



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(184)/2016/2834

Dated, 31st October, 2017

M E M O

The undersigned is directed to convey that on the recommendation of the 8th & 9th Administrative & HR Sub Committee of the BOG held on 22.09.2016 & 13.12.2016 respectively, the Board of Governors at its 184th meeting held on 19th December, 2016 approved the Recruitment & Promotion Rules for Group A posts of the Institute. Details are given in the Annex.

This is for information and necessary action.

Encl : As above.


(Pradip Pyne)
Registrar & Secretary
Board of Governors

To
All Deans
All Heads of Departments/Centres/Schools/Sections/Units

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's office
3. Secretary, Registrar's office
4. Web Notice Board

BoG : 184-6(iii), (A&HR 8 & 9)

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR



RECRUITMENT RULES FOR GROUP 'A' POSTS

Approved by Board of Governors at its 184th meeting held on 19.12.2016.



Recruitment rules for Group A posts of Indian Institute of Technology Kharagpur

Kharagpur, the 9th December, 2016

In exercise of the powers conferred by sub-section (1) read with clause (h) of Section 6 of the Institutes of Technology (IIT Kharagpur) Acts of 1961 to institute academic and other posts and to make appointments thereto (except in the case of the Director) and in pursuance of the Ministry of Human Resource Development, Government of India letter no. F.No. 17-8/2009-TS.I dated 5th July, 2010 permitting IITs for amending their Recruitment Rules for various categories of posts to provide for vacancy based promotions and in supersession of the Indian Institute of Technology Kharagpur (Group 'A' non-faculty posts) existing Recruitment Rules that were made from time to time except as respects things done or omitted to be done before such supersession the Board of Governors (BoGs) of Indian Institute of Technology Kharagpur of the Institute hereby makes the following rules regulating the method of recruitment to the Group A posts (non-faculty) in the Institute, namely:-

1. Short title and commencement.—(1) These rules may be called the Indian Institute of Technology Kharagpur, Group 'A' posts (Non-faculty) Recruitment and Promotion Rules, 2016, (2) They shall come into force on the date of their approval by the BOG and subsequently its notification and order by the Institute.

2. Application.—(a) These rules shall apply to the non-faculty Group 'A' posts specified at row (1) of Schedule annexed to these rules, (b) All persons appointed on direct recruitment basis in accordance with the earlier Recruitment Rules or under any other notification/administrative instructions existing prior to notification of the Rules or on permanent absorption basis in accordance with the Permanent Absorption Rules of the Institute, shall continue in the substantive posts held by them, (c) All the appointments in the Institute after the notification of these rules shall be made only in accordance with the provisions of these Rules. Appointments to the existing posts not covered by these Rules shall continue to be in accordance with the recruitment rules notified /modified time to time by the Institute. Though, the pay band and Grade pay of existing post shall be amended invariably, (d) If any one provision of these rules contradicts with the provisions of the Acts and Statutes of the Institute, the rules as provided in the Acts and Statutes shall prevail upon the Recruitment and Promotion Rules, 2016.

3. Number of post, classification and level in the Pay Band and Grade pay.—The number of posts, their classification and pay band and grade pay/academic grade pay attached thereto shall be as specified in rows (2) to (4) of the said Schedule. The Modified Assured Career Progression (MACP), Dynamic Assured Career Progression (DACP) for medical doctors and other career progression schemes such as career



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advancement scheme, financial upgradation, etc for UGC posts shall be made applicable to the eligible posts in accordance with the orders issued in this regard by the Govt. of India from time to time, and as adopted by the BOG of the Institute. Other conditions for effecting promotions without linkage to vacancies under DACP/financial up gradations as the case may be shall be governed by the DOPT/MHRD/BOG instructions/orders issued in this regard from time to time.

4. Method of recruitment, age limit, qualifications etc.— (a) The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in rows (5) to (13) of the aforesaid Schedule, (b) The upper age limit for Institute employee for applying against a direct post will be as per decision taken by the BOG of the Institute from time to time, (c) The upper age-limit prescribed for direct recruitment shall be Relaxable in the case of candidates belonging to the Schedule Castes & Schedule Tribes and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Govt, (d) The crucial date for determining the age-limit shall be the closing date for receipt of applications, (e) For direct recruitment/promotion to the various posts under the Institute, the composition of the Selection Committee/Departmental Promotion Committees for different categories of posts shall be as per the laid down provisions in the Acts & Statutes of the Institute, (f) If suitable candidate is not found through direct recruitment, then the post may be filled up through deputation (including short term contract) /absorption, (h) If required, the specializations/areas as mentioned in row 7 may be modified suitably by the Director of the Institute based on the functional requirements.

5. Disqualification.—No person, -

(a) Who has entered into or contracted a marriage with a person having a spouse living;
or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the BOG may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.—Where the BOG is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7 Saving.—Nothing in these rules shall affect reservation, relaxation of upper age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Serviceman, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard and as adopted by the BOG of the Institute. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.



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1	Name of the Post	:	Registrar
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 10,000/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 57 Years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record.</p> <p>Essential Experience (i) At least 15 years' of experience in an institution of higher education of repute as Assistant Professor in the AGP of Rs. 7000 and above along with experience in educational administration or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration in an institution of repute; or (ii) Comparable experience in research establishment and/or other institutions of repute; or (iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar in the GP of Rs. 7600/- and above or an equivalent post in an institution of higher education of repute.</p> <p>Desirable (a) Qualification in area of Management/ Engineering /Law (b) Experience in handling computerized administration, legal, financial or establishment matters Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	<p>Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] holding analogous post or [b]Possessing educational qualification and experience as prescribed for the direct recruitment in Row 7/GOI norms.</p>
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	As per UGC/MHRD norms



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1	Name of the Post	:	Deputy Registrar
2	Number of post	:	10 (Ten)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/- After 5 years of service as Deputy Registrar, the incumbent shall move to PB-4 with GP of Rs.8700/- with re-designation of Joint Registrar after evaluation of performance, however, he/she shall continue to hold substantive post of the Deputy Registrar.
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. Essential Experience: (i) Nine (9) years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above in a reputed organisation with experience in educational administration, or (ii) Comparable experience in research establishment and / or other institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar in GP of RS. 5400/- or in an equivalent post in IITs / University System / Research Institute / Central Government Departments. Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR/Services & facilities Management will be preferred. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy five percent by Direct Recruitment; and (ii) Twenty five percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Qualifications: As prescribed for the Direct Recruitment in row 7. Experience: Atleast 5 years of regular service at the Institute as Assistant Registrar in the GP of Rs. 6600/- will be minimum qualifying service requirement to be considered for promotion Deputation (including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	As per UGC/MHRD norms



