the Central Government as issued from time to time. However, there shall be no reservation and relaxation to any category against Unreserved Category posts.
2. **Vetting of the Liaison Officers** need to be taken for Reservation Rosters and number of posts to be advertised under different categories before publication of any Recruitment Advertisement.
3. **Fee:** Application Fee and Processing Fee shall be charged as given below:

Sl. No.	Particulars of the Posts	UR/EWS/OBC (Male except PwBD)		All SC/ST and PwBD/Female/Third Gender	
		Application	Processing	Application	Processing
1	All Group – A Posts	500/-	500/-	Nil	500/-
2	All Group – B & C Posts except MTS	400/-	350/-	Nil	350/-
3	MTS (Pay Level – 1)	250/-	250/-	Nil	250/-

4. Time Limit for Recruitment Process:


[Ref. – Model Cadre Recruitment Rules for the Central Universities, circulated by University Grant Commission, vide F. No. 7-1/2022 (JCRC), dated 27/09/2022]

The Institute may ensure that the entire recruitment process including and starting from advertisement, conducting written examination, or holding the interview may be completed within six months from the last date of receipt of Application. (Ref: DoPT O.M. No. 14017/15/2015-Estt.(RR), dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/201 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Board of Governors, the circumstances so warrant, they may extend the time limit for completing the recruitment process by a maximum period of months.

5. Application Process and Receipt of Applications:

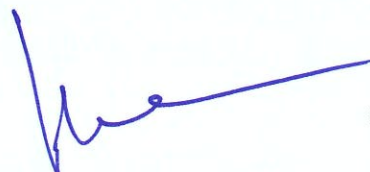
[Ref. – Model Cadre Recruitment Rules for the Central Universities, circulated by University Grant Commission, vide F. No. 7-1/2022 (JCRC), dated 27/09/2022]



- a) Application for all posts for direct recruitment will preferably be invited through an Online Application Portal. Fee, wherever applicable, will also be collected through online mode. Hard copy application and payment through Demand Draft will be avoided to the extent possible, at least for the posts with more than one vacancies.
- b) Print-out of the Online Applications (or, Offline Applications, wherever adopted) are to be received by Speed/Registered Post only. Delivery by hand/courier will not be accepted. Delivery by Ordinary Post will also not be accepted.
- c) The closing date for online applications shall ordinarily be thirty days from the date of publication of advertisement in the Employment News or Institute website, whichever is late.
- d) Last date for receipt of print-out of online application, if required, shall be seven days after closing of the online portal. Last date for receipt of offline applications, wherever adopted, shall be thirty days from the date of publication of advertisement in the Employment News or Institute website, whichever is later.
- e) Last date for receipt of applications will be seven days more than the normal date for the far-flung areas. List of far-flung areas shall be as per such list contained in advertisements of UPSC/SSC or similar Government Recruitment Organisations.
- f) The Director may, at his/her discretion, may decide the extension of closing date for application and/or receipt of applications, keeping in view the exigency of the situation before the declared closing date is over. Such extension shall be notified on the Institute website.
- g) Closing date should not be fixed on weekends or on a holiday. However, in case the closing date becomes a holiday after publication of the Recruitment Advertisement, the next working day shall be treated as the closing date. No notification to this effect may be published.
- h) Applications received after the last date or extended last date, shall not be entertained.

6. Educational Qualification and Experience:

- a) There shall be no relaxation in essential educational qualifications and experience prescribed for each post for any candidate, irrespective of category.
- b) Relaxations, if any, are applicable only for cut off criteria applied over and above the minimum qualifications prescribed, for the sole purpose of shortlisting in case of large



number of candidates applying for each position and in screening tests as part of shortlisting process.

- c) The minimum educational qualifications and experience required for direct recruitment are indicated duly dividing them into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties.
- d) The experience prescribed by the Institute is required in to match the candidates for duties and responsibilities of the post. The Institute at its discretion shall insist upon both essential and/or desired qualifications and experience.
- e) All experience requirements should be on regular basis in case of Government organisations and on full time basis in case of private organisations.