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1	Name of the Post	:	Assistant Registrar
2	Number of post	:	18 (Eighteen)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/- After 8 years of service as Assistant Registrar, the incumbent shall be eligible to move to PB-3 with GP of Rs.6600/- with same designation after satisfactory performance and two trainings of 4 weeks duration each in educational administration.
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. Essential Experience: (i) At least 3 years of relevant experience at supervisory level atleast in GP of Rs. 4200/- or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments; (ii) Experience in Computer System & Applications, Office Automation. Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR will be preferred. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Qualification As prescribed for the Direct Recruitment in row 7. Experience: Atleast 8 years of regular service at the Institute as Superintendent/Executive/Secretary/Accounts officer or in equivalent posts in PB-2 with GP of Rs.4600/. Deputation(including short term contract): Possessing educational qualification and experience as prescribed for the direct recruitment in row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	As per UGC/MHRD norms



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1	Name of the Post	:	Librarian
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with AGP of Rs. 10,000/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 57 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: Master's degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record set out in appropriate UGC regulations. Essential Experience Minimum of 18 years of post qualification experience in reputed Libraries as College Librarian / Assistant Librarian OR at least 13 years experience as a Deputy Librarian or equivalent in AGP of Rs. 8000/- in a reputed Institution or University. Evidence of innovative library service and organization of published work. Desirable: M. Phil / Ph. D. degree in Library Science/Information Science / Documentation / Archives and Manuscript keeping, Computerization of Library. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation (including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a]holding analogous post or [b]Possessing educational qualification and experience as prescribed in row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	As per UGC/MHRD norms



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1	Name of the Post	:	Deputy Librarian
2	Number of post	:	03(Three)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with AGP of Rs. 8000/- (Stages of promotion under the career advancement scheme for Deputy Librarians, etc shall be governed by UGC regulations issued from time to time)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 50 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: Master's degree in Library Science/ Information Science / Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. Atleast one year specialization in the area of information Technology/Archives and Manuscript Keeping/Database management systems. 5 years experience as an Assistant University Librarian/College Librarian in AGP of Rs. 6000/-. Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library. Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library with digital library experiences. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy Five percent by Direct Recruitment; and (ii) Twenty Five percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Qualifications: As prescribed for the Direct Recruitment in Row 7 Experience: Atleast 5 years of regular service at the Institute as Assistant Librarian in AGP of Rs. 7000/- will be minimum qualifying service requirement to be considered for promotion. Deputation including short term contract As prescribed for the Direct Recruitment in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Promotion by Rotation of the posts As per UGC/MHRD norms



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1	Name of the Post	:	Assistant Librarian
2	Number of post	:	06 (Six)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with AGP of Rs. 6000/- (Stages of promotion under the career advancement scheme for Assistant Librarians, etc shall be governed by UGC regulations issued from time to time)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualifications: (i) Master's degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record with digital library experiences. (ii) Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. (iii) However, candidates, who are or have been awarded Ph. D. degree in accordance with the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009 shall be exempted from the eligibility condition of NET/SLET/SET. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Qualification & Experience Promotion: Master's degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record with atleast 8 years experience at the Institute as Assistant Library Information officer or equivalent in the GP of RS. 4600/- Deputation including short term contract: As prescribed for the direct recruitment in row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	As per UGC/MHRD norms



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1	Name of the Post	:	Chief Engineer
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 10,000/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 57 Years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience:</p> <p>(a) B.E./B.Tech. Degree or equivalent in Civil/Electrical/Mechanical Engineering (1st Class or equivalent) from a recognized and nationally reputed Institute/University;</p> <p>(b) A minimum 18 years of working experience out of which at least 3 years of experience as a Superintending Engineer in Grade Pay of Rs. 8700/- or at least 8 years of experience as an Superintending Engineer in Grade Pay of Rs. 7600/- or equivalent in Central / State Government including Government Autonomous Bodies/ Organizations and Public Sector Undertakings of national repute in the following areas:</p> <p>Planning, design, estimation, tendering, contract management, execution, mechanization, construction, billing, certification etc. of Works involving, but not limited to, multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical and central HVAC system, fire fighting systems, building management systems, roads and area development etc.</p> <p>Desirable:</p> <p>(i) Have successfully executed works of having combined value of at least Rs. 250 crore in the last 18 years OR Rs. 200 crore as Superintending Engineer or equivalent.</p> <p>ii) Master's Degree in Civil Engineering/ Mechanical Engineering/ Electrical Engineering/Construction Management/ Structural Engineering from a recognized and nationally reputed Institute/University. Years of required experience in (b) above may be reduced for such candidates appropriately.</p> <p>(iii) Knowledge of CPWD works manual, CPWD specifications, Structural designing, Tender documentation, Contract management, CPWD account code, Financial accounting, arbitration and reconciliation, GIS, GPS, administration and working knowledge of electrical and HVAC systems.</p> <p>(iv) Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as electrical, mechanical, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.</p>



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8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] holding analogous post or [b]Possessing educational qualification and experience as prescribed in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Superintending Engineer (Civil)
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 8700/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 50 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience:</p> <p>(a) B.E./B. Tech Degree or equivalent in Civil Engineering (1st Class or equivalent) from a recognized and nationally reputed Institute/University;</p> <p>(b) A minimum 15 years of working experience out of which at least 8 years of experience as an Executive Engineer in Grade Pay of Rs. 6600/- or equivalent or at least 5 years of experience as a Senior Executive Engineer in Grade Pay of Rs. 7600/- or equivalent in Central / State Government including Government Autonomous Bodies/ Organizations and Public Sector Undertakings of national repute in the following areas:</p> <p>Planning, design, estimation, tendering, contract management, execution, mechanization, construction, billing, certification etc. of Civil Works involving, but not limited to, multistoried buildings, institutional buildings, water, sanitary and sewer systems, fire fighting systems, building management systems, roads and area development etc.</p> <p>Desirable:</p> <p>(i) Have successfully executed works of having combined value of at least Rs. 200 crore in the last 15 years OR Rs. 150 crore in the last 8 years as Executive Engineer or equivalent.</p> <p>ii) Master's Degree in Civil Engineering/ Construction Management/ Structural Engineering from a recognized and nationally reputed Institute/University. Years of required experience in (b) above may be reduced for such candidates appropriately.</p> <p>(iii) Knowledge of CPWD works manual, CPWD specifications, Structural designing, Tender documentation, Contract management, CPWD account code, Financial accounting, arbitration and reconciliation, GIS, GPS, administration and working knowledge of inter disciplinary engineering fields like electrical and HVAC.</p> <p>(iv) Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as electrical, mechanical, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year



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10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] Holding analogous post, or [b]Possessing educational qualification and experience as prescribed in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Superintending Engineer (Electrical/Mechanical)
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 8700/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 50 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience:</p> <p>(a) B.E./B. Tech Degree or equivalent in Electrical/Mechanical Engineering (1st Class or equivalent) from a recognized and nationally reputed Institute/University;</p> <p>(b) A minimum 15 years of working experience out of which at least 8 years of experience as an Executive Engineer in Grade Pay of Rs. 6600/- or equivalent or at least 5 years of experience as a Senior Executive Engineer in Grade Pay of Rs. 7600/- or equivalent in Central / State Government including Government Autonomous Bodies/ Organizations and Public Sector Undertakings of national repute in the following areas:</p> <p>Planning, design, estimation, tendering, contract management, execution, mechanization, billing, certification etc. of electrical/mechanical works.</p> <p>Desirable: (i) Have successfully executed electrical/mechanical works of having combined value of at least Rs. 200 crore in the last 15 years OR Rs. 150 crore in the last 8 years as Executive Engineer or equivalent</p> <p>(ii) Master's Degree in Electrical Engineering/ Mechanical Engineering/Construction Management from a recognized and nationally reputed Institute/University. Years of required experience in (b) above may be reduced for such candidates appropriately.</p> <p>(iii) Knowledge of CPWD works manual, CPWD specifications, Electrical designing, Tender documentation, Contract management, GIS, GPS, CPWD account code, Financial accounting, arbitration and reconciliation, administration and working knowledge of inter disciplinary engineering fields like civil.</p> <p>(iv) Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as civil, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of excellent performance



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] Holding analogous post, or [b]Possessing educational qualification and experience as prescribed in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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4 posts of Senior Executive Engineer proposed to be created out of 10 sanctioned posts of Executive Engineers		
1	Name of the Post	: Senior Executive Engineer (Civil/Electrical/Tel/RAC/WW/SS/CWISS/HORT)/Senior Architect(SG)
2	Number of post	: 4 (Four)
3	Classification	: Group 'A'
4	Scale of Pay	: PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-
5	Whether selection post or non-selection post	: Selection
6	Age limit for direct recruitment	: Not exceeding 50 years
7	Educational and other qualifications required for direct recruitment	: Essential Qualification & Experience: First class B.E./B. Tech Degree or equivalent in relevant branch of Engineering, i.e., Civil/Electrical/Computer and Electronics/Mechanical/Agriculture Engineering/Architecture (B. Arch Degree) as the case may be or its equivalent with at least 8 years experience in the execution/supervision/ maintenance of large Civil/Electrical/Mechanical/Telephone/Waterworks/Sanitary works/Horticulture works/RAC/Workshop/Architecture as the case may be of which atleast 2 years as Executive Engineer / Senior Architect in GP of Rs. 6600/ or equivalent.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: (i) Seventy five percent by Direct Recruitment; (ii) Twenty five percent by Promotion failing which may be by deputation including short-term contract
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	: Promotion: First class B.E/B.Tech/B. Arch Degree or equivalent with atleast 5 years relevant experience at the Institute as an Executive Engineer/Senior Architect or equivalent in PB-3 with GP of Rs. 6600/. Deputation including short term contract: As prescribed for the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	: As per the Statutes of the Institute
13	Reservation	: As per Govt. of India guidelines.
14	Remarks	:



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1	Name of the Post	:	Executive Engineer (Civil/Electrical/Tel/RAC/WW/SS/CWISS/HORT)/Senior Architect
2	Number of post	:	10-4=6 (Six)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: First class B.E./B. Tech Degree or equivalent in relevant branch of Engineering (Civil/Electrical/Computer and Electronics/Mechanical/Agriculture Engineering)/ B. Arch Degree as the case may be with at least 6 years experience in the execution/supervision/ maintenance of large Civil/Electrical/Mechanical/Telephone/Water works/Sanitary works/Horticulture works/RAC/Workshop/Architecture as the case may be of which atleast 3 years as Engineer/Architect in GP of Rs. 5400/ or equivalent.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(iii) Fifty percent by Direct Recruitment; (iv) Fifty percent by Promotion failing which may be by deputation including short-term contract
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: First class B.E./B. Tech/B. Arch Degree or equivalent with atleast 5 years relevant experience at the Institute as Engineer/Architect or equivalent in PB-3 with GP of Rs. 5400/. Deputation (including short term contract: As prescribed for the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Engineer (Civil/Electrical/Tel/RAC/WW/SS/SWISS/HORT)/Architect
2	Number of post	:	16 (Sixteen)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	No exceeding 35 years