7. Academic Degrees as per UGC/AICTE/Govt. of India Notifications only:

- a) As per Ministry of Education Notification dated 10.06.2015 published in Gazette of India all the degrees / diplomas / certificates including technical education degrees / diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the UGC/AICTE.
- b) The candidate should ensure that the (a) Graduate degree and (b) Post Graduate degree should have been obtained from a University or any Institution set up under an act of Parliament or an authorised Institution approved by the UGC / AICTE / any other appropriate Regulatory Agency to issue Bachelor's and Master's degrees and the nomenclature and minimum duration of degree is strictly as per UGC's Gazette Notification dated July 5,2014. However, in case of Institutes of National Importance (INIs) established under an Act of Parliament duly authorizing the Institutes to grant degrees shall be as per the respective Institute's norms only.
- c) PG / UG Diplomas shall be treated as mere UG / PG Diplomas only, but not as UG / PG Degrees unless the nomenclature itself is used as Degree by the authority empowered with degree granting status under the Act of Parliament or through the affiliated regulatory bodies like UGC, AICTE, etc. No Under-Graduate or Post-Graduate Diploma, irrespective of



the number of years of study or the Institute / University offering such diplomas shall be considered as a Bachelor's or Master's degree unless specifically notified by UGC/AICTE/MoE or included in the latest UGC's Gazette Notification dated July 5, 2014. No interpretations or equivalency certificates issued by any other agency other than UGC/AICTE/MoE notification shall be entertained in this regard.

8. Interpretation of First Class/Division, Conversion of CGPA to %age and Equivalence of CGPA:

- a. **Interpretation of First Class/Division:** In case of requirement of a first class/division for any essential and/or desirable qualification, the class/division shall be considered as mentioned in the Certificate issued by the concerned Board/University/Institute. However, in case no class/division is mentioned in the Certificate issued by the concerned Board/University/Institute, 60% or 6.5 CGPA in a scale of 10 will be treated as equivalent to first class/division.
- b. **Conversion of CGPA to percentage:** Rule/Formula to be applied for conversion of any score in CGPA to percentage shall be as mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute. However, in case no rule/formula is mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute, following method shall be applied for conversion of CGPA to percentage:
 - (i) In case the CGPA is not in a point scale of 10, the same will be converted to point scale of 10 as per guideline mentioned below,
 - (ii) Equivalent Percentage Score = $(\text{CGPA Score in point scale of 10} - 0.5) \times 10$
- c. **Equivalence of CGPA:** All the CGPA mentioned in the Recruitment Rules and/or in the Recruitment Advertisement are with reference to point scale of 10. CGPA in point scale other than 10 will be converted to equivalent CGPA in point scale of 10. CGPA in point scale of 5, 6, 7, 8 and 9 will be converted to point scale of 10, by multiplying the CGPA score by a factor of 2, 1.67, 1.43, 1.25 and 1.11, respectively.

9. Nationality / Citizenship:

- a) A candidate must be either
 - (i) a citizen of India, OR
 - (ii) a subject of Nepal, OR
 - (iii) a subject of Bhutan, OR



- (iv) a Tibetan refugee who came over to India before January 01, 1962 with the intention of permanently settling in India, OR
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- b) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Institute, but on final selection, the offer of appointment may be issued only after the necessary eligibility certificate is submitted by the candidate to the Institute.

10. Pay, Allowances, Entitlements and Facilities:

- a) **Initial Pay:** Initial pay of the selected candidates shall be fixed at the minimum of the Pay Level applicable to the post as mentioned in the Advertisement, except for cases where Pay Protection is applicable and/or Advance Increment is allowed.
- b) **Pay Protection:**
 - I. Pay protection of candidates selected from Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Undertakings etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government will be regulated in terms of the provisions contained in the Fundamental Rules and notifications issued by the Department of Personnel & Training (DoPT) in this regard. Consolidated Guidelines (updated as on 14/09/2022) issued by DoPT may be referred on the DoPT website at the following URL:
<https://dopt.gov.in/sites/default/files/Pay%20Protection%20%20Information%20document.pdf>. The Institute shall be deemed as Central Government for this purpose.
 - II. Pay protection is not admissible to candidates selected from private and non-Government organisations.