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7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification & Experience :</p> <p>Engineer (Civil): First class B.E./B. Tech Degree or equivalent in Civil Engineering with at least 3 years professional experience in the execution/supervision/maintenance of large Civil Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade,</p> <p>Engineer (Electrical/Mechanical): First class B.E./B. Tech Degree or equivalent in Electrical/Mechanical Engineering with at least 3 years professional experience in relevant field of Electrical/Mechanical Engineering in the execution/supervision/ maintenance of large Electrical/Mechanical Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade in reputed organization. Experience in high tension and low tension lines, electrical maintenance planning, etc</p> <p>Engineer (Tel): First class B.E./B. Tech Degree or equivalent in Telecom/Electronics/Radio/Computer/Electrical/Information Technology/Instrumentation Engineering with at least 3 years professional experience in the execution/supervision/ maintenance of large Telephone Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade in reputed organization.</p> <p>Engineer (Horticulture) First class B.E./ B. Tech Degree or equivalent in Agriculture Engineering with at least 3 years professional experience in horticulture related works/landscaping, etc.</p> <p>Engineer (Refrigeration and Air-conditioning) First class B.E./B. Tech Degree or equivalent in Mechanical Engineering with at least 3 years professional experience in Refrigeration and Air-conditioning maintenance/Testing/Industry/plant/etc.</p> <p>Engineer (Water Works/Sanitary) First class B. E./B. Tech Degree or equivalent in Civil Engineering with at least 3 years professional experience in Water Resource/Water distribution/management /Sewage and Drainage (Sanitary works)/ Planning the layout of a sanitary system/etc</p> <p>Engineer (SWISS) First class B. E./B. Tech Degree or equivalent in Mechanical Engineering with at least 3 years professional experience in Mechanical workshop etc</p> <p>Architect First class B. Arch Degree in Architecture or equivalent with 3 years professional experience in the profession. The candidate should be registered with the Council of Architecture.</p>
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8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Qualification and Experience Promotion: First class B.E./B. Tech/B. Arch Degree or equivalent in relevant branch of Engineering/ Architecture as the case may be or equivalent with atleast 8 years experience at the Institute as Assistant Engineer/Assistant Architect or equivalent in PB-2 with GP of Rs. 4600/-. Deputation including short term contract: As prescribed for the direct recruitment in row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Chief System Manager
2	Number of post	:	02 (Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 10,000/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 57 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: (a) PhD with 1st class in preceding degrees from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 10 years of experience OR First class M. Tech/ ME degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 15 years of experience, (b) Proven competence in Planning, Installation, Operation, Management, and Maintenance of Networks/Systems in large organizations OR Proven competence in Planning, Design, Implementation, Operation, Management and Maintenance of Application Software for large organizations. Must have practical experience in industry-standard software development processes like ISO 9001 or SEI-CMM, (c) Organizational ability for coordinating and managing various services and systems in a large organisation.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] holding analogous post, or [b]Possessing educational qualification and experience as prescribed in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Deputy Chief System Manager
2	Number of post	:	03 (Three)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 9500/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 50 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: (a) PhD with 1st class in preceding degrees from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 8 years of experience OR First class MTech/ ME degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 13 years of experience, (b) Proven competence in Planning, Installation, Operation, Management, and Maintenance of Networks/Systems in large organizations OR Proven competence in Planning, Design, Implementation, Operation, Management and Maintenance of Application Software for large enterprises. Must have good knowledge of industry-standard software development processes like ISO 9001 or SEI-CMM, (c) Organizational ability for coordinating and managing various services and systems in a large organisation.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Principal Software/System/Network Engineer
2	Number of post	:	06 (Six)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4(Rs. 37400-67000/-) with GP of Rs. 8700/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience: (a) PhD with 1st class in preceding degrees from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 7 years of experience OR First class M.Tech/ ME degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 12 years of experience OR First class B. Tech / BE degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 15 years of experience,</p> <p>(b) (For Principal Software Engineer) Proven competence in the design, development, integration, testing and maintenance of large software applications using relational databases and various Java frameworks. Must have a strong background in software development processes including various life-cycle models.</p> <p>(For Principal Systems Engineer) Proven competence in the planning, deployment, configuration, administration, and maintenance of Linux/Windows based desktops and servers in large organizations. Must have a strong background of working in large networked environments with centralized services.</p> <p>(For Principal Network Engineer) Proven competence in the design, deployment/installation, configuration, operation, and maintenance of large wired and wireless networks. Must have a strong background in working with switches, routers, access points, wireless controllers, firewalls, network management systems etc. Working experience of network security infrastructure,</p> <p>(c) Organizational ability for coordinating and managing various services and systems in a large organisation.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy Five percent by Direct Recruitment; and (ii) Twenty Five percent by Promotion failing which may be by deputation including short-term contract/direct recruitment



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7 Experience: Atleast 5 years of regular service at the Institute as Senior Software/System/Network Engineer Grade-I or equivalent in the GP of Rs. 7600/-will be minimum qualifying service requirement to be considered for promotion. For Deputation including short term contract Possessing educational qualification and experience as prescribed in row 7 in the direct recruitment/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Senior Software/System/Network Engineer Grade-I
2	Number of post	:	04 (Four)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 50 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience :</p> <p>First class ME/M.Tech/M.S. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent from a recognized University/Institute of repute and at least 6 years' of relevant experience in the relevant areas out of which 2 years in the Grade Pay of `6600/- or equivalent level OR First class B.E./B.Tech/M.Sc degree or equivalent in Computer Science and Engineering/ Information Technology or MCA or equivalent from a recognized University/Institute of repute and at least 8 years' of relevant experience in the relevant areas out of which 2 years in the Grade Pay of `6600/- or equivalent level.</p> <p>Relevant Experience:</p> <p>(For Senior Software Engineer Grade-I) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script frontend framework like jQuery. Web service tools and XML. Database design and development for efficient on-line transaction processing environment using RDBMSs like Postgres SQL etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class systems design, development, testing and maintenance of software systems.</p> <p>(For Senior System Engineer Grade-I) Hands on working experience with strong background in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills.</p> <p>(For Senior Network Engineer Grade-I) Hands on working experience with strong background in design, operation, and maintenance of large wired/wireless networks. Must have strong background in installing, configuring, and maintaining basic network equipments such as switches, routers, access points etc. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills.</p>



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8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norm issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy five percent by Direct Recruitment; and (ii) Twenty five percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7 Experience: Atleast 5 years of regular service at the Institute as Senior Software/System/Network Engineer Grade-II or equivalent in the GP of Rs. 6600/- will be minimum qualifying service requirement to be considered for promotion For Deputation including short term contract As in the direct recruitment/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
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14	Remarks	:	



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1	Name of the Post	:	Senior Software /System/Network Engineer Grade-II
2	Number of post	:	8 (Eight)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience : First class BE/B.Tech/M.Sc. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent or MCA from a recognised University/Institute of repute and at least 5 years' relevant experience out of which 3 years in the Grade Pay of Rs. 5400/- or equivalent level: Relevant Experience: (For Senior Software Engineer Grade-II) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. Web service tools and XML. Database design and development for efficient on-line transaction processing environment using RDBMSs like Postgres SQL, etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class design, development, testing and maintenance of software systems. (For Senior System Engineer Grade-II) Hands on working experience in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills. (For Senior Network Engineer Grade-II) Hands on working experience in design, operation, and maintenance of large wired/wireless networks. Must have good background in installing, configuring, and maintaining basic network equipments such as switches, routers, and access points. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year



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10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7. Experience: 5 years of regular service at the Institute as Software/System/Network Engineer or equivalent in the GP of Rs. 5400/- will be minimum qualifying service requirement to be considered for promotion For Deputation including short term contract Possessing educational qualification and experience as prescribed in the direct recruitment in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
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14	Remarks	:	



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1	Name of the Post	:	Software/System/Network Engineer
2	Number of post	:	16 (Sixteen)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience : First class B.E. /B. Tech /MSc. Degree or equivalent in Computer Science and Engineering or Information Technology or equivalent or MCA from a recognised University/Institute of repute and at least 2 years of relevant experience on any one or more of the following areas: (For Software Engineer) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various like-cycle models. (For System Engineer) Hands on working experience in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.), including network configuration. Strong troubleshooting skills. (For Network Engineer) Hands on working experience in operation and maintenance of large wired/wireless networks. Working experience of installing, configuring, and maintaining basic network equipments such as switches and access points. Knowledge of network management systems and good troubleshooting skills.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI issued time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy Five percent by Direct Recruitment; and (ii) Twenty Five percent by Promotion failing which may be by deputation including short-term contract/direct recruitment