- c) **Advance Increment:** Discretionary award of advance increments for higher merit and proven credentials may be given to a person, on case-to-case basis, as decided, and recorded by the Selection Committee in the minutes of its meeting, taking into account the pay structure of other employees in the Institute and other merit-specific factors. However, candidates shall have no claim for advance increment under any circumstances.
- d) **Allowances:** In addition to Basic Pay, Dearness Allowance, Transport Allowance, House Rent Allowance (if accommodation is not provided by Institute), Children Education Allowance, Professional Development Allowance, and other allowances are admissible at applicable rates as per instructions received from MoE, Gol from time-to-time.
- e) **Entitlements & Facilities:** Leave Travel Concession, Medical Facilities, and Telephone Reimbursement are also admissible as per Gol guidelines as are made applicable for the Institute by MoE, Gol.

11. Reservations and Relaxations for ST/SC/OBC/EWS:

- a) **SC/ST:** The Caste/Tribe certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT), dated 24.4.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, Gol, No. 36028/1/2014-Estt (Res), dated 3rd September 2015 will only be accepted as sufficient proof in support of a candidate's claim belonging to Schedule Caste/ Schedule Tribe/ Other Backward Class (NCL). Relevant Caste /Tribe / Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof. The caste of the candidate must be in the state-wise central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or <http://socialjustice.nic.in/UserView/index?mid=76750>. The caste of the candidate must be in the state-wise central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>.
- b) **OBC:** OBC (NCL) certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must be obtained from the competent authority on or after 1st April of the concerned year of recruitment. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx.



- c) **EWS:** Economically Weaker Sections (EWS) certificate submitted in support of the claim of reservation under this category must be obtained from the competent authority on or after 1st April the concerned year of recruitment. Only those candidates shall be considered for reservation under EWS category if gross family annual income is below Rs. 8.00 lakh (Rupees eight lakh only) for the financial year prior to the year of application. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents, and siblings below the age of 18 years, his/her spouse, and children below the age of 18 years. Also, persons whose family owns or possesses any of the assets as mentioned in GoI, No. 36039/1/2019-Estt (Res), dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The Economically Weaker Sections (EWSs) certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36039/1/2019-Estt. (Res) dated 31.01.2019 will only be accepted as sufficient proof in support of a candidate's claim for belonging to EWS. EWS certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
- d) All relaxation for reserved categories (SC/ST/OBC/EWS), like extended zone of consideration for Final Selection Procedure [Broad Scheme # 5], Qualifying Marks in Initial Scrutiny [Broad Scheme # 6], Qualifying Marks for Screening Test [Broad Scheme # 12], Application Fee [Other Guidelines # 3], etc. shall be made available only for posts reserved for respective categories.
- e) Candidates belonging to reserved categories (SC/ST/OBC/EWS) shall be treated at par with General category for unreserved posts.

12. Reservations and Relaxations for PwBD:

- a) Persons with Benchmark Disability (PwBD) '*Divyangjan*' shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. Candidates with certificate less than 40% disability will not be considered for reservation.



- b) Physical requirement and sub-categories of disability identified as suitable for the posts shall be in accordance with the notification available on the website of the Department of Persons with Disabilities (*Divyangjan*) under the Ministry of Social Justice and Empowerment. At present Gazette Notification dated 04/01/2021 is applicable.
- c) All relaxation for PwBD categories, like extended zone of consideration for Final Selection Procedure [Broad Scheme # 5], Qualifying Marks in Initial Scrutiny [Broad Scheme # 6], Qualifying Marks for Screening Test [Broad Scheme # 12], Application Fee [Other Guidelines # 3], etc. shall be made available only for posts reserved for PwBD categories.
- d) Candidates belonging to PwBD categories shall be treated at par with General category for unreserved posts.

13. Terms and conditions for Persons with benchmark Disabilities (PwBD) as per the Rights of Persons with Disabilities Act, 2016:

- a) Definition of Persons with benchmark Disabilities (PwBD) as per section 34 (l) of the Act:
 - (i) Blindness and low vision,
 - (ii) Deaf and hard hearing,
 - (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy,
 - (iv) Autism, intellectual disability, specific learning disability and mental illness.
 - (v) Multiple disabilities from amongst persons under clauses (i) to (iv).
- b) Question Papers and Answer Sheets will not be provided in BRAILLE. Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VFV Cerebral Palsy candidates will be allowed inside the examination premises.
- c) **Provision of Compensatory Time:** The Visually Handicapped (VH) candidates, candidates with locomotor disability (both arms affected; BA), and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the Screening/Selection Test at a rate of 20 minutes for each hour.



- d) **Provision of Scribe:**
- (i) The Persons with Benchmark Disabilities (PwBD) in the categories of blindness, locomotor disability (both arms affected – BA) and cerebral palsy are provided the facility of scribe, if desired by the person.
 - (ii) In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe is allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma.
 - (iii) The candidates have discretion of opting for his/her own scribe or request the Institute to provide for the same. If a candidate initially opts for own scribe and subsequently requests the Institute for change, such request will be examined on case to case basis.
 - (iv) The qualification of the scribe to be arranged by the Institute or the candidate should not be more than the minimum qualification criteria of the post. However, the qualification of the scribe should always be matriculate or above.
 - (v) The Institute will not pay any remuneration to the scribe if the candidate brings his/her own scribe. Remuneration of the scribe arranged by the Institute may however be paid suitable remuneration by the Institute as approved by the Director.
- e) **Degree of Benchmark Disability for reservation:** Only such persons would be eligible for reservation who suffers from not less than 40 per cent of relevant disability. Candidates must submit a Disability Certificate issued by a competent Medical Board constituted either by Central or State Government.
- f) **Authority competent to issue Disability Certificate:** The competent authority to issue Disability Certificate shall be a Medical Board constituted either by Central or State Government for this purpose.
- g) In case of vacancies in posts identified suitable to be held by person with benchmark disabilities, it shall be indicated that the post is identified as suitable for persons with benchmark disabilities suffering from blindness or low vision; hearing impairment or locomotor disability or cerebral palsy, as the case may be.

- h) The persons with benchmark disabilities belonging to the categories for which the post is identified as suitable shall be allowed to apply even if no vacancies are reserved for them. Such candidate will be considered for selection for appointment to the post by general standards of merit.


14. Joining Time Pay and Travelling Allowance for joining the post:

- a) No Joining Time Pay or Travelling Allowance will be allowed for joining the post or on leaving the service of the Institute.
- b) Joining Time Pay will be considered by the Institute only in case of joining the Institute on Deputation and leaving the Institute after completion of Deputation.
- c) The Institute may admit the claim for reimbursement of TA for self and family, and cost of transportation of vehicle and personal effects as per Govt. of India Rules, in case of joining the Institute on Deputation and Technical Resignation, from Central Govt. / State Govt. / Autonomous Organisations / Govt. Organisations and leaving the Institute after completion of Deputation, in eligible cases only.
- d) Such a claim must be submitted within three months of joining the Institute on Deputation or Technical Resignation without retention of lien in the previous employment and within three months of date of issue of Confirmation Order in case alien was retained in the previous employment. Similarly, in case of discharge after completion of Deputation, the claim should be submitted within three months of getting relieved from the Institute.

15. Disqualification for Application:

The following categories of persons shall not be eligible to apply for any position in the Institute:

- (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- (ii) Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (iii) Who is not covered under the Nationality/Citizenship eligibility as per Clause - 10; and
- (iv) Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties;