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7. Experience: Atleast 8 years of regular service at the Institute as Technical Superintendent or equivalent in the GP of Rs. 4600/- in relevant areas as mentioned in row 7 will be minimum qualifying service requirement to be considered for promotion For Deputation including short term contract Possessing educational qualification and experience as prescribed for direct recruitment in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Principal Medical Officer
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-4 (Rs. 37400-67000/-) with GP of Rs. 8900/- + NPA as per rules
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Preferably below 55 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: MBBS and MS/MD degrees in clinical disciplines (Gen. Medicine, Gen. Surgery, Paediatrics, Ob & Gyn, Orthopaedics, Anesthesia, Intensive Care, Preventive and Social Medicine etc) from recognized and reputed universities in India and overseas. Essential experience: At least 15 years of experience as a Medical Officer in recognized hospitals out of which a minimum of 3 years experience in administrative positions as Senior Medical Officer Grade-I/Medical Superintendent/Chief Medical Officer or equivalent in GP of Rs. 7600/- or equivalent in Government/PSU/Reputed private sector Hospitals of sizable indoor/outdoor patients.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of excellent performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a]holding analogous post or [b]Possessing educational qualification and experience as prescribed in Row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by DACP scheme of GOI as adopted by BOG of the Institute



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1	Name of the Post	:	Senior Medical Officer Grade-I
2	Number of post	:	02 (Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-+ NPA as per rules
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience: MD (Medicine/Radiology/Cardiology/Gastroenterology/Neurology/ Nephrology)/Paediatrics etc/ MS (Surgery/Orthopaedics)/ DNB (Medicine/Radiology/Gastroenterology/ Obstetrics and Gynaecology/ Neurology/ Nephrology/ENT etc) with two years' post PG experience as Senior Medical Officer Grade-II or equivalent in a reputed hospital in GP of Rs. 6600/- or equivalent.</p> <p>Desirable: MCI recognized Post Graduate qualification and Computer literacy</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by DACP scheme of GOI as adopted by BOG of the Institute



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1	Name of the Post	:	Senior Medical Officer Grade-II
2	Number of post	:	02 (Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-+ NPA as per rules
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: MD (Medicine/Radiology/Cardiology/Gastroenterology/Neurology/Nephrology)/Paediatrics etc/ MS (Surgery/Orthopaedics)/ DNB (Medicine/Radiology/Gastroenterology/ Obstetrics and Gynaecology/ Neurology/ Nephrology/ENT etc) with three years' post PG experience in a reputed hospital as Medical Officer or equivalent in GP of Rs. 5400/- or equivalent. Desirable: MCI recognized Post Graduate qualification and Computer literacy
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by DACP scheme of GOI as adopted by BOG of the Institute



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1	Name of the Post	:	Medical Officer
2	Number of post	:	07 (Seven)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3, Rs. 15600-39100/- + GP of Rs. 5400/-+ NPA as per rules
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: MBBS degree from a reputed and recognized university with minimum 55% marks or equivalent grade point average and at least 3 years working experience after the degree in a reputed hospital in Government / PSU / Private Sector. Desirable: (i) MD, or MS, in an appropriate branch of Medicine with atleast 1 year working experience after the degree in a reputed hospital in Government / PSU / Private Sector. (ii) Experience in ICU, Trauma Care Unit (iii) MCI recognized Post Graduate qualification and Computer literacy
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by DACP scheme of GOI as adopted by BOG of the Institute



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1	Name of the Post	:	Senior Sports Officer
2	Number of post	:	02 (Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with AGP of Rs. 7000/- (Stages of promotion under the career advancement scheme for Senior Sport Officer, etc shall be governed by UGC regulations issued from time to time)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Qualification & Experience: i) Master's degree in Physical Education from a recognized university with at least 55% marks or equivalent grade B in the seven point UGC Scale in Physical Education with a diploma in sports coaching from a recognized Institute. OR Master's degree with at least 55% marks or equivalent grade B in the seven point UGC scale in Physical Education and should have represented university or state at National level. Demonstrated ability to encourage mass participation in events in games and sports. (ii) 8 years experience in organizing Games and Sports out of which 5 years as Sports Officers of AGP Rs. 6000/- or an equivalent posts in the university / central educational Institute.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7 Experience: Atleast 5 years of regular service at the Institute as Sport officer in the GP of Rs. 5400/- will be minimum qualifying service requirement to be considered for promotion. For Deputation including short term contract As in the direct recruitment/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by the career advancement scheme through UGC norms issued time to time.



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1	Name of the Post	:	Sports Officer
2	Number of post	:	04 (Four)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with AGP of Rs. 6000/- (Stages of promotion under the career advancement scheme for Sport Officer, etc shall be governed by UGC regulations issued from time to time)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience: (i) Master's degree in Physical Education from a recognized university with at least 55% marks or equivalent grade B in the seven point UGC Scale in Physical Education with a diploma in sports coaching from a recognized Institute. OR Master's degree with at least 55% marks or equivalent grade B in the seven point UGC scale in Physical Education and should have represented university or state at National level. Demonstrated ability to encourage mass participation in events in games and sports. (ii) 3 years experience in organizing Games and Sports at University / Inter College level. Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Educational qualification as prescribed in row 7 with atleast 8 years experience at the Institute as Physical Training Inspector Grade-I or equivalent in the GP of RS. 4600/- Deputation including short term contract: As in the direct recruitment/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression through UGC norms issued time to time