- (v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

16. Probation and Confirmation:

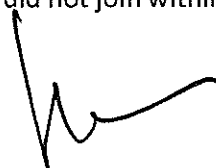
- a) Selected candidates will be initially appointed on probation for the period as per the provision contained in the Recruitment Rules.
- b) Before completion of probation period, the Institute may conduct process of evaluation of the incumbents by the Departmental Confirmation Committee (DCC) to determine the suitability of the incumbents for confirmation of their service after completion of the probation period.
- c) The confirmation depends on Performance Appraisal Report, Antecedent Verification Report from the District Administration, Medical Fitness Report to be conducted by the Institute in any of its empanelled hospital, Vigilance Clearance Report from CVO of the Institute, outcome of disciplinary proceedings, if any, clearance of proficiency tests and various other parameters as per Institute rules from time-to-time.
- d) In case of non-receipt of Antecedent Verification Report from the District Administration and/or unsatisfactory performance appraisal, the Departmental Confirmation Committee (DCC) may recommend for extension of Probation Period for up to 1 year.
- e) In case of adverse comments in the Antecedent Verification Report and/or Medical Fitness Report and/or Vigilance Clearance Report and/or adverse outcome in the disciplinary proceedings, if any, the service of the incumbent will be discontinued by giving one month notice or salary in lieu thereof.
- f) The probation period will be deemed to stand extended automatically by 1 more year unless the incumbent is confirmed by written orders within a period of 8 weeks after expiry of initial probation period.
- g) Decision to confirm the probationer or to extend the period of probation, should be communicated to the probationer normally within 8 weeks prior to the completion of probation period.
- h) Probation should not be extended for more than a year at a time and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation.
- i) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extending the period of probation.



- j) In case of extension of probation period, the performance of the incumbent will be reassessed by the Departmental Confirmation Committee (DCC) before expiry of the extended probation period. In case of unsatisfactory performance and/or adverse comments in the Vigilance Clearance Report and/or adverse outcome in the disciplinary proceedings, if any, no further extension of probation period will be considered, and the service of the incumbent will be discontinued by giving one month notice or salary in lieu thereof.
- k) The employee will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation period.
- l) There shall be no probation in the case of an employees appointed to a post on deputation, tenure or on re-employment after superannuation.
- m) If an employee who has been recruited to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- n) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- o) To avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

17. Time Period for Joining:

- a) Offer Letter will be issued to all candidates approved for appointment. The Offer Letter should contain all required and relevant information like name of the post, pay level, initial basic pay, period of probation, general conditions of service, indicative responsibilities, etc.
- b) An offer of appointment issued by the Institute should clearly specify the period, which shall not normally exceed one month from the date of issue of the Offer Letter. after which the offer would lapse automatically if the candidate did not join within the specified period.



- c) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Director only where facts and circumstances so warrant. But extension beyond three months from the last date given in the Offer Letter shall not be ordinarily granted.
- d) Under exceptional circumstances, extension may be given by the Chairman, BoG, up to a maximum of six months from the date of issue of the original offer of appointment.
- e) An offer of appointment would lapse automatically after expiry of the joining time allowed.
- f) The candidates who join within the joining time allowed and/or extended period allowed shall have his/her seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority due to delay in joining.

Note – Grant of Joining Time as per provisions of CCS (Joining Time) Rules, 1979 and/or Joining TA will be considered for eligible candidates on case-to-case basis on application by such candidates post issue of Offer of Appointment.

18. Record Retention Schedule:


- a) Advertisement: Permanent Record
- b) Recommendation of the Scrutiny Committee: Permanent Record
- c) Recommendation of the Shortlisting Committee: Permanent Record
- d) Recommendation of the Selection Committee: Permanent Record
- e) Retention of Answer Sheets (Ref. UPSC):
Six months from the conclusion of the Screening/Selection Test or 45 days from the declaration of result, whichever is later.
- f) Retention of Applications (Ref: UPSC):
 - (i) Applications of candidates who were not shortlisted and those who could not qualify the screening test for selection posts, after declaring the results of Screening Test – six months from the date of declaration of result of Screening Test.
 - (ii) Applications of candidates who qualified the Selection Process but did not get selected – three years from the date of declaration of final selection list.
 - (iii) Candidates joined after selection – three years after payment of terminal dues.

19. Saving Clauses:

- a) **REMOVAL OF DIFFICULTIES:** If any difficulty arises in the implementation or operation of any of the provision of these rules, the Director may, from time-to-time issue with the

approval of the Board of Governors, such general or specific directions but not inconsistent with the provisions of any Act, Statutes, Ordinances or directives of the Government of India, which appear to be necessary for the purpose of removing such difficulty.