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1	Name of the Post	:	Senior Counsellor Grade-I
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience : Qualification & Experience: Masters degree in Psychology with specialization in clinical / social psychology with atleast 5 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 2 years as Senior Counsellor Grade- II or equivalent in GP of Rs. 6600/ or equivalent OR atleast 5 years relevant experience as Counsellor or equivalent in GP of Rs. 5400/ or equivalent in a reputed organisation, OR M. Phil in Clinical Psychology with 1 st class, along with atleast 5 years experience of which atleast 2 years as senior Counsellor Grade.II in GP of Rs. 6600/ or equivalent, or atleast 5 years relevant experience as Counsellor Grade in GP of Rs. 5400/ or equivalent, OR MA in Clinical Psychology with 1 st Class along with 6 years of relevant experience of which atleast 2 years as Senior Counsellor Grade.II in GP of Rs. 6600/ or equivalent or atleast 5 years relevant experience as Counsellor Grade in GP of Rs. 5400/ or equivalent. Desirable: i) M. Phil/Ph.D. in psychology will be preferred. ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of outstanding performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Senior Counsellor Grade-II
2	Number of post	:	02 (Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience : Qualification & Experience: Masters degree in Psychology with specialization in clinical / social psychology with atleast 5 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 3 years as Counsellor in GP of Rs. 5400/ or equivalent, OR M. Phil in Clinical Psychology with 1 st class, along with atleast 5 years experience of which atleast 3 years as Counsellor in GP of Rs. 5400/ or equivalent, OR MA in Clinical Psychology with 1 st Class along with 6 years of relevant experience of which atleast 3 years as Counsellor in GP of Rs. 5400/ or equivalent. Desirable: i) M. Phil/Ph.D. in psychology will be preferred. ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(iii) Fifty percent by Direct Recruitment; and (iv) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Qualifications: As prescribed for the Direct Recruitment in row 7 Experience: Atleast 5 years of regular service at the Institute as Counsellor in the GP of Rs. 5400/- will be minimum qualifying service requirement to be considered for promotion. Deputation including short term contract: Possessing educational qualification and experience as prescribed in the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	A per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Counsellor
2	Number of post	:	04 (Four)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Qualification & Experience : Masters degree in Psychology with specialization in clinical / social psychology with 2 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute. OR M. Phil in Clinical Psychology with 1 st class, along with atleast 2 years of relevant experience. OR MA in Clinical Psychology with 1 st Class along with 3 years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic. Desirable: i) M. Phil/ Ph.D. in psychology preferred. ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Senior Executive Officer Grade-I
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 50 Years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification & Experience :</p> <p>Essential Qualification: Bachelor's Degree in Engineering with 1st Class or equivalent OR Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.</p> <p>Essential Experience:</p> <p>At least 8 years' working experience in the following areas of which 2 years as Senior Executive Officer Grade-II in the GP of Rs. 6600 or equivalent or at least 5 years experience as Executive officer in GP of Rs. 5400/- or equivalent in a reputed organisation/institution.</p> <ul style="list-style-type: none">▪ Working and liasoning with students and / or corporate.▪ Handling career development processes at any organisation.▪ Handling large projects with multiple organisations.▪ Working experience in Personnel & HR department of any reputed organisation <p>Desirable: Preference will be given to candidates possessing MBA Degree.</p> <p>Competencies:</p> <p>Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.</p> <p>Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment or on deputation terms or on contract initially for 3 years which may be renewed on mutually agreed terms upto 5 years or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of excellent performance.



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Senior Executive Officer Grade-II
2	Number of post	:	02(Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification and experience: Essential Qualification: Bachelor's Degree in Engineering with 1 st Class or equivalent OR Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute. Essential Experience: At least 6 years' working experience in the following areas of which 3 years as Executive Officer in the GP of Rs. 5400 or equivalent in a reputed organisation/institution. <ul style="list-style-type: none">▪ Working and liasoning with students and / or corporate.▪ Handling career development processes at any organisation.▪ Handling large projects with multiple organisations.▪ Working experience in Personnel & HR department of any reputed organisation Desirable: Preference will be given to candidates possessing MBA Degree. Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued time to time
9	Period of probation, if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i)Fifty percent by Direct Recruitment; and (ii)Fifty percent by Promotion failing which may be by deputation including short-term contract/Direct Recruitment



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Qualification & experience Promotion: Qualification as prescribed for Direct recruits in row 7 with atleast 5 years experience at the Institute as Executive Officer or equivalent in PB-3 with GP of Rs.5400/- . Deputation (including short term contract): Possessing educational qualification and experience as prescribed in the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Executive Officer
2	Number of post	:	06 (Six)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Bachelor's Degree in Engineering with 1st Class or equivalent OR Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.</p> <p>Essential Experience: At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.</p> <ul style="list-style-type: none">▪ Working and liasoning with students and / or corporate.▪ Handling career development processes at any organisation.▪ Handling large projects with multiple organisations.▪ Working experience in Personnel & HR department of any reputed organisation <p>Desirable: Preference will be given to candidates possessing MBA Degree.</p> <p>Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Seventy Five percent by Direct Recruitment; and (ii) Twenty Five percent by Promotion failing which may be by deputation including short-term contract/Direct Recruitment



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Qualification & experience Promotion: Qualification as prescribed for Direct recruits in row 7 with atleast 8 years relevant experience at the Institute as Superintendent/Executive/Secretary or equivalent in PB-2 with GP of Rs.4600/-. Deputation: Possessing educational qualification and experience as prescribed in the direct recruitment/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Senior Law Officer Grade-II
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 40 Years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: Degree in Law from a recognized University/Institute of repute. Essential Experience: At least 6 years' practical education and working experience especially in the required field of legal work, IPR claim submission and monitoring of which 3 years as Law Officer in the GP of Rs. 5400/- or equivalent in a reputed organisation/institution.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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1	Name of the Post	:	Law Officer
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification: Degree in Law from a recognized University/Institute of repute. Essential Experience: Should have adequate practical education and experience for atleast 3 years especially in the required field of legal work, IPR claim submission and monitoring.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARGPUR

1	Name of the Post	:	Senior Security Officer
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3(Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	Essential Qualification & Experience : Essential Qualification: Bachelor's degree with at least 8 years relevant security supervisory experience in Government or in a reputed organization of which atleast 3 years as Security officer or equivalent in GP of Rs. 5400/- or equivalent Should be well conversant with security matters and procedure to deal with local police and the general public. Desirable: Persons served in supervisory rank in defence/paramilitary services or Officers holding analogous posts having NCC Certificate and fire fighting training. Experience on security of residential educational campus, computer knowledge and familiarity with Indian Laws. The requirement of Bachelor's degree will not be insisted in the case of candidates who have joined Armed Forces through NDA.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Deputation(including short term contract): Officers from the Central/ State Government or Institutes of national importance or Universities/University level Institution or PSU/ Industry: [a] holding analogous post or [b]Possessing educational qualification and experience as prescribed in row 7/GOI norms.
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Security Officer
2	Number of post	:	02(Two)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Bachelor's degree with at least 5 years relevant security supervisory experiences in Government or in a reputed organization. Should be well conversant with security matters and procedure to deal with local police and the general public.</p> <p>Desirable: Persons served in supervisory rank in defence/paramilitary services or Officers holding analogous posts having NCC Certificate and fire fighting training. Experience on security of residential educational campus, computer knowledge and familiarity with Indian Laws. The requirement of Bachelor's degree will not be insisted in the case of candidates who have joined Armed Forces through NDA.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	<p>Promotion: Qualification and experience Educational qualification as prescribed in row 7 for the direct recruits with atleast 8 years experience at the Institute as Assistant Security Officer Gr. I or equivalent in PB-2 with GP of Rs.4600.</p> <p>Deputation: Qualification & experience Possessing educational qualification and experience as prescribed in the direct recruitment in row 7/GOI norms</p>
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