- b) **INTERPRETATION:** Any ambiguity or lack of clarity about any clause, the matter may be referred to the Institute for clarification.
- c) **AMENDMENT OF RULES:** Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these guidelines/scheme/policy shall be done with prior approval of the Board of Governors.
- d) **RESIDUARY MATTERS:** Regarding the matters not specified or referred to in this guideline/scheme/policy, the corresponding provisions as provided by the Institute for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in this guideline/scheme/policy conflicts with any provision of the regulations/guidelines of any Regulatory Body or Govt. of India, the provisions of the Regulatory Body and/or Govt. of India Orders shall prevail.
- e) **LIABILITY OF EMPLOYEES TO SERVE ANYWHERE IN INDIA:** The non-teaching employees (officers as well as staff) shall be liable to serve anywhere in India within the jurisdiction and/or as per requirement of the Institute.
- f) **LEGAL JURISDICTION:** In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Jharkhand only.
- g) **REPEAL:** All the existing rules and orders in relation to the matters covered under this guideline/scheme/policy shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under this guideline/scheme/policy.



SECTION – 9

**CONSTITUTION OF COMMITTEES
FOR DIRECT RECRUITMENT OF NON-TEACHING POSTS**

- 1. Preparation of Advertisement and Application Format for the post of Registrar:**
 - a. One Dean/Senior Faculty to be nominated by the Director - Chairman
 - b. One external expert to be nominated by the Director - External Member
 - c. Deputy Registrar* - Coordinator

* In case of Deputy Registrar is a possible applicant for the post of Registrar, any other officer to be nominated by the Director

- 2. Preparation of Advertisement and Application Format for the posts of Group - A Officers other than Registrar:**
 - a. One Dean/Senior Faculty to be nominated by the Director - Chairman
 - b. Registrar - Member
 - c. Deputy Registrar - Coordinator

- 3. Preparation of Advertisement and Application Format for the posts of Group - B & C Staff**
 - a. Registrar - Chairman
 - b. Two Faculty Members to be nominated by the Director - Members
 - c. Deputy Registrar - Coordinator

- 4. Scrutiny-cum-Shortlisting Committee for the post of Registrar:**
 - a. One Dean/Senior Faculty to be nominated by the Director - Chairman
 - b. One Professor to be nominated by the Director - Member
 - c. Two external experts to be nominated by the Director - External Members
 - d. Deputy Registrar* - Coordinator

* In case of Deputy Registrar is a possible applicant for the post of Registrar, any other officer to be nominated by the Director

- 5. Scrutiny-cum-Shortlisting Committee for the posts of Group - A Officers other than Registrar**
 - a. One Dean/Senior Faculty to be nominated by the Director - Chairman
 - b. Registrar - Member
 - c. Two external experts to be nominated by the Director - External Members
 - c. Deputy Registrar - Coordinator



- 6. Scrutiny Committee for the posts of Group - B & C Staff**
- a. Registrar - Chairman
 - b. One faculty member to be nominated by Director - Member
 - c. One Officer to be nominated by the Director - Member
 - d. Dy. Registrar - Coordinator
- 7. Shortlisting Committee for the posts of Group - B & C Staff**
- a. Registrar - Chairman
 - b. Two faculty members to be nominated by Director - Members
 - c. Two external experts to be nominated by Director - External Members
 - d. Dy. Registrar - Coordinator
- 8. Screening Test Committee for Group - A Officer Posts**
- a. One Dean/Senior Faculty to be nominated by the Director - Chairman
 - b. Registrar - Member
 - c. Two external experts to be nominated by the Director - External Members
 - d. Deputy Registrar - Coordinator

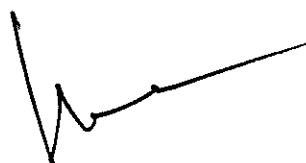
[Note – Report/Result to be submitted to Scrutiny-cum-Shortlisting Committee at Sl. No. 5]

- 9. Screening Test Committee for Group – B & C Posts (Technical)**
- [Separate Committee for each Department/Center]
- a. Concerned HOD/Chairman of the Department/Center - Chairman
 - b. One faculty member to be nominated by Director - Member
 - c. Two external experts to be nominated by Director - External Members
 - d. One faculty member to be nominated by the concerned HOD/Chairman of the Department/Center - Coordinator

[Note – Report/Result to be submitted to Shortlisting Committee No. at Sl. No. 6]