One post proposed to be created out of one sanctioned post of Senior Law Officer Grade-I		
1	Name of the Post	: Senior Technical Officer Grade-I
2	Number of post	: 01 (One)
3	Classification	: Group 'A'
4	Scale of Pay	: PB-3 (Rs. 15600-39100/-) with GP of Rs. 7600/-
5	Whether selection post or non-selection post	: Not Applicable
6	Age limit for direct recruitment	: Not exceeding 50 years
7	Educational and other qualifications required for direct recruitment	<p>Essential Qualification & Experience :</p> <p>1st class B.E. /B. Tech /MSc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 8 years' relevant experience out of which 2 years as Senior Technical Officer Grade-II or in equivalent post in the Grade Pay of 6600/- or equivalent OR atleast 5 years relevant experience as Technical Officer or equivalent in GP of Rs. 5400/ or equivalent in reputed organisation on any one or more of the following areas:</p> <p>(i) Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/Materials Science/Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Not Applicable
9	Period of probation, if any	: One Year



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Two posts proposed to be created out of one sanctioned post each of Senior Executive officer grade-II and Senior Medical Officer grade-II		
1	Name of the Post	: Senior Technical Officer Grade-II
2	Number of post	: 2 (Two)
3	Classification	: Group 'A'
4	Scale of Pay	: PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	: Selection
6	Age limit for direct recruitment	: Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	: Essential Qualification & Experience : 1 st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 5 years' relevant experience out of which 3 years as Technical Officer or in equivalent post in the Grade Pay of `5400/- or equivalent on any one or more of the following areas: (i) Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/Materials Science/Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	: Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	: One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	: (i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment



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11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Promotion: Qualifications: As prescribed for the Direct Recruitment in row 7. Experience: Atleast 5 years of regular service at the Institute as Technical Officer or equivalent in the GP of Rs. 5400/- will be minimum qualifying service requirement to be considered for promotion Deputation including short term contract Possessing educational qualification and experience as prescribed in the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



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Four posts proposed to be created out of two sanctioned posts each of AR and Software/network/system engineer

1	Name of the Post	:	Technical Officer
2	Number of post	:	4 (Four)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

7	Educational and other qualifications required for direct recruitment (1)	:	Essential Qualification & Experience : 1 st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 2 years of relevant experience on any one or more of the following areas: (i) Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/Materials Science/Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: Relaxable as per BOG/GOI norms issued from time to time
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	(i) Fifty percent by Direct Recruitment; and (ii) Fifty percent by Promotion failing which may be by deputation including short-term contract/direct recruitment



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	For promotion: Qualifications: As prescribed for the Direct Recruitment in row 7. Experience: Atleast 8 years of regular service at the Institute as Technical Superintendent or equivalent in the GP of Rs. 4600/- in relevant areas will be minimum qualifying service requirement to be considered for promotion For Deputation including short term contract Possessing educational qualification and experience as prescribed in the direct recruitment in row 7/GOI norms
12	If a Departmental Promotion Committee exist what is its composition	:	As per Statutes of the Institute
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Hindi Officer
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 5400/-
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in English in any subject with Hindi and English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>Essential Experience: 5 years experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature out of which 3 years should be in a supervisory capacity OR 3 years experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p>Desirable : (i) Knowledge of Sanskrit and / or Modern Indian Language (ii) Administrative Experience (iii) Experience of organizing Hindi classes or workshop for noting and drafting.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Hundred percent by Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	Career progression by MACP scheme of GOI



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(187)/2017/2873
Dated, 15th November, 2017

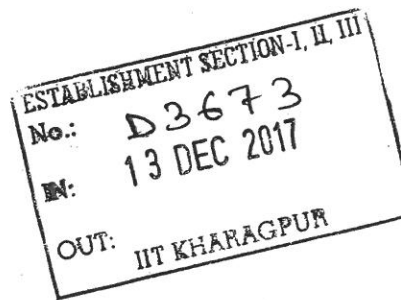
M E M O

The undersigned is directed to convey that the Board of Governors at its 187th meeting held on 15th September 2017 on considering the Action Taken Report decided that while initiating necessary steps for creation of the new post of Senior Hindi Officer as approved by 186th BoG dated 24.06.22017 similar exercise may be undertaken for all isolated posts so that a comprehensive policy may be framed. The Board authorized the Director to take appropriate steps as necessary.

This is for information and necessary action please.


(Pradip Pyne)
Registrar &
Secretary, BOG




To
Dean (HR)



Copy to :

1. Deputy Registrar (E)
2. Secretary to Director
3. Secretary, Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG : 187-2b-v



15/11/17

1	Name of the Post	:	Senior Hindi Officer
2	Number of post	:	01(One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	PB-3 (Rs. 15600-39100/-) with GP of Rs. 6600/-
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 40 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in English in any subject with Hindi and English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level OR Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>Essential Experience: 5 years experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature out of which 3 years should be in a supervisory capacity OR 3 years experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p>Desirable : (i) Knowledge of Sanskrit and / or Modern Indian Language (ii) Administrative Experience (iii) Experience of organizing Hindi classes or workshop for noting and drafting.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Educational Qualification: Yes Age: No
9	Period of probation, if any	:	One Year
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	100% by Promotion failing which by Direct recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	<p>Promotion:</p> <p>Educational Qualifications: As prescribed for the Direct Recruitment in row 7.</p> <p>Experience: Atleast 5 years of regular service at the Institute as Hindi Officer in the GP of Rs. 5400/-</p>
12	If a Departmental Promotion Committee exist what is its composition	:	As per the Acts and Statutes of the Institute
13	Reservation	:	As per Govt. of India
14	Remarks	:	Either the post of Hindi officer (GP 5400) or Senior Hindi officer (GP 6600) will be filled up at a time.



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(189)/2018/2921

Dated, 1st June, 2018

M E M O

The undersigned is directed to convey that on the recommendation of the Administrative & HR Sub-Committee at its 11th meeting held on 11.04.2018, the Board of Governors at its 189th meeting held on 16th April 2018 approved creation of one(1) post of Project Monitoring Officer in Group A Cadre in Level 10 of 7th CPC Pay Matrix Rs 56,100- 1,77,500 [Pre-revised PB-3, GP Rs 5,400] and the Recruitment Rules for the post as given in the **Annex** for the office of Sponsored Research & Industrial Consultancy(SRIC).