- 10. Screening Test Committee for Group – B & C Posts (Non-Technical and MTS)**
- a. Registrar - Chairman
 - b. One faculty member to be nominated by Director - Member
 - c. Two external experts to be nominated by Director - External Members
 - d. Dy. Registrar - Coordinator

[Note – Report/Result to be submitted to Shortlisting Committee No. at Sl. No. 6]



11. Selection Committees for the Post of Registrar

- | | | |
|--|---|------------------|
| a. Director | - | Chairman |
| b. Two external experts to be nominated by BoG | - | Members |
| c. Nominee of MoE | - | Member |
| d. Nominee of the BoG | - | Member |
| e. One Dean/Senior Professor to be nominated by the Director | - | Member Secretary |

12. Selection Committees (Test & Interview) for Group – A Officer Posts other than Registrar

- | | | |
|---|---|------------------|
| a. Director | - | Chairman |
| b. One external expert to be nominated by BoG | - | Member |
| c. Nominee of MoE | - | Member |
| d. Nominee of the BoG | - | Member |
| e. Representative of SC/ST/OBC/Minority/Women as applicable | - | Member |
| f. Registrar | - | Member Secretary |

13. Selection Committee (Test and Interview) for Group – B & C Posts (Technical)

- | | | |
|---|---|------------------|
| a. Director | - | Chairman |
| b. Two external experts to be nominated by Director | - | Members |
| c. Nominee of MoE | - | Member |
| d. Concerned HOD/Chairman of the Department/Center | - | Member |
| e. Representative of SC/ST/OBC/Minority/Women as applicable | - | Member |
| f. Registrar | - | Member Secretary |

14. Selection Committee (Test and Interview) for Group - B & C Posts (Non-Technical and MTS)

- | | | |
|---|---|------------------|
| a. Director | - | Chairman |
| b. Two external experts to be nominated by Director | - | Members |
| c. Nominee of MoE | - | Member |
| d. Representative of SC/ST/OBC/Minority/Women as applicable | - | Member |
| e. Registrar | - | Member Secretary |

Note – The Scrutiny Test Committees and/or Selection Committees may prefer to set the question papers and/or design the practical tests and evaluate the same either themselves or carry out the task through external experts/agencies. In the later case, the Scrutiny Test Committees and/or Selection Committees will monitor the entire process starting from selection of the external experts/agencies till publication of the result by the external experts/agencies and finally certify the results and recommend the selections.

SECTION – 11

GUIDELINES FOR PROMOTION OF NON-TEACHING POSTS BY DPC

[As per Recruitment Rule Approved by MoE, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022]

Following guidelines will be followed for promotion of all non-teaching posts in the Institute:

1. GENERAL:

- a) The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date mentioned in the DPC notification
- b) Model Calendar for DPC as issued by DoPT from time-to-time and adopted by the Institute shall be followed for promotion of the non-teaching employees.
- c) The Institute will follow Calendar Year basis DPC from the year 2022. Crucial Date for 2022 will be the date of effective of the new Recruitment Rules, i.e., 19/09/2022 and subsequent Crucial Year will be 1st of January of the respective Vacancy Year, e.g., Crucial Date for Vacancy Year of 2023 shall be 1st January 2023.
- d) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- e) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. In case of posts carrying Pay Level up to 11, only performance reported as "Good (Grade Point 5)" shall be considered. In case of Group 'A' post carrying Pay Level 12 or above, persons reported as "Very Good (Grade Point 7)" shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC.
- f) The Institute may hold a written/skill test at the time of promotion of the employees of the Institute and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service.
- g) While screening the Annual Performance Appraisal Reports, the Institute may also fix any other criteria for consideration of the DPC.
- h) The DPC should assess the suitability of the employees for promotion based on their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause (b).
- i) In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse

entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed benchmarks as required for the post under these Rules.