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To
Dean (SRIC)

Copy to :

1. Deputy Registrar (SRIC)
2. Deputy Registrar (E)
3. Secretary to Director
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office
6. Web Notice Board

BoG : 189-3 (v) A& HR: 11-5 (ii)

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Project Monitoring Officer (PMO)
2	Number of post	:	01(one)
3	Classification	:	Group 'A'
4	Scale of Pay	:	Level-10 of the 7th Pay Matrix (Pre -revised PB-3 with GP of Rs. 5400/-) and other allowances as admissible in equivalent position of the Institute.
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records.</p> <p>Essential Experience:</p> <p>(i) At least 3 years of relevant experience at supervisory level atleast in GP of Rs.4200/- or equivalent in a reputed Educational Institute/ University System/ Research Institute/ Central Government Department/reputed Industry;</p> <p>(ii) Experience in Computer System & Applications, Office Automation.</p> <p>Desirable: Experience/exposure to computer based Finance & Accounting/ Audit/Academic/Purchase & Stores/Establishment/Personnel & HR will be preferred.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment purely on Contract basis initially for a period of 3 (Three) Years on a yearly renewal basis, which may be further renewed upto five years subject to evaluation of performance
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	SRIC Post (The salary to be paid from the SRIC fund)





INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(189)/2018/2920

Dated, 1st June, 2018

M E M O

The undersigned is directed to convey that on the recommendation of the Administrative & HR Sub-Committee at its 11th meeting held on 11.04.2018, the Board of Governors at its 189th meeting held on 16th April 2018 approved creation of one (1) post of Chief Technology Officer purely on contract with a fixed consolidated salary equivalent to the Level 14 of the 7th CPC Pay Matrix and the Recruitment Rules for the post as given in the **Annex** for initiation and development of high valued SRIC projects as well as to maintain liaison with Industry, Government and other funding agencies for the office of Sponsored Research & Industrial Consultancy (SRIC).

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To
Dean (SRIC)

Copy to :

1. Deputy Registrar (SRIC)
2. Deputy Registrar (E)
3. Secretary to Director
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office
6. Web Notice Board

BoG : 189-3 (iv) A& HR: 11-5 (i)

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Chief Technology Officer (CTO)
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	Consolidated Compensation equivalent to the Level-14 of the 7 th Pay Matrix (Pre-revised PB-4 with GP of Rs. 10000/-) and other allowances as admissible in equivalent position of the Institute.
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Preferably below 57 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification and experience:</p> <ul style="list-style-type: none"> • PhD in Engineering or Science with first class in the preceding degree from a recognized Institute/university of repute with excellent academic record OR MBA with 1st Class Bachelors/Masters in Engineering with leadership experience in industry. • 10 years experience in an industry / R&D / technical institution / entrepreneurship out of which atleast 3 years of relevant experience in level 13 of the 7th pay matrix or equivalent in a reputed Industry /R & D/technical Institution/entrepreneurship • Excellent track record of having formulated and developed large project, possibly Incubated new companies, translated R&D into commercial ventures.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment purely on contract for a period of three (3) years on a yearly review basis, which may be further renewed upto five years subject to evaluation of performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	SRIC Post (Salary to be paid from SRIC fund)





INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(189)/2018/2919

Dated, 1st June, 2018

M E M O

The undersigned is directed to convey that on the recommendation of the Administrative & HR Sub-Committee at its 11th meeting held on 11.04.2018, the Board of Governors at its 189th meeting held on 16th April 2018 approved creation of one (1) post of Chief Operating Officer (Projects) in Group A Cadre Level 14 of 7th CPC Pay Matrix Rs 1,44,200 – 2,18,200 within the overall sanctioned strength of Group-A positions and the Recruitment Rules for the post as given in the **Annex** for handling of major infrastructural projects e.g Multispecialty Hospital, Research Park etc.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To
Dean (HR)
Deputy Registrar (E)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG : 189-3 (iii) A& HR: 11-4

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Chief Operating Officer (Projects)
2	Number of post	:	01 (One)
3	Classification	:	Group 'A'
4	Scale of Pay	:	Level-14 of the 7 th Pay Matrix (Pre -revised PB-4 with GP of Rs. 10000/-)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Preferably below57 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>Essential Experience:</p> <p>(i) A minimum 18 years of working experience out of which at least 3 years of relevant experience such as handling of major infrastructural projects, administration, finance, liasoning with reputed organization/Industry, etc in Level 13 of the 7th pay matrix (pre-revised PB-4, GP of Rs. 8700/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments/ Medical Hospital/Institutes;</p> <p>(ii) Experience in Computer System & Applications, Office Automation, ERP, e-office</p> <p>Desirable:</p> <p>(a) Qualification in area of Management/ Engineering /Law (b) Experience in handling of computerized administration, major infrastructural projects and Research parks</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Period of probation if any	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment purely on contract for a period of three (3) years on a yearly review basis, which may be further renewed upto five years subject to evaluation of performance.
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
13	Reservation	:	As per Govt. of India guidelines.
14	Remarks	:	To create out of sanctioned posts of Group A



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR


No. MS/B-1(189)/2018/2918
Dated, 1st June, 2018

M E M O

The undersigned is directed to convey that on the recommendation of the Administrative & HR Sub-Committee at its 11th meeting held on 11.04.2018, the Board of Governors at its 189th meeting held on 16th April 2018 approved creation of six (6) positions of Administrative Officer in Group A Cadre for large Departments/Centres/Schools in Level 10 of 7th CPC Pay Matrix Rs 56,100-1,77,500 [Pre-revised PB-3, GP Rs 5,400] within the overall sanctioned strength of Group A positions and Recruitment Rules for the post as given in the **Annex**.

This is for information and necessary action please.

Encl: As stated


Registrar &
Secretary, BOG

To
Dean (HR)
Deputy Registrar (E)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG : 189-3 (ii) A& HR: 11-3

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1	Name of the Post	:	Administrative Officer
2	Number of post	:	6 (Six)
3	Classification	:	Group 'A'
4	Scale of Pay	:	Level-10 of Pay Matrix of Rs. 56100- (Pre -revised PB-3 with GP of Rs. 5400/-)
5	Whether selection post or non-selection post	:	Selection
6	Age limit for direct recruitment	:	Not exceeding 35 years
7	Educational and other qualifications required for direct recruitment	:	<p>Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records.</p> <p>Essential Experience:</p> <p>(i) At least 3 years of relevant experience at supervisory level atleast in GP of Rs. 4200/- or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;</p> <p>(ii) Experience in Computer System & Applications, Office Automation.</p> <p>Desirable: Experience in handling the human resource management, maintain electronic record system, equipment maintenance, tender process, organize meetings, coordinate to organise workshops / symposium/ conferences, communicate with the external agencies like industry and other academic institutions and to handle various matters through ERP.</p> <p>Preference will be given to candidates possessing MBA Degree.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	:	Not Applicable
9	Nature of Employment	:	Purely on Contract basis for a period of 3 (Three) Years on a yearly renewal basis subject to evaluation of performance
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	:	Direct Recruitment
11	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	:	Not Applicable
12	If a Departmental Promotion Committee exist what is its composition	:	Not Applicable
3	Reservation	:	As per Govt. of India guidelines.
4	Remarks	:	