- j) The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the Institute) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per Gol rules.
- k) The written/skill test shall only be qualifying in nature. The DPC shall make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e., minimum score 5 for all employees up to the Pay Level 11 and "Very Good", i.e., a minimum score of 7 for all Group 'A' posts in the Pay Level 12 and above, and accordingly, grade the employees as "fit" or "unfit" only. Those who are graded as "fit" shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies for promotion. Those employees who are graded "unfit" by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- l) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- m) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the



eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

- n) The following cases shall be brought to the notice of the DPC:
- (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending/continuing; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending in any Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined, and he will be promoted notionally with reference to the date of promotion of his junior and if necessary, by reverting the junior most officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

- o) The cases of employees under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

2. FUNCTIONS OF DPC:

- a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees.
- b) The constitution of DPC for various posts shall be as prescribed under the Recruitment Rules of the Institute for the said post.
- c) While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
 - (i) Provisions of the Rules/Act/Statutes/Ordinances;
 - (ii) Regulations/guidelines and GOI Rules as applicable from time to time;
 - (iii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories;
 - (iv) Work and Conduct Reports;
 - (v) Vigilance Clearance Report;
 - (vi) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent

authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria about the benchmarks as mentioned in the Statutes/Ordinances/Govt. of India rules;

- (vii) Roster points of the cadre(s) as per the reservation policy of the Govt. of India.
- (viii) Performance in the skill test/written test, if conducted by the Institute;
- d) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.
- e) In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register regarding each movement of the APAR till the completion of its process.

3. MODE OF PROMOTION:

- a) The Institute should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the Institute, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.
- b) In addition to the conditions for promotion for the posts, as specified at 1 above, Institute may decide any additional method and procedure to be followed for promotion in respect of any category of posts.
- c) As an additional method to fitness (as per APAR)-cum-seniority, the Institute, at its discretion, may hold a written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

- d) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports APARs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the Institute.
- e) Qualifying in Typing Test and knowledge of computers shall be a compulsory requirement for promotion of MTS to the post of Junior Assistant, Senior Assistant, and other positions as may be identified from time to time. Similarly, qualifying in Laboratory/Workshop Test and knowledge of computers shall be a compulsory requirement for promotion of MTS to the post of Technician.
- f) All promotions of the non-teaching employees belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of concluding the DPC procedure.
- g) An Office Order will be issued for the promotion which will contain the list of employees approved for promotion, post, and Pay Level to which promoted and effective date of promotion.
- h) Promoted employees need to give the acceptance for Promotion in writing within a month along with option for pay fixation in the prescribed format.
- i) The promotion shall be effective only after receipt of the acceptance of the promoted employee. However, the same shall be effective from the date mentioned in the Promotion Office Order.
- j) No joining is required in the promoted post.
- k) Period of probation will be as per provisions contained in the Recruitment Rules.
- l) Chain vacancies, i.e., the vacancies created in a lower cadre due to promotion in the higher cadre will also be filled up by the same DPC recommendation list. This assumes that all the post in the higher cadre will be filled and promotion order are to be issued starting from the highest position on which promotion are done.

4. SAVING CLAUSES:

- a) **REMOVAL OF DIFFICULTIES:** If any difficulty arises in the implementation or operation of any of the provision of these guidelines, the Director may, from time-to-time issue with the approval of the Board of Governors, issue such general or specific directions but not

inconsistent with the provisions of any Act, Statutes, Ordinances or directives of the Government of India, which appear to be necessary for the purpose of removing such difficulty.

- b) **INTERPRETATION:** Any ambiguity or lack of clarity about any guidelines, the matter may be referred to the Institute for clarification.
- c) **AMENDMENT OF RULES:** Amendment, modification, changes, withdrawal, suspension, and relaxation in any or all of provisions of these guidelines shall be done with prior approval of the Board of Governors.
- d) **RESIDUARY MATTERS:** Regarding the matters not specified or referred to in this guideline, the corresponding provisions as provided by the Institute for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in this guideline conflicts with any provision of the regulations/guidelines of any Regulatory Body or Govt. of India, the provisions of the Regulatory Body and/or Govt. of India Orders shall prevail.
- e) **LIABILITY OF EMPLOYEES TO SERVE ANYWHERE IN INDIA:** The non-teaching employees (officers as well as staff) shall be liable to serve anywhere in India within the jurisdiction and/or as per requirement of the Institute.
- f) **LEGAL JURISDICTION:** In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Jharkhand only.
- g) **REPEAL:** All the existing rules and orders in relation to the matters covered under this guideline/scheme/policy shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under this guideline/scheme/policy.